

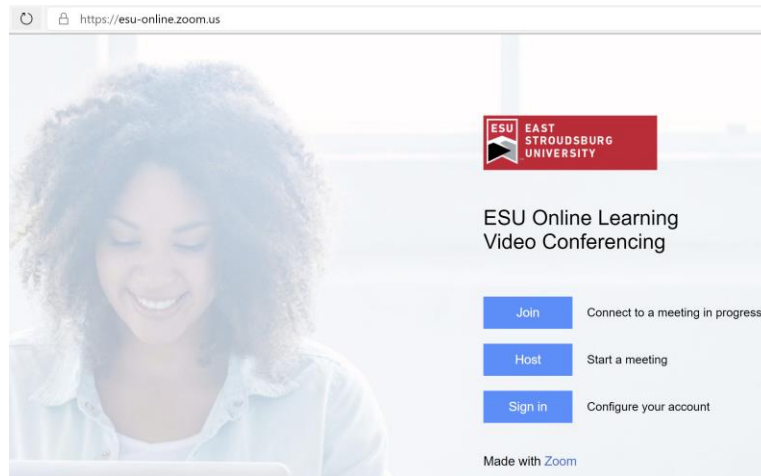
## Scheduling a Zoom Webinar

Zoom has a Webinar feature associated with our University account. Devin Feighan ([dfeighan@esu.edu](mailto:dfeighan@esu.edu)) has the administrative ability to enable this feature for your account.

Please first consult the document ZOOM Instructions (setup and using) if you are total new to using Zoom. Those instructions are found here ->

[https://www.esu.edu/computing\\_communication\\_services/academic\\_computing/index.cfm](https://www.esu.edu/computing_communication_services/academic_computing/index.cfm)

Otherwise, you can just log into your ESU Zoom account and start creating your webinar.



A regular Zoom **meeting** allows everyone in the meeting the ability to speak and be seen. A **webinar** allows viewers to essentially view/chat/Q&A online. The host/co-host can allow viewers to speak if they raise their hand during the session.

Setting up a webinar is like a meeting. **Zoom has an explanation video that walks you through the process.** Here is the link. <https://youtu.be/fAvYiNLZmIY>

Pay special attention to the “Enable Practice Session” mode that is discussed because it will allow you to get comfortable with your setup before going live.

You will find the Webinar feature useful when you need more “seating” for guest who do not need to actively participate.

If you have any questions, please call or email me at 570-422-3857 / [dparfitt@esu.edu](mailto:dparfitt@esu.edu).