How to set-up and run a webinar using your IET Office365 Teams account

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1. Setting up the webinar

1. Log in to www.office.com using your IET volunteer O365 account credentials. Please contact volunteer365support@theiet.org if you have any issues logging in.

2. Click on the App launcher (little squares, top left) and select Teams.
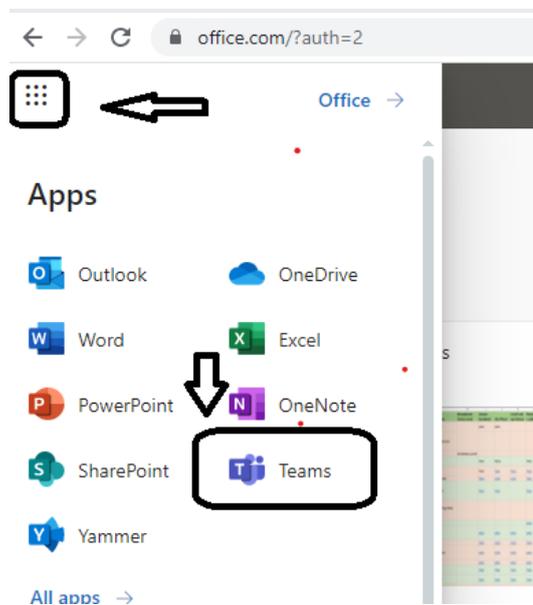
3. This will open the Microsoft Teams application. On the left you will see a navigation panel. Click on the Calender.
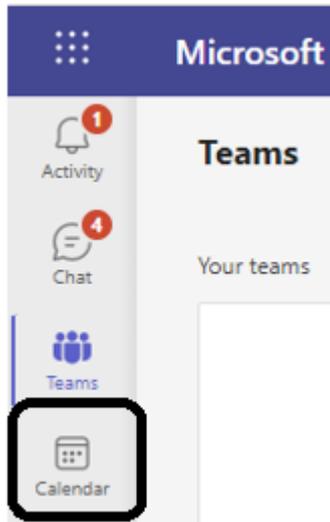
4. In calendar view, locate the New Meeting button (top right), click on the drop down arrow and select webinar. If you don't select a webinar in this way you will simply set up a meeting.
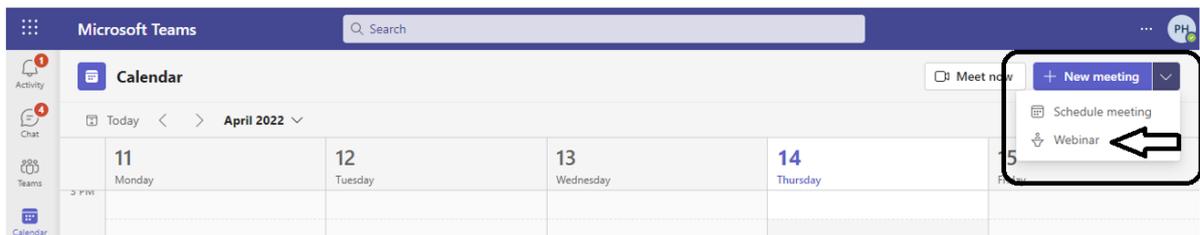
5. Set up the webinar

  ➢ Open the two highlighted drop down menus and ensure the following are unticked:
    o In *Response options* untick both options
    o In *Require registration* select none (registration needs to be set-up via Plus4Events)
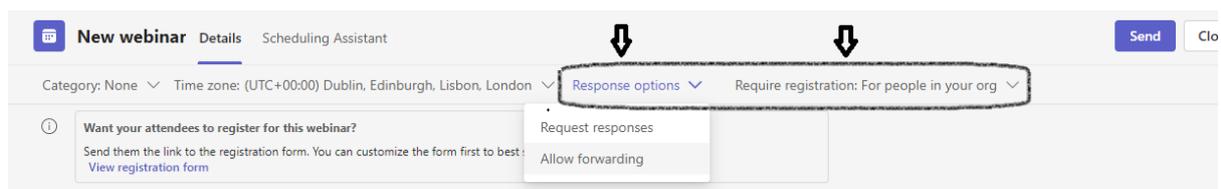
Then complete the following areas:

➢ Add the webinar title

➢ Add your presenter(s) email address and any presenting committee member(s) email address. After inserting the email address wait a second for the grey 'invite XXX' box to appear and click. The email address should now be visible in the invite line. Additional email addresses can be added inserted in this way.

Each individual enetered here will receive an email with a link to join the webinar.
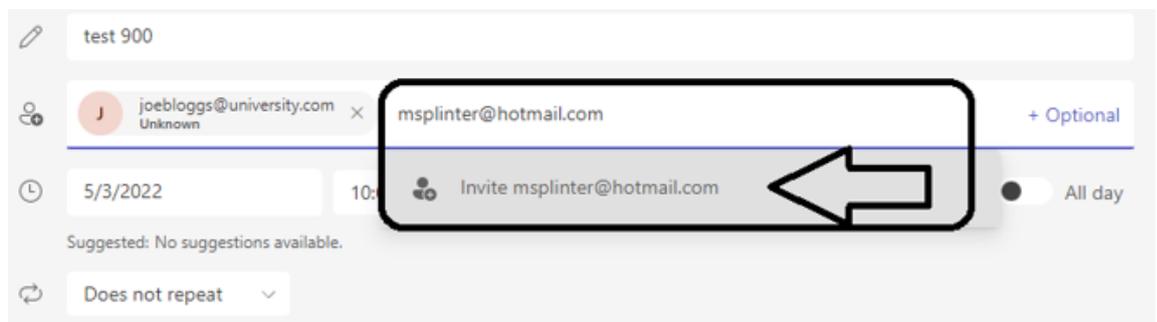
For the speaker to have the best log-in experience you may wish to ask if they have an email address linked to a Teams account and use this email address. If they do not have a Teams address it is not an issue, but the speaker might be classed as a guest when joining until the organiser can promote them to a presenter.

Ensure date and time are correct. **Set the webinar to start 20-30 minutes before you want the audience to join to give presenters time to practise.** The timezone should auto select to match where the user is based.

<u>Be careful! Dates are listed in American date format MM/DD/YY in Teams</u>

There is no need to add a channel, location or any blurb about the event here.

➢ Click Save.

The window will now automatically close and you will be taken back to the calender view.

6. Locate your new webinar entry in the calender and double click to open.

7. The webinar scheduling screen is where you will find the webinar link for Plus4Events and control a number of features for your webinar such as Q&A set-up. You can also add or delete presenter emails and amend timings.

➢ Click on the three dots next to the timezone and select Meeting Options. This will open a new window.
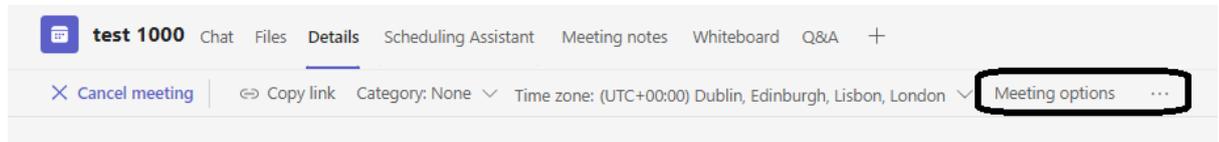
➢ Ensure the following options are selected as shown in the image below and click save.
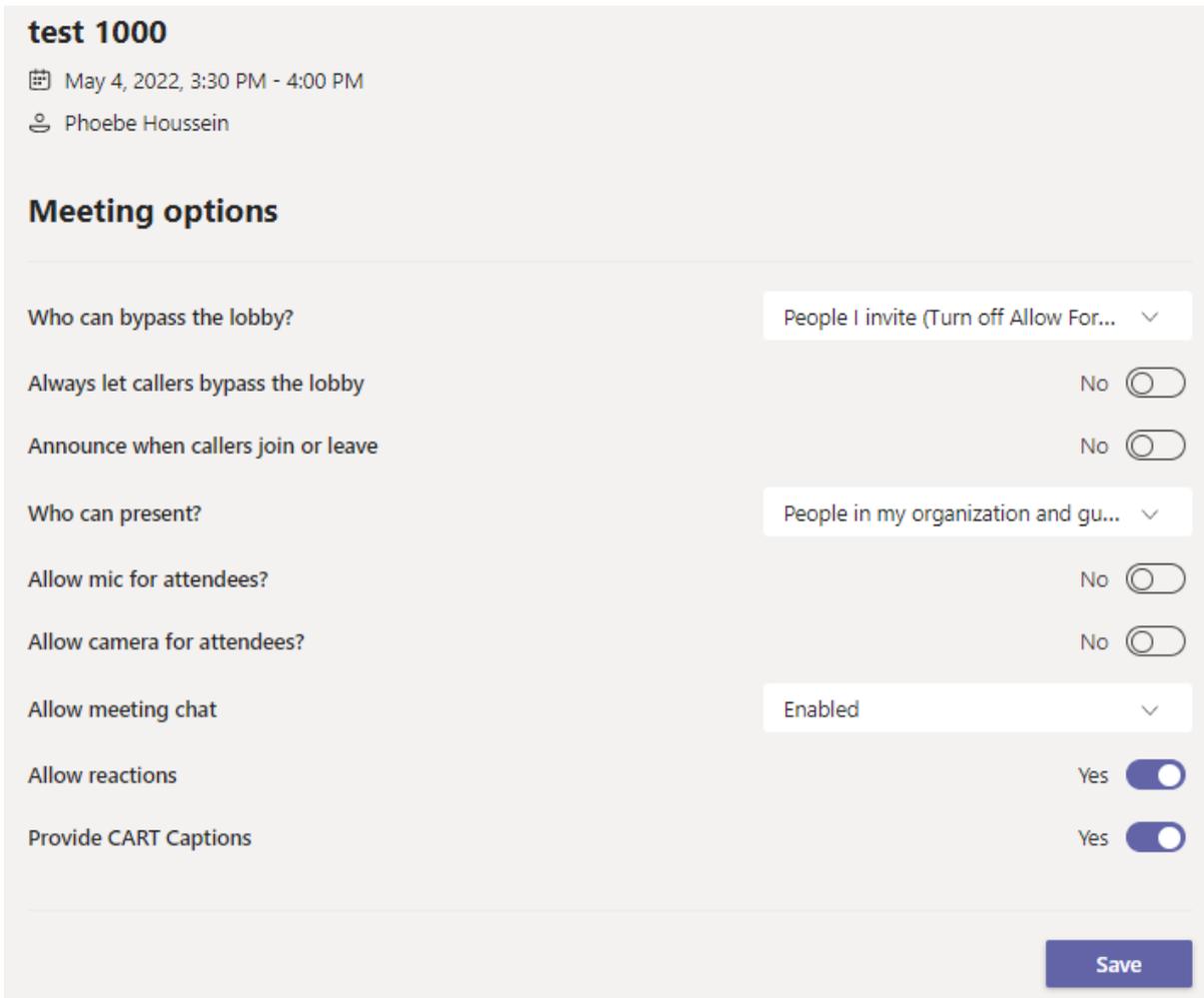
test 1000

📅 May 4, 2022, 3:30 PM - 4:00 PM

👤 Phoebe Houssein

Meeting options

Who can bypass the lobby?	People I invite (Turn off Allow For... ∨
Always let callers bypass the lobby	No ⬭
Announce when callers join or leave	No ⬭
Who can present?	People in my organization and gu... ∨
Allow mic for attendees?	No ⬭
Allow camera for attendees?	No ⬭
Allow meeting chat	Enabled ∨
Allow reactions	Yes ⬤
Provide CART Captions	Yes ⬤

Save

To add a Q&A option to your webinar click on the + sign on the top navigation bar, select Q&A from the apps and click add.

In the following screen ensure the following buttons are selected as shown. Click save.
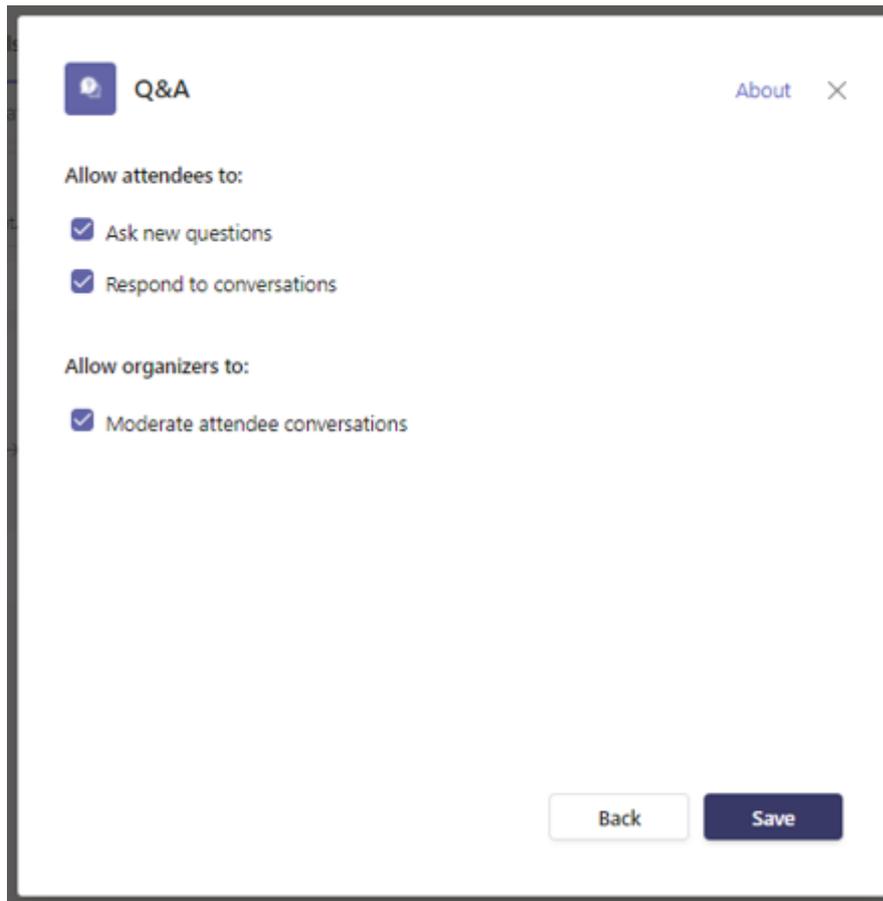
8. Registration for the webinar will need to be added to your network's existing Plus4Events account.

   ➢ Click on the Copy Link button on the top left to obtain a link for Plus4Events. This is the link delegates will use to join the webinar.
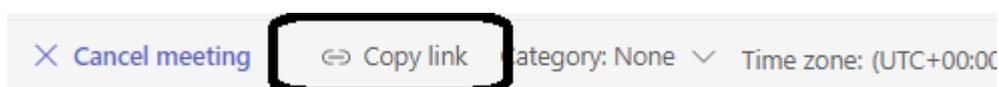
Log into Plus4Events using your existing credentials and complete the required fields.

> ➢ Paste the copied link into the Webinar URL field and select Microsoft Teams from the drop down box. A meetng ID or passcode is not needed for Microsoft Teams webinars.
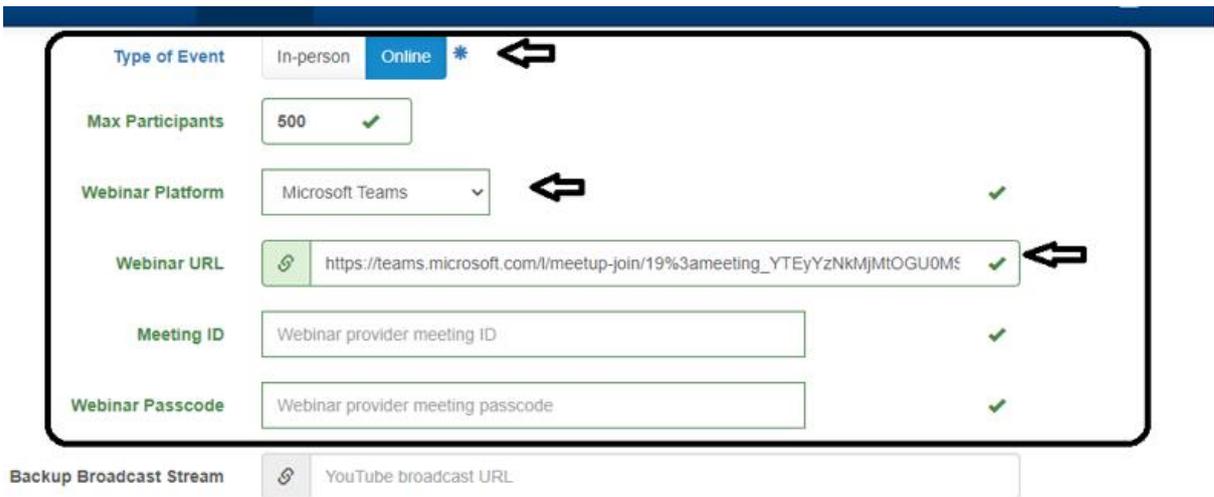
9. Add your event to the IET website via the Events Management dashboard using your existing credentials.

2. Going live on the day

1. Log in to www.office.com using your IET volunteer O365 account credentials that the webinar was set-up in and follow the above steps 1-3 to navigate to the Teams Calender page. Locate the correct webinar in the calendar and double click to open. The join webinar button is in the top right. Or click on the mini join icon on the calender view page. .
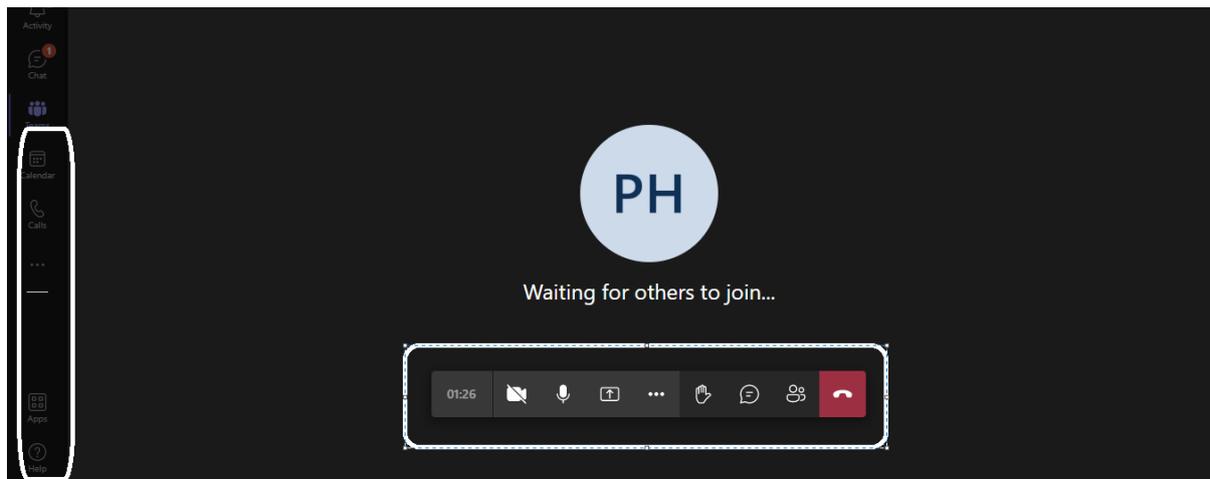
2. Check settings for audio and video and click Join. This will start the webinar.

The controls & functions in Teams webinars will feel very familiar with options to turn your mic & camera on/off, share screen, access the chat pane, raise hand etc.

Panellists and presenting committee members may auto join or, if they have joined as a guest they will be waiting in the 'lobby' and need to be admitted.

> Click on the Show Participants icon and a panel on the left will open displaying who is currently in the meeting and who is waiting to join.

  Some of the guests in the lobby may be delegates so be careful not to admit them during the test session.

> Find any panelists in the lobby and click on the green tick to the right of their name to admit them.

> Click on the three dots next to their name and select 'Make Presenter'.
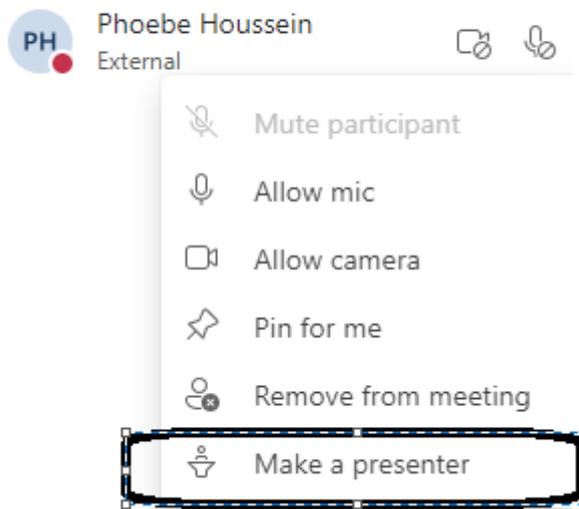
The three dots also allow you to mute/unmute delegtes so that they can speak/come on camera (for example, if you wanted a more interactive Q&A session).

If in a practise session the presenters can now test their presentation and audio etc.

When the webinar broadcast goes live those who are not presenting should mute their audio and turn off their camera.

3. When it is time, use the Show Participants panel to view the Waiting in Lobby list and click Admit All. Your webinar is now live with an audience. Any delegate who joins after this time will need to be admitted too so keep an eye on the lobby.

If the webinar has been correctly set up the audience should join with audio and cameras disabled. They are able to use the chat function and ask questions via the Q&A (if this has been set up).

4. When the webinar has finished click on the red phone symbol to end the webinar for all. Head to the kitchen for a well deserved cup of tea!

3. Additional webinar functionaility

Q&A

If the webinar was set up with a Q&A option the main webinar organiser will have to monitor and moderate the questions being asked.

To view the questions:

➤ When the webinar is live, on the left navigation pane select Chat (the live webinar will remain on-screen minimised and can be moved around the screen for a better position).
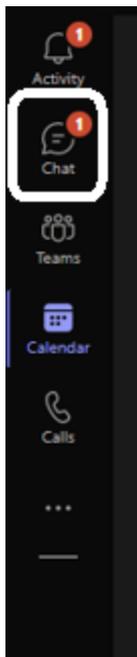
➤ Find and click on the corresponding Chat box on the left panel. This will most likely the top chat box.
➤ Along the top navigation bar you might see Q&A or have to click on More and then Q&A.
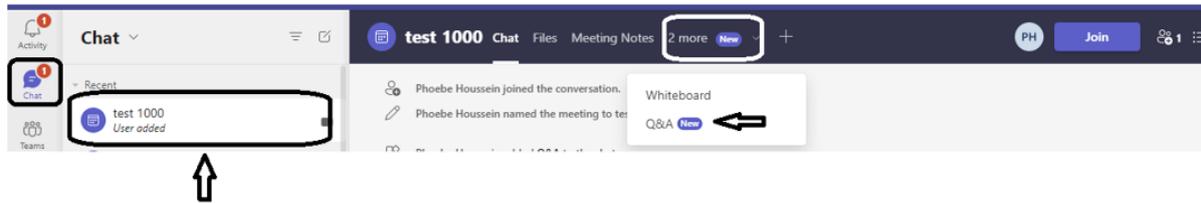
- ➢ All submitted questions are stored here until they are published or dismissed. The host should read out the questions to the presenter. Any published questions will be then visible to the audience. Until the question is accepted and published it is not visible to the audience. Once a question is published other audience members can vote and comment on the question.
  The chat function embedded in the webinar could also be used for questions but if there is a lot of conversation it may be hard to keep track of the questions.
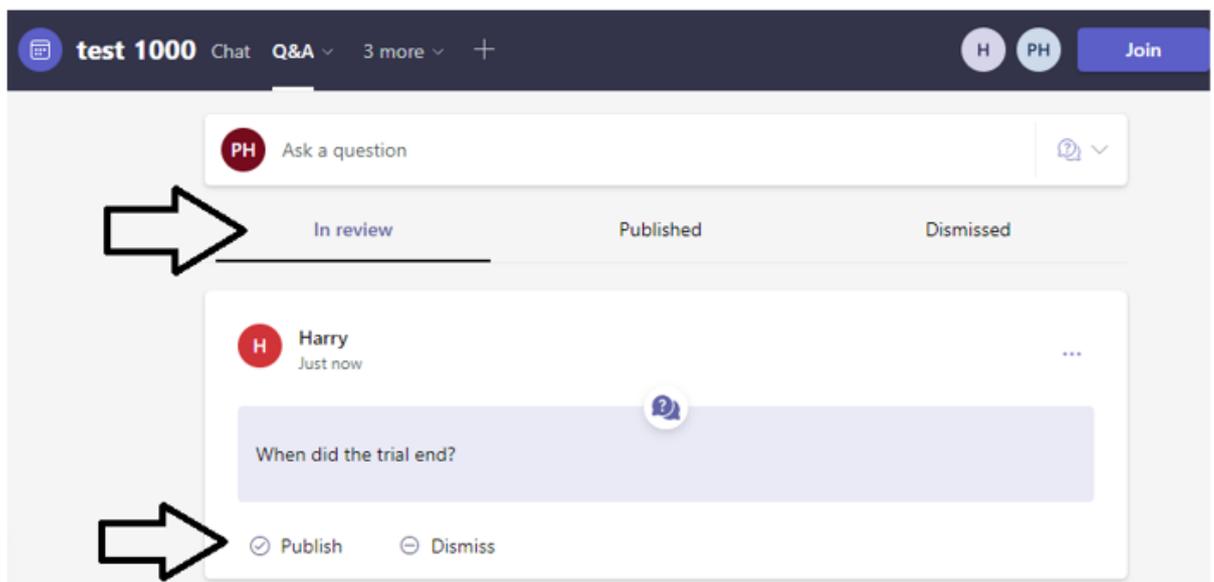
Recording a Webinar

Should you wish to record your webinar, please speak with your staff contact well in advance as this functionality will need to be enabled and an additional guide provided.