



University
of Glasgow

Microsoft Teams for Webinars, Public Lectures and Events

V1.0)

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Introduction

This course is designed to introduce you to creating webinars with Microsoft Teams. It should be helpful to people who are new to using Teams or who are transitioning from using other applications (especially Zoom) to using Microsoft Teams

This guide walks you through setting up a webinar in Microsoft Teams using the UofG Webinar template. It is intended for anyone who needs to use Microsoft Teams to create Open seminars, public lectures, recruitment events etc, especially where you require attendees to sign up.

Microsoft Teams for Webinars, Public Lectures and Events

1 Meetings

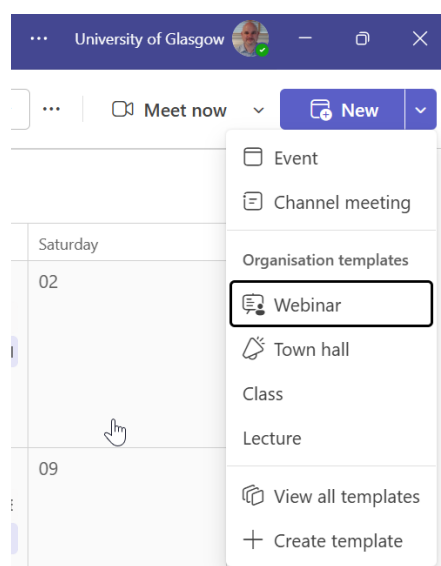
If you have been using teams for general communication, you will probably be familiar with this feature. Meetings are designed to enable communication between small groups of people, but can be extended, through the meeting's settings to enable more controlled communication between larger groups.

a. Template

A template in Teams is a pre-configured starting point for a meeting, webinar or town hall — a saved bundle of settings that the University supplies or that you can create yourself. When you create a new event from a template, those settings (attendee permissions, Q&A, recording behaviour, registration defaults and so on) are applied automatically. You can still change most of them afterwards, but you don't have to remember each one from scratch, and you don't have to know the full list of options on the meeting setup page to end up with sensible defaults.

At the time of writing this UofG, IT Services maintains four organisation templates:

- Webinar
- Town hall
- Class
- Lecture



Each Template is created for a specific kind of event. They appear in your Teams Calendar under the heading "Organisation templates" when you click the dropdown arrow next to + *New meeting*. Starting from a template saves time, makes events feel consistent across the institution, and helps ensure that the settings that matter most for a particular scenario (such as muting attendees by default for a large public event) are right first time.

2 When to use a Webinar (vs a Meeting or Town hall)

Teams gives you three event types. Picking the right one for the job avoids a lot of frustration later.

	Meeting	Webinar	Town hall
Typical use	Working group, tutorial, 1:1, team meeting	Open seminar, public lecture, recruitment event, training with sign-up	All-staff briefing, very large broadcast, town hall Q&A
Attendee cap (standard licence)	1,000	1,000	10,000
Registration page	No	Yes — with a custom event site	Yes — simpler
Attendees interact	Full — mic, camera, chat	Q&A, reactions, chat. Mics/cameras off by default.	Q&A only. View-only experience.
Best when...	Everyone needs to talk	You need an attendee list and a controlled experience	You're broadcasting to a large audience

RULE OF THUMB

If you need to know who's coming before the event, use a Webinar. If you just need a join link to send round, a Meeting is fine. If you're streaming to more than 1,000 people, use a Town hall.

3 Zoom vs Teams webinars — the key differences.

If you've run webinars in Zoom before, here's what changes you will see if you use the Webinar template within teams.

Registration

- **Zoom:** A registration form attached to the meeting. Confirmation emails are configured per webinar.
- **Teams:** A full event site at a public URL. Your branding, your description, your form. Nine automated emails fire from this page — see Section 10345021 4.

Attendee experience

- **Zoom:** Attendees join muted and with cameras off by default; you can grant them speaking permission individually.

- **Teams:** Attendees join muted with cameras off and **cannot turn them on at all** unless you promote them to presenter. The intended interactions are Q&A, reactions and chat.

Roles

- **Zoom:** Host, alternative host, co-host, panellist, attendee.
- **Teams:** Organiser, co-organiser, presenter, attendee. Co-organisers must have a UofG account; external speakers are added as presenters with their email address.

Recordings

- **Zoom:** Cloud or local recording, with a separate sharing workflow.
- **Teams:** Cloud only — recordings land in the organiser's OneDrive. For teaching material that needs to live on Moodle, the supported route is to download from OneDrive and upload to Kaltura.

Advanced features

- **Zoom:** Most advanced features (waitlists, registration cutoffs, custom reminders) are included on a paid Webinar licence.
- **Teams:** Most events can be run on the standard licence. A short list of features — manual registrant approval, registration waitlists, registration deadlines, custom reminder emails — requires a **Teams Premium** licence. UofG can arrange Premium on request for high-profile events.

4 The UofG Webinar template — what it gives you.

When you open Teams Calendar and click the dropdown next to + New meeting, you'll see an Organisation templates section with four UofG templates: Webinar, Town hall, Class, and Lecture. The Webinar template is the one to use for registered events.

a. Why Use the Template

The template pre-configures the settings that are most commonly forgotten or set wrongly — particularly attendee mic/camera permissions and the event emails. Starting from the template gets you to a sensible default in seconds; you can then tailor the bits that matter for your event.

b. What the template sets up automatically

Out of the box, the template configures the following:

Attendee experience

- **Allow mic for attendees:** OFF — attendees join muted and cannot unmute.
- **Allow camera for attendees:** OFF — attendees cannot turn on a camera.
- **Q&A:** ON — attendees can submit questions, organisers/presenters publish and answer them.
- **Manage what attendees see:** OFF — attendees can see all presenters and shared content. Turn this ON if you want a polished broadcast where only the active speaker is on screen.
- **Hide attendee names:** OFF — attendee names are visible to organisers and presenters. Turn ON for sensitive events (e.g. EDI panels).

Registration and capacity

- **Event capacity:** 1,000 (the maximum on a standard licence).
- **Registration form fields:** first name, surname, email, plus a Microsoft consent field (all required by default).
- **Manual approval, waitlist, registration date cutoff:** available as checkboxes but *require Teams Premium* to actually take effect.

Emails

The template configures nine automated emails. You can edit the content of each via the Emails tab on the webinar setup page.

- Attendee registration (immediately on sign-up)
- Attendee pending approval (immediately, if manual approval is on)
- Attendee waitlisting (immediately, if waitlist is on)
- Attendee rejection (immediately, if rejected)
- Attendee cancellation (immediately, if the attendee cancels)
- Webinar cancellation (immediately, if you cancel)
- Webinar date/time update (immediately, if you reschedule)
- Webinar reminder (1 hour before the event by default)
- Event recording available (as soon as the recording is published)

Note - Three of these emails (pending approval, waitlisting, rejection) only do anything if you enable the matching registration option, and those options only work with Teams Premium. If you're on a standard licence, you can ignore those three.

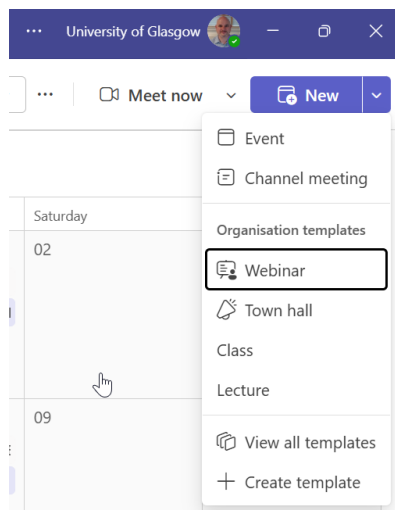
5 Step-by-step: creating your webinar

Allow about 15–20 minutes to set up a webinar from the template the first time. Subsequent ones go much faster.

a. Open the template.

- 1 Open Teams and go to the Calendar.

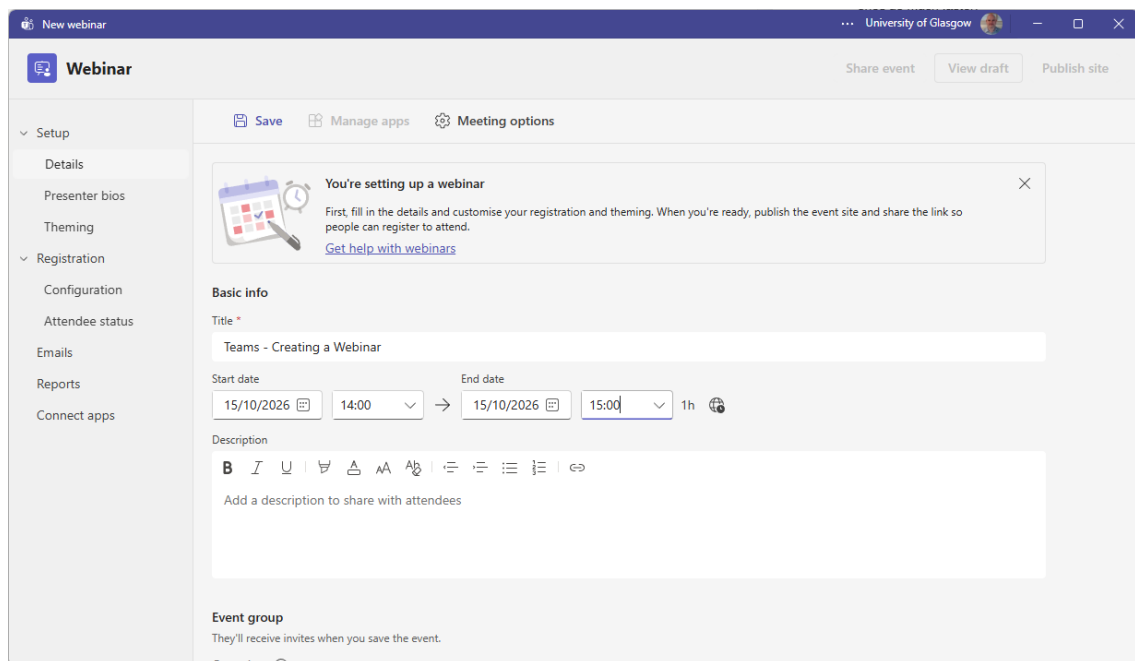
- 2 Click the dropdown arrow next to the + New meeting button (top right).



- 3 Under **Organisation templates**, choose **Webinar**.
- 4 A new webinar setup page opens, marked Draft.

b. Basic info

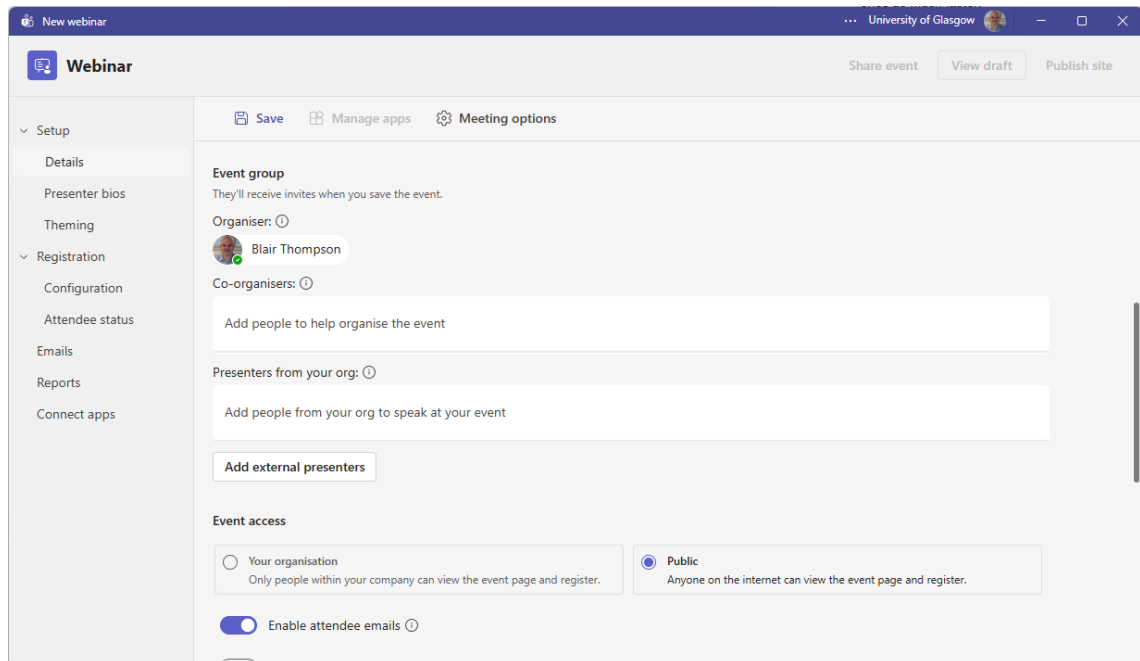
Fill in the basics under the Details tab:



- **Title** — this is what attendees see on the registration page. Be specific (“Open Lecture: Climate Risk in Higher Education” rather than “Open lecture”).
- **Start and end date/time** — double-check the time zone before publishing if you have international audiences.
- **Description** — appears on the registration page. You can use bold, lists and links.

c. Add your event group.

Scroll down if you need to, you will find three roles to fill in here:

The screenshot shows the 'New webinar' setup interface in Microsoft Teams. On the left is a sidebar with navigation options: Setup, Details, Presenter bios, Theming, Registration, Configuration, Attendee status, Emails, Reports, and Connect apps. The main area is titled 'Webinar' and has buttons for 'Share event', 'View draft', and 'Publish site'. Below these are 'Save', 'Manage apps', and 'Meeting options' buttons. The 'Event group' section is active, showing a note that invitees will receive invites upon saving. It lists 'Organiser' as Blair Thompson and has a field for 'Co-organisers'. Below this is a text input field to 'Add people to help organise the event'. The 'Presenters from your org' section has a text input field to 'Add people from your org to speak at your event' and a button to 'Add external presenters'. The 'Event access' section has two radio button options: 'Your organisation' (only people within your company can view the event page and register) and 'Public' (anyone on the internet can view the event page and register). The 'Public' option is selected. At the bottom, there is a toggle switch for 'Enable attendee emails' which is turned on.

Organiser

This is you, by default. Only the organiser can transfer ownership of the event.

Co-organisers

Up to 10 colleagues from UofG who share full control of the event — they can edit the setup, admit attendees, start the recording and so on. Add them by typing names or UofG email addresses.

Presenters from your org

Colleagues who will speak at the event. They get presenter permissions during the meeting (share screen, camera, mic) but not edit permissions on the setup page.

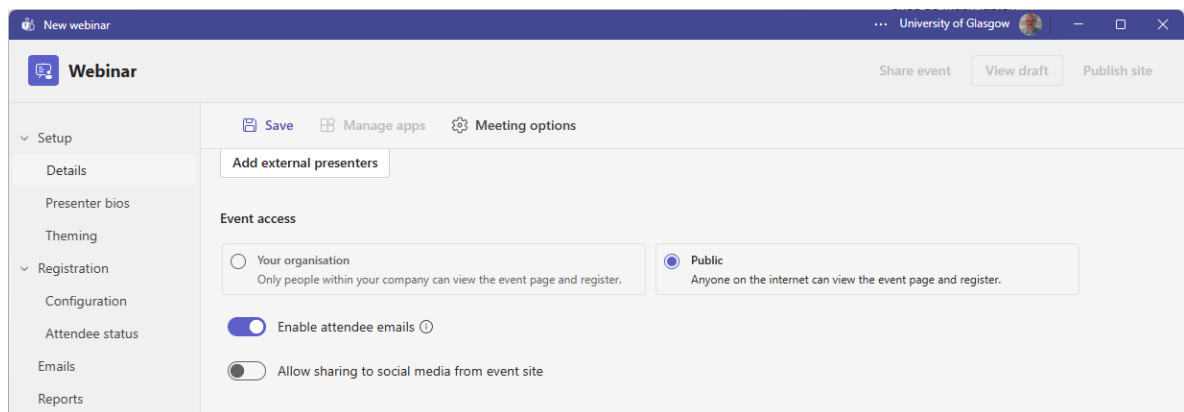
External presenters

Click Add external presenters to invite speakers from outside UofG. You only need their email address — they don't need a UofG account. They'll get a unique join link in their invite email.

Note - External speakers can be presenters but **not co-organisers**. If your visiting keynote needs to admit people or start the recording, you'll need to do that yourself or have a UofG co-organiser ready.

d. Event access — Your organisation or Public

Scroll down further, **Event access** is one of the most important choices on the page. There are two options:

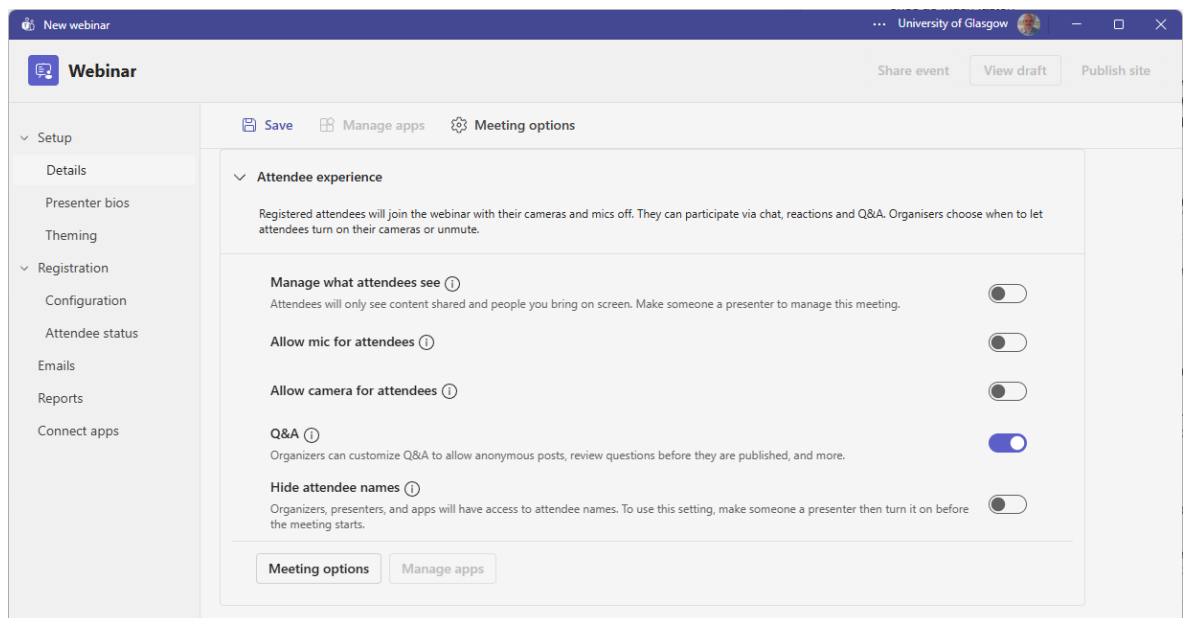


- **Your organisation** — only people signed in with a UofG account can view the registration page and register. Best for internal CPD, staff briefings, training, internal community events.
- **Public** — anyone on the internet can view the registration page and register. Best for open lectures, public-facing events, recruitment, conferences.

Note -The template ships with **Public** selected. Check this matches what you actually want **before publishing the site** — switching from Public to Your organisation after people have registered can invalidate registrations.

e. Attendee experience

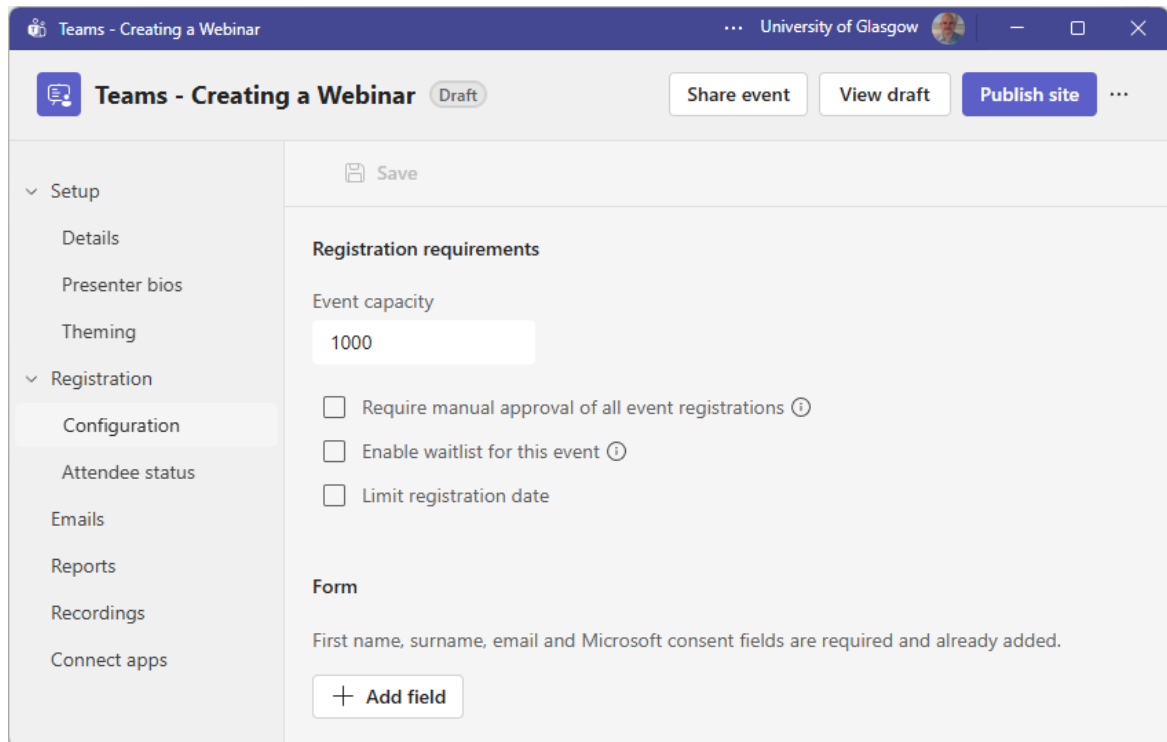
The template defaults are right for most events. Two switches are worth thinking about explicitly:



- **Manage what attendees see** — turn ON if you want a controlled broadcast (only the active speaker visible, no other presenters cluttering the screen). Leave OFF for a more open feel where attendees can see all presenters.
- **Hide attendee names** — consider turning ON for sensitive topics, EDI events, or anything where attendee names appearing on screen (e.g. in chat) could be a problem.

f. Registration configuration

Go to the **Registration** → **Configuration** tab on the left-hand sidebar.



Event capacity

Defaults to 1,000. Set this lower if you want to cap registrations (e.g. for a workshop where you need to know everyone fits). Set it higher only if you have a Premium licence.

Registration form

The default form has first name, surname and email, all required. Click Add field to add custom fields — for example school/college, dietary requirements (for hybrid events), or a free-text “anything you want the speaker to know?” field. Custom fields can be set as required or optional.

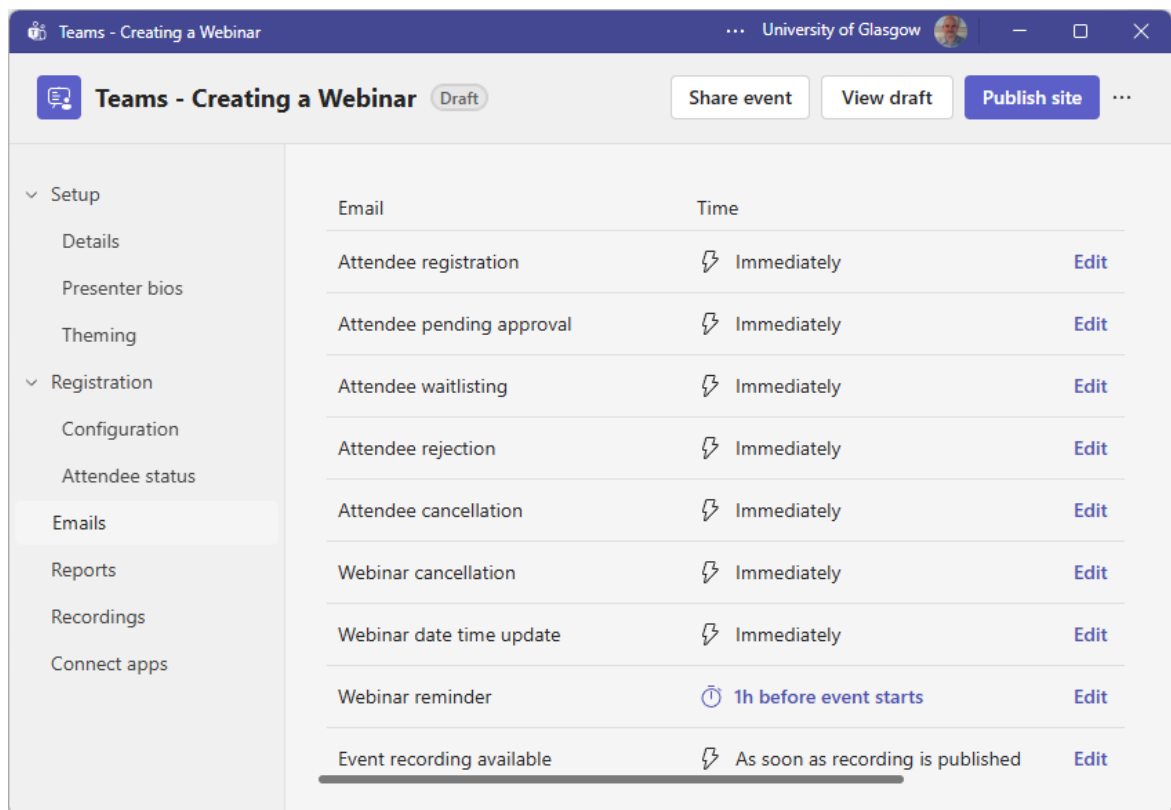
Tip - Less is more. Every extra field on a registration form reduces sign-ups. Only ask for what you’ll actually use.

Premium-only options

Three checkboxes — Require manual approval, Enable waitlist, Limit registration date — appear but only work with a Teams Premium licence. If you need any of these for a high-profile event, contact IT Services about a temporary Premium uplift.

g. Customise the automated emails.

Go to the Emails tab.



You'll see the nine emails listed in Section 4.1. For each one you can:

- Click Edit to change the subject and body text.

Edit Attendee registration

Sender's name * Sender's email

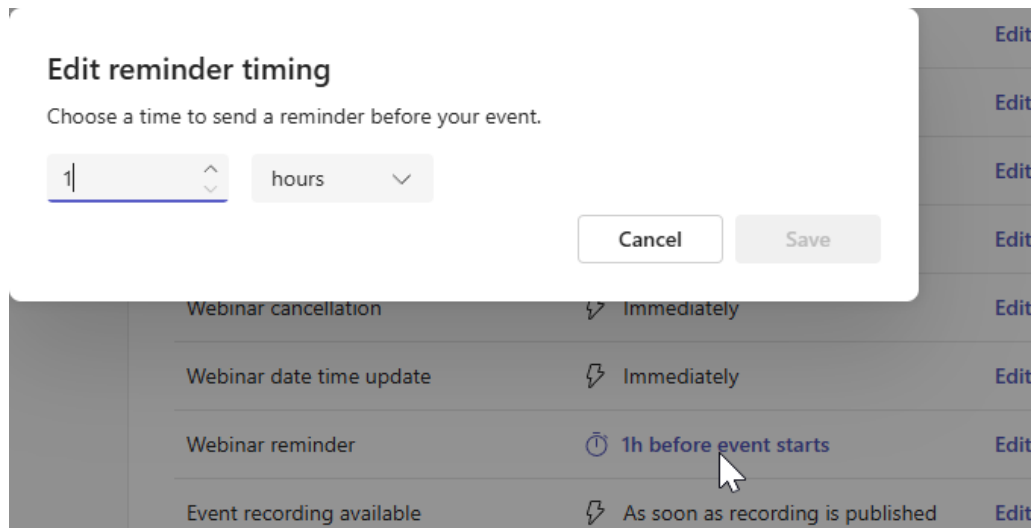
Email subject *

Banner image ⓘ 

Logo 

[Preview email](#)

- For the Webinar reminder, change when it's sent (1 hour before by default — you might want a day-before reminder for higher attendance).

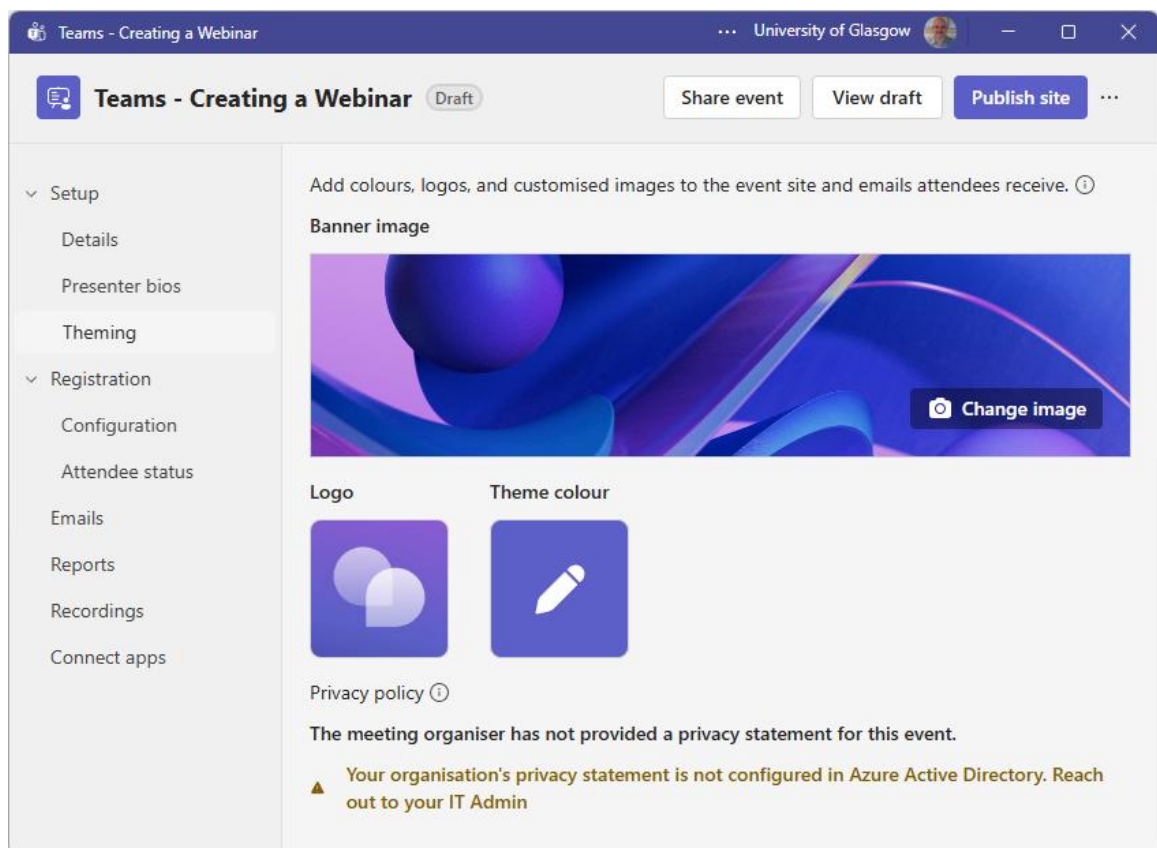


- Add your own signature, links and any pre-event instructions.

NOTE -Editing the reminder text and editing when the reminder is sent are two different settings — make sure you set both if you want a non-default schedule. Custom emails (beyond editing the templates) and multiple reminders need Teams Premium.

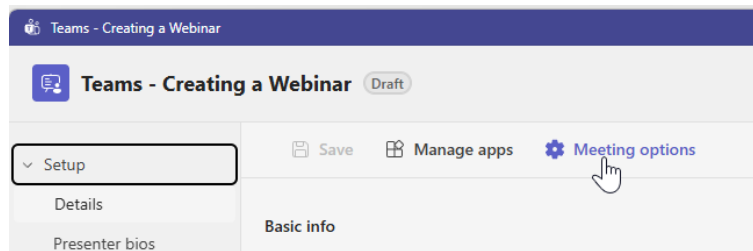
h. Theming (optional)

Under Setup → Theming you can add a banner image, an icon, and pick a colour scheme. UofG-branded assets (banners, colours) are available from the Brand Hub. A themed event page looks much more professional and improves trust at sign-up — well worth the 5 minutes.

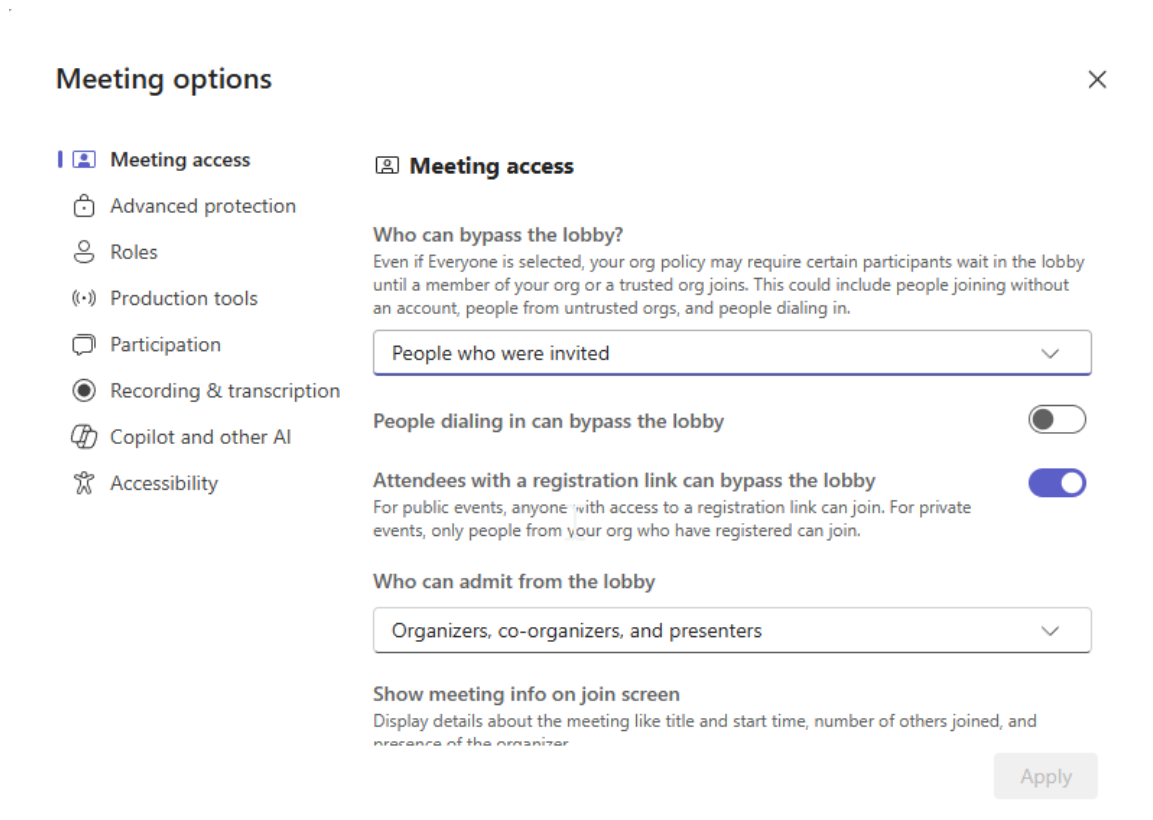


i. Meeting options — recording, lobby, green room

Click Meeting options at the top of the setup page (or the cog icon, depending on your Teams version).



The settings here govern what happens during the live meeting:

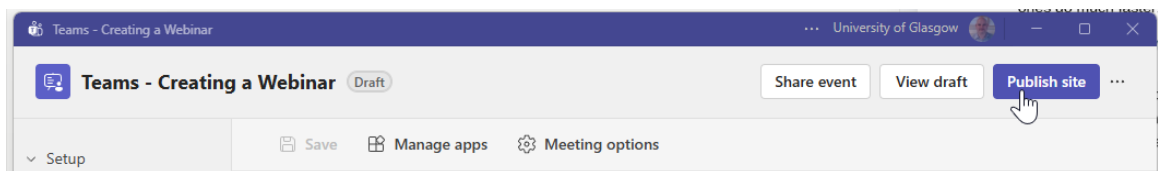


- **Record automatically** — ON is recommended if you want to send the recording to attendees afterwards. Recording starts when the meeting starts.
- **Green room** — ON if you want a rehearsal/holding space for presenters before the event goes live. Strongly recommended for any event with external speakers.
- **Who can bypass the lobby** — for webinars, registered attendees join directly when the time comes. You don't need to admit each one.
- **Transcription** — ON gives attendees a written transcript alongside the recording.
- Publish the site.

j. Publishing the Webinar

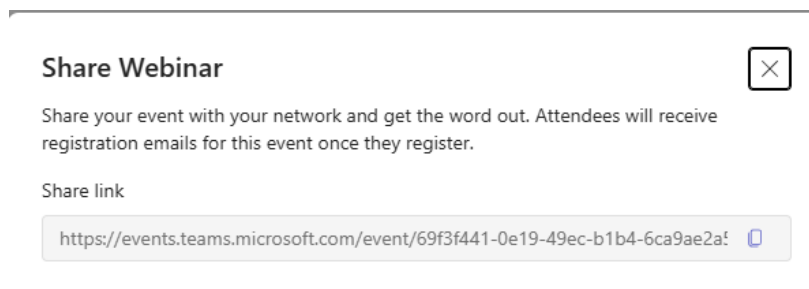
This is the step everyone forgets the first time.

- 1 Save your changes (Save button at the top of the page).
- 2 Click **Publish site** in the top right.
- 3 The webinar is now live — anyone with the registration link can sign up.



k. Get the registration link.

Once published, click Share event in the top right. You'll be offered the registration page URL — this is the link you want for invitations, Moodle and Inkpath.



Important — Teams gives you two URLs and they do different things.

- **Registration page URL** — for advertising the event. Attendees use this to register. This is what you put on Moodle, Inkpath, social media, your invite.
- **Meeting join URL** — used by registered attendees on the day to join. This is sent automatically in the confirmation email.

If you share the meeting join URL instead of the registration URL, attendees skip registration entirely and you lose them from your attendee list and email comms.

6 Sharing the webinar with attendees

a. Direct invitation

Copy the registration page URL and include it in an email, Teams chat, newsletter, or any normal channel. Recipients click through, register on the Teams page, and receive a confirmation email with the join link.

b. Adding the link to Moodle

At the time of writing there is no LTI connector between Teams and Moodle, so there is no direct equivalent to the Zoom plug-in. The interim approach is:

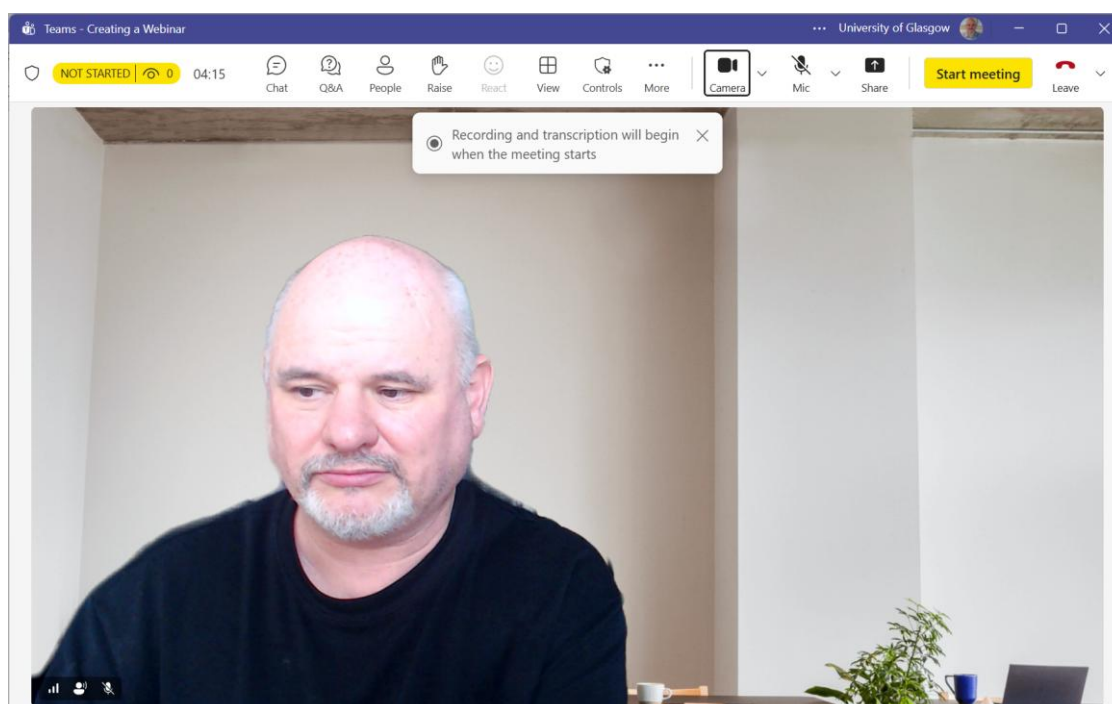
- 1 Create and publish your webinar in Teams.
- 2 Copy the registration page URL.
- 3 In Moodle, add a URL resource (or Label) on the course page and paste the link.
- 4 Give it a clear name and a short description so students know what they're registering for.

IMPORTANT

Watch for institutional guidance on the recommended approach for Semester 1 2026/27 — this area is still being finalised. Don't rebuild your Moodle pages around webinars until the agreed workflow is confirmed.

7 On the day — running the webinar.

A few minutes before the start time, the organiser and presenters join from the event in the Teams Calendar.



If you have the green room selected (default) then you will be automatically transferred to the green room.

Before going live

- Check audio and video in the green room (if you turned it on).

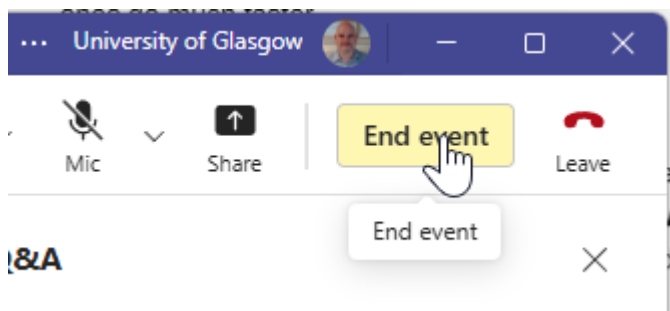
- Confirm your slide deck is ready to share. Use PowerPoint Live if you want speaker notes.
- Designate someone to monitor Q&A — this is a job in its own right for any sizeable event.
- Click Start meeting (top right) when ready. Attendees see “the event will begin shortly” until you start.

During the event

- Attendees can submit Q&A questions — these are visible to the panel via the Q&A icon. Publish ones you want everyone to see; reply privately to others.
- Attendees can use chat (if you’ve left it on) and reactions.
- Promote an attendee to presenter if you want to bring them on screen — for example, a student asking a question live.

Ending

Click End event (not just Leave) so the recording stops and the post-event emails fire.

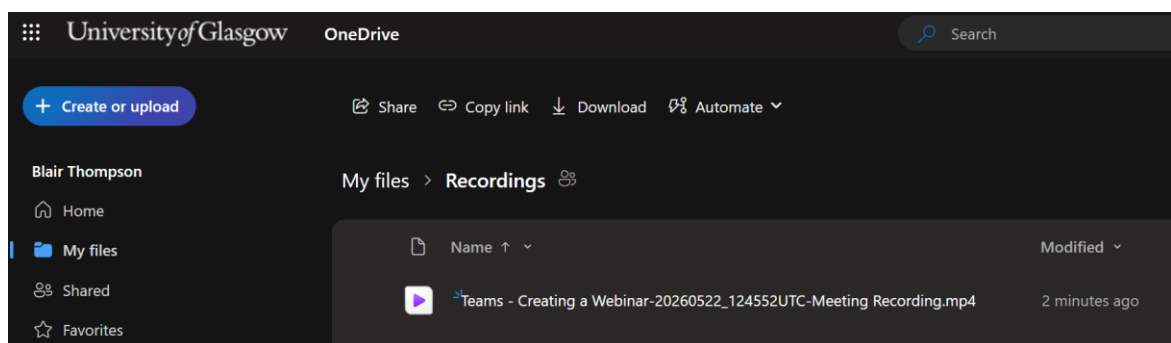


8 After the event

If you have the green room enabled (default) then you and any co-organisers, presenters etc will be returned to the green room to debrief.

a. Recording and transcript

If you turned on automatic recording, the file lands in your OneDrive in the Recordings folder. The transcript sits alongside it. Both are owned by you (the organiser).



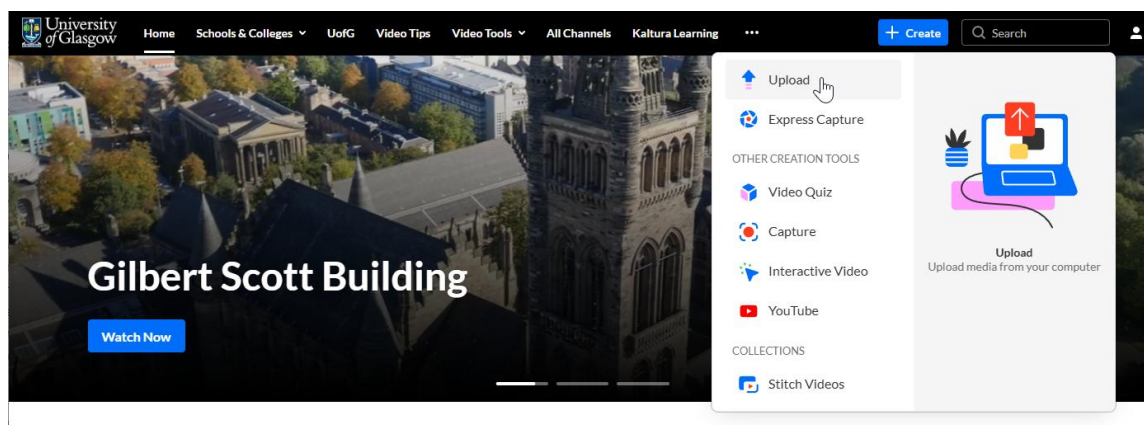
By default, the recording is shared with everyone the event was sent to. To restrict it, open the file in OneDrive and use Manage access to remove or limit sharing.

b. Sharing the recording with attendees

The Event recording available email (Section 4.1) fires automatically when the recording is published. If you want to share it more widely, copy the OneDrive link from the recording itself and include it in a follow-up email.

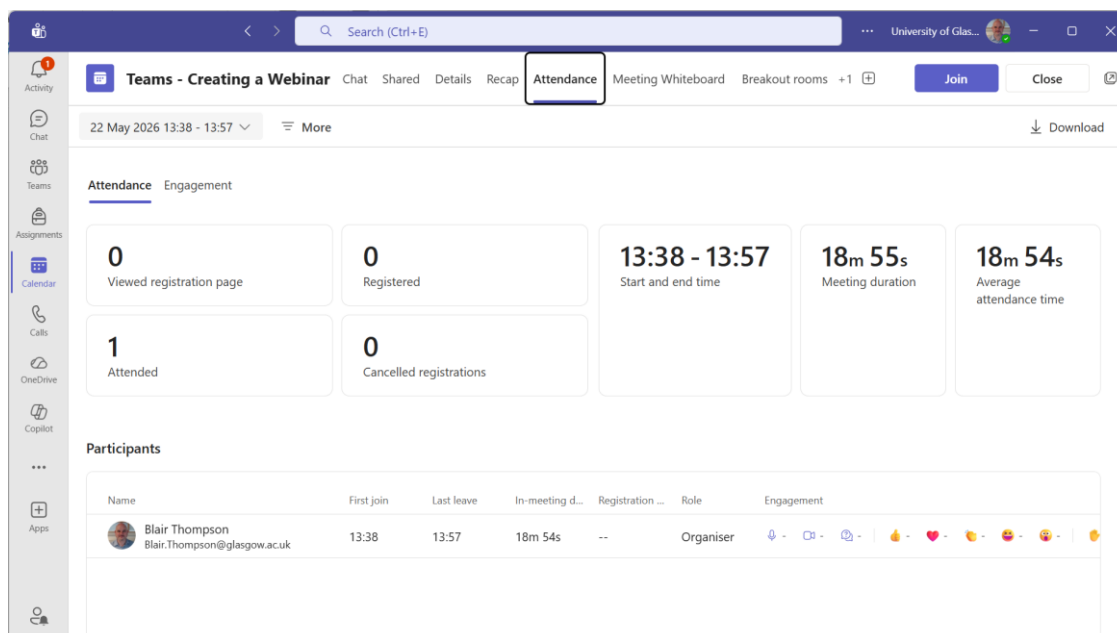
Important

For teaching content that needs to live on Moodle long-term, download the file from OneDrive and upload it to Kaltura — this is the supported route for teaching recordings. OneDrive isn't designed as a long-term streaming platform for large student cohorts.



c. Attendance report

Open the event in your Teams Calendar. Click the Attendance tab. You'll see who registered, who joined, when they joined, and when they left. Click Download to export as a CSV.



d. Follow-up email

There's no built-in "thanks for attending" email beyond the recording notification. For follow-up (slides, links, evaluation form), send a manual email or use the attendance export as a mailing list.

9 Common mistakes — a checklist

Run through this list before publishing every webinar:

- ✓ Did you click **Publish site**? The link won't work otherwise.
- ✓ Are you sharing the **registration page URL**, not the meeting join URL?
- ✓ Is event access set correctly — **Your organisation** for internal, **Public** for external?
- ✓ Have you added all your presenters, including external speakers, before publishing? Adding presenters after the site is published is fiddly.
- ✓ Have you checked the time zone if international attendees might register?
- ✓ Have you turned on the green room if you have external speakers?
- ✓ Have you turned on recording if you want to share the session afterwards?
- ✓ Have you allowed enough capacity? Drop-off from registration to attendance is typically 40–60%.
- ✓ Have you decided who monitors the Q&A?
- ✓ If you're using Inkpath: have you put the registration URL — not the join URL — on the Inkpath activity?
- ✓ If you're using Moodle: are you using a URL resource as the interim workflow?

10 What Teams Webinars don't do (on a standard licence)

Things that work in Zoom but not (yet) in standard Teams Webinars:

- Manual approval of each registration.
- Registration waitlists.
- Registration deadlines (a hard cut-off date for sign-ups).
- Multiple custom reminder emails on a custom schedule.
- Branded lobby / waiting room screens.
- Forcing attendee cameras on (no platform supports this well, but Zoom gives more nudging options).

All but the last item are available with a Teams Premium licence. For high-profile or marketed events where these features matter, contact IT Services about a Premium uplift.

11 Useful Shortcut keys

Using keyboard shortcuts can help you become more efficient when creating documents in Microsoft applications. Most keyboard shortcuts require you to use two or more keys at the same time. To use a keyboard shortcut first press and hold down the modifier key or keys (i.e. SHIFT, CTRL, ALT) and then press the corresponding standard key on your keyboard.

Function	Windows	Mac
Toggle mute	Ctrl + Shift + M	Cmd + Shift + M
Temporarily unmute (hold)	Ctrl + Spacebar	Option + Spacebar
Toggle video on/off	Ctrl + Shift + O	Cmd + Shift + O
Raise or lower hand	Ctrl + Shift + K	Cmd + Shift + K
Announce raised hands (screen reader)	Ctrl + Shift + L	Cmd + Shift + L
Admit people from lobby notification	Ctrl + Shift + Y	Cmd + Shift + Y
Accept audio call	Ctrl + Shift + S	Cmd + Shift + A
Accept video call	Ctrl + Shift + A	Cmd + Shift + V
Decline call	Ctrl + Shift + D	Cmd + Shift + D
Start audio call	Alt + Shift + A	Cmd + Option + S
Start video call	Alt + Shift + V	Cmd + Shift + S
End call	Ctrl + Shift + H	Cmd + Shift + H
Accept screen share	Ctrl + Shift + A	Cmd + Shift + V
Decline screen share	Ctrl + Shift + D	Cmd + Shift + D
Zoom into shared content	Alt + Shift + =	Option + Cmd + =

Function	Windows	Mac
Zoom out from shared content	Alt + Shift + -	Option + Cmd + -
Reset zoom on shared content	Alt + Shift + 0	Option + Cmd + 0
Pan shared content (up/down/left/right)	Alt + Shift + arrow key	Option + Cmd + arrow key
Join from meeting details	Alt + Shift + J	Ctrl + Cmd + K
Toggle live captions (Mac only)	—	Cmd + Shift + A
Open in-app shortcut panel	Ctrl + .	Cmd + .