Zoom/Webinar Instructions.

Click on link below to open Uni Zoom page for Login page.

https://uofglasgow.zoom.us/

If you are hosting a webinar you will require a licence, email IThelpdesk@glasgow.ac.uk

Click on sign in box:

Enter your GUID id & Uni Password
You will now be logged in.

To arrange a webinar click on schedule a webinar.

Add detail – title – description – date – time etc. You can add a registration password if required.

Enable the Host and Panellist video, tick the Q&A option for questions from the audience. Enable practice session, this is very useful if you have not used webinar before, you can practice sharing screens and presentations, they do not record and do not affect the webinar schedule. You can nominate an alternative host (must have UoG email for this function).
Press schedule and you will be given the option to invite **panellists** *(anyone who will present or talk at the webinar)* at the bottom of the screen – click edit to add name and email. You will have a link to join webinar which you can then circulate to intended audience members. Please note* only panellists with UoG email address can join the practice session. For non UoG panellists you may have to broadcast the webinar a little earlier than planned to enable them to load/share their presentation.
You can set a reminder email to the panellists.

At the bottom of the page, click email settings – reminder email – edit. You can then set a reminder to go to the panellist one week before the event

Choose 1 week prior to webinar – add subject – the system will autofill the participants name. This is a unique code for the participant.

Once your webinar has been scheduled all will be logged in Upcoming Webinars.

You can press start on the webinar to start the practice session with your panellists.
On the day of the webinar when you press start the audience will not see you or any panellists until you click **Broadcast**, this is useful as it enables you to organise your presentation prior to the audience joining and chat about the running order with other panellists. The panellists will not see or hear the audience, ask audience members to use the **Q&A** section for any questions prior to the event starting, one member of the panel should be responsible for answering the questions, or state they will be answered at the end of the session.

Once you have started the Webinar you can add other cost hosts and if you wish to leave you can do so. In the more section you can stream live to Facebook, Workplace Facebook or YouTube.

To end meeting or leave meeting, click on end meeting you will be given the option here to end or leave, if others wish to still participate then leave meeting do not end, if you click on end you will be given an option to end for all.

**IMPORTANT**

Familiarise yourself with the **settings** page and the **tutorials**. [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=f03eedd78f0cb9d50f86bcf2463f27a054c996d9](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=f03eedd78f0cb9d50f86bcf2463f27a054c996d9)
Use the live chat for any unanswered questions/queries you may have or anything you may be anxious about, sometimes there is a long queue, **DO NOT** be put off – it doesn’t take long for someone to chat with you. (*handy hint* – when recording the webinar (or any meeting) record to cloud and find your recording in the recordings tab). When you wish to circulate the recording – click share and you will see an option box where you can password protect your recording. *note – default is set to password protect, click to remove.*

Remember to edit the auto transcript prior to publishing the video.

Remember to enable your participants/panellists to share screen in your **set up**, this enables **ALL** panellists to share the screen but will **NOT** allow sharing from audience members.
Screen sharing
Allow host and participants to share their screen or content during meetings

Who can share?
- Host Only
- All Participants

Who can start sharing when someone else is sharing?
- Host Only
- All Participants