

Webinars with Microsoft Teams

Quick start guide





Learn how to host your next webinar with Microsoft Teams

Microsoft Teams offers simple, engaging ways to deliver virtual events—from company town halls to training webinars to conferences. With webinar capabilities in Teams, you can reach 1,000 attendees with full interactivity.

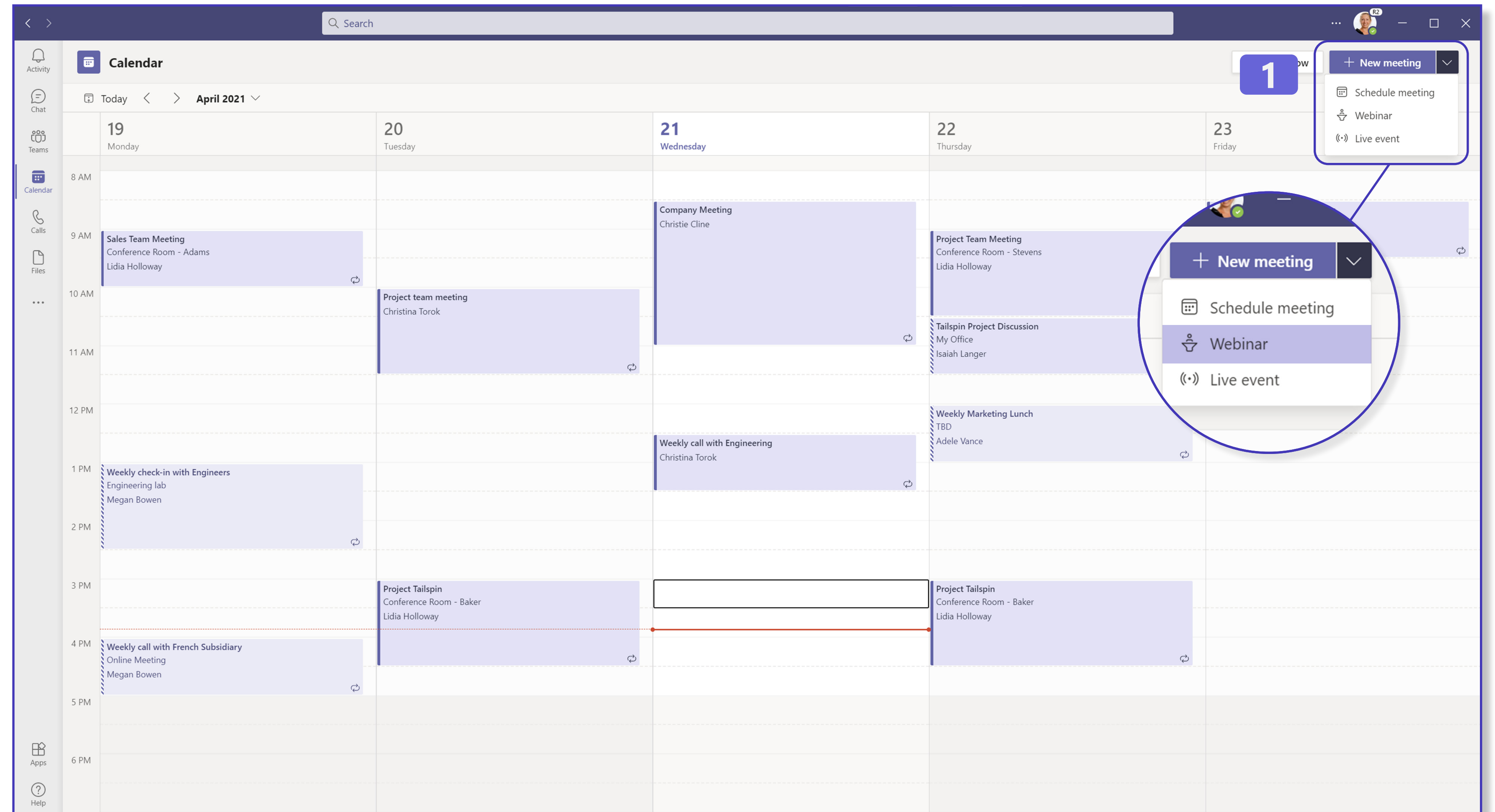
Setting up webinars and registration forms is easy in Microsoft Teams

To start setting up a webinar:

1. Select the dropdown arrow next to **New meeting**, then select **Webinar**.

Upon joining the webinar, **attendee settings will be defaulted to audio and video off.**

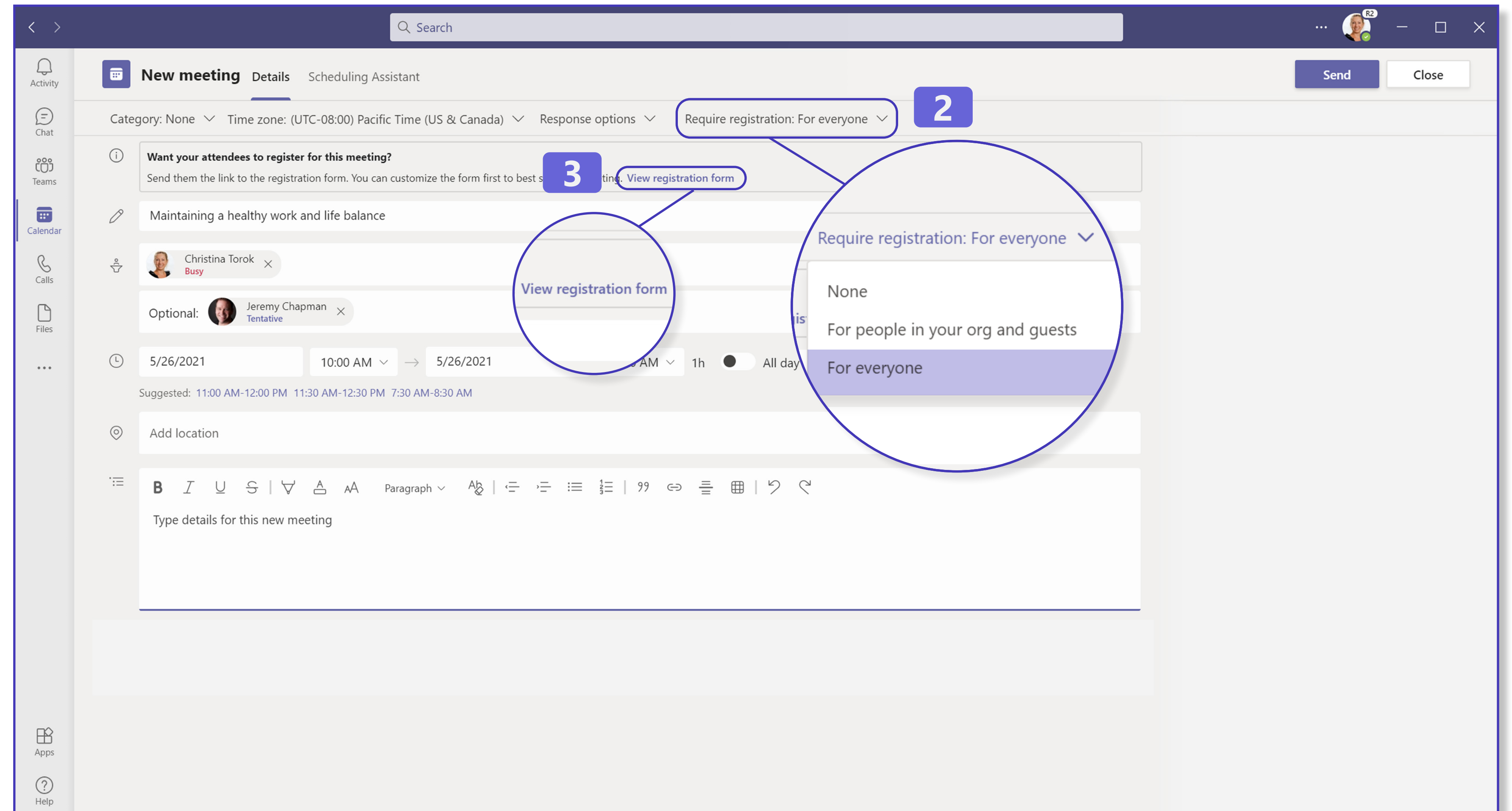
Settings can be managed with "Change options" after the webinar has been created.



Microsoft Teams Calendar

Setting up webinars and registration forms is easy in Microsoft Teams

2. Set up the invite by selecting your presenters and populating your meeting details. Select **Require registration: For everyone** to allow people outside of your organization to register and attend.
3. To edit the registration form, select **View registration form**.



Microsoft Teams, new meeting screen

Setting up webinars and registration forms is easy in Microsoft Teams

4. Add event details, a header image, and custom questions to your registration form.
5. Invite others to register for your webinar by selecting **Copy registration link** and sharing it through your email and/or social media channels.

Congratulations! Your webinar is set up. Attendees can now register for your event. After registering, they'll receive a confirmation email where they can add the event to their calendars or join the event directly when it's time.

Microsoft Teams

Save Copy registration link 5 View in browser

Copy registration link Upload an image

Event details

Maintaining a healthy work and life balance

5/26/2021 10:00 AM → 5/26/2021 11:00 AM

Time zone: (UTC-08:00) Pacific Time (US & Canada)

Microsoft Teams meeting

Join this webinar to learn tips to improve your work/life balance—from ways to improve sleep to foods and exercise to help you feel energized.

Speakers

Christina Torok

I am passionate about promoting healthy ways to be successful in work and life.

+ Add speaker

Register for this event

This is the form your attendees will fill out when they sign up.

First name *

Last name *

Email *

Custom question Required

How important is taking breaks during your workday? X

I take multiple breaks X

I only take breaks if I'm busy, not needed X

I do not take breaks X

+ Add option

Custom question Required

How important is taking X

I take multiple breaks X

I only take breaks if I'm busy, not needed X

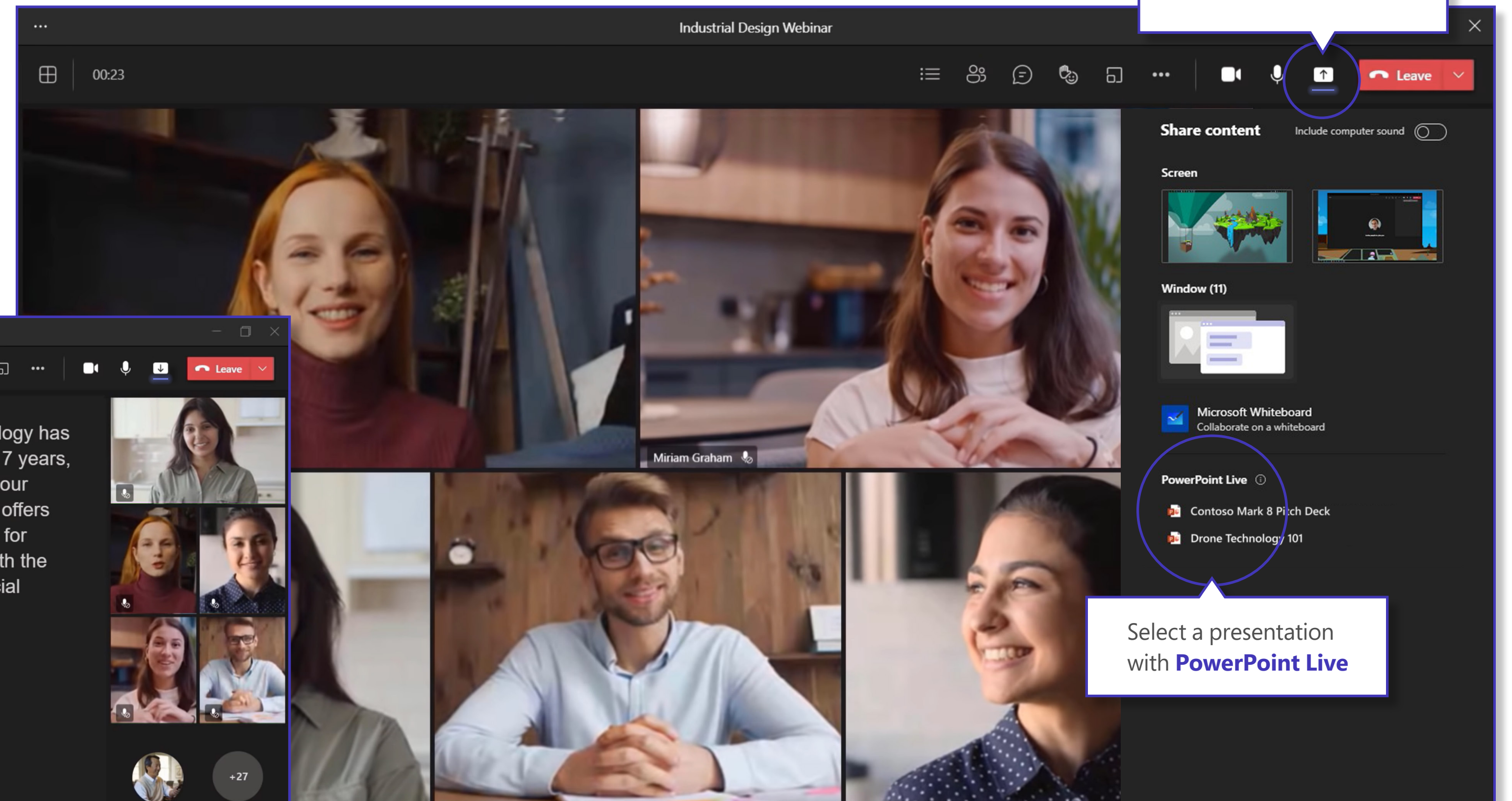
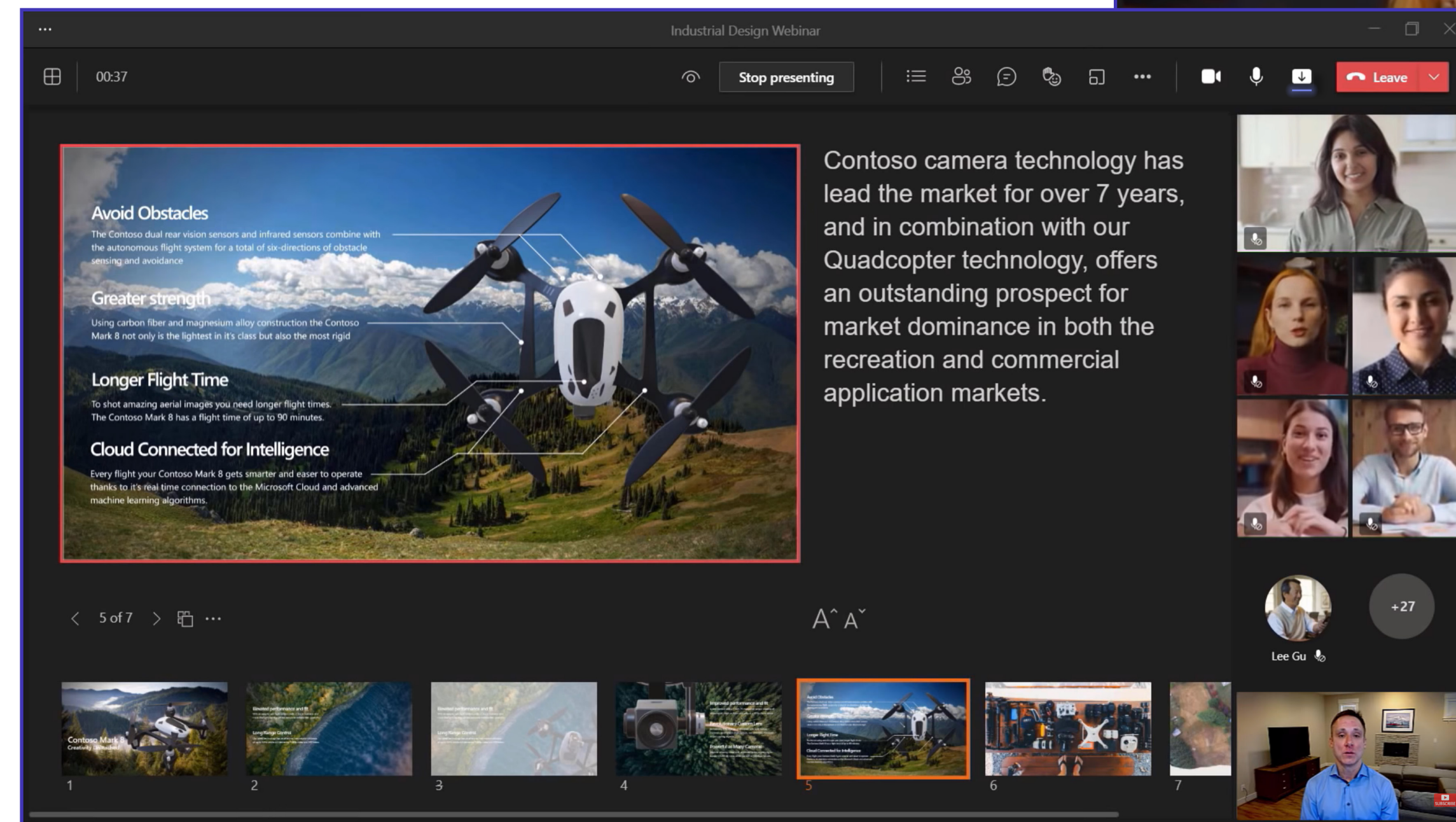
+ Add field

Microsoft Teams registration form

Present with confidence using features like PowerPoint Live

PowerPoint Live

PowerPoint Live lets you see your notes, upcoming slides, attendees, and meeting chat all in one view while presenting.



Open the **share tray** to select a presentation with PowerPoint Live

Select a presentation with **PowerPoint Live**

Webinar with Microsoft Teams showing the PowerPoint Live screen with the share tray open

Webinar with Microsoft Teams showing the PowerPoint Live screen during a shared presentation

Connect with your audience in a more personal way with Chat, Polling, and Live Reactions

1. Use **Forms**, found in the chat window, to integrate polls into your meeting and view live responses with the **Polling** option. This allows you to get real-time feedback as attendees become active participants.

Optionally, create polls or surveys ahead of your event, then launch them to get instant feedback and responses.

2. With **Live Reactions**, all attendees can use emojis to share reactions in real time. Attendees can also use the **Raise your hand** option to get your attention.

Live reactions promote inclusivity and interaction. Enable **Live Reactions** in **Meeting options**.

The screenshot displays a Microsoft Teams meeting interface with several key features highlighted:

- Chat window:** A callout box points to the chat window in the top right corner.
- Live Reactions:** A callout box points to the 'Live Reactions' icon in the top right corner.
- Forms:** A callout box points to the 'Forms' app icon in the bottom right corner of the meeting grid.
- Meeting chat:** A callout box points to the 'Meeting chat' window on the right side of the interface.
- Forms Poll:** A central overlay shows a poll titled 'Where are you joining from?' with options: Europe, America, Asia-Pacific, and Latin America. A 'Submit' button is visible at the bottom.
- Meeting Grid:** The main area shows a grid of participant video feeds. A notification at the top center states 'Aadi Kaapor raised their hand.' A '2' icon in the top right corner indicates the number of participants who have raised their hands.
- Meeting Chat Window:** The chat window on the right shows a message: 'Kevin Ly named the meeting to Meeting with Kevin Ly.' and a timestamp: '18:43 Meeting started'.
- App Store:** The bottom right corner shows a grid of available apps, including Stream, Praise, Approvals, YouTube, Checklist, Images, Polly, Forms, News, and Places. The 'Forms' app is circled in blue.

Webinar for Microsoft Teams showing the Polling, Live Reactions, and Raise your hand features



Meet your customers where they are. Start using webinars with Microsoft Teams today.*

[Learn more](#)

* Webinar capabilities in Microsoft Teams are available in Microsoft 365 E3/E5, Microsoft 365 A3/A5, and are coming soon to Microsoft 365 Government G3/G5 plans. Additionally, Microsoft 365 Business Standard and Microsoft 365 Business Premium plans include all the features listed for webinars with up to 300 attendees.

And for the rest of 2021, we're offering a promotional period where all Teams users can try the features with their existing subscription. Please visit the Microsoft 365 roadmap and Microsoft Docs for additional feature details and availability.

