



Webex Webinars

Quick start guide





Simplified webinar delivery

Creating meaningful connections with audiences is a critical part of your business. Whether you are gathering for an all-hands, training, marketing event, onboarding, or earnings call, having a simple yet robust tool can create an impactful and lasting impression on your audience.

This step-by-step guide will show you how to setup and deliver your next event with Webex Webinars.

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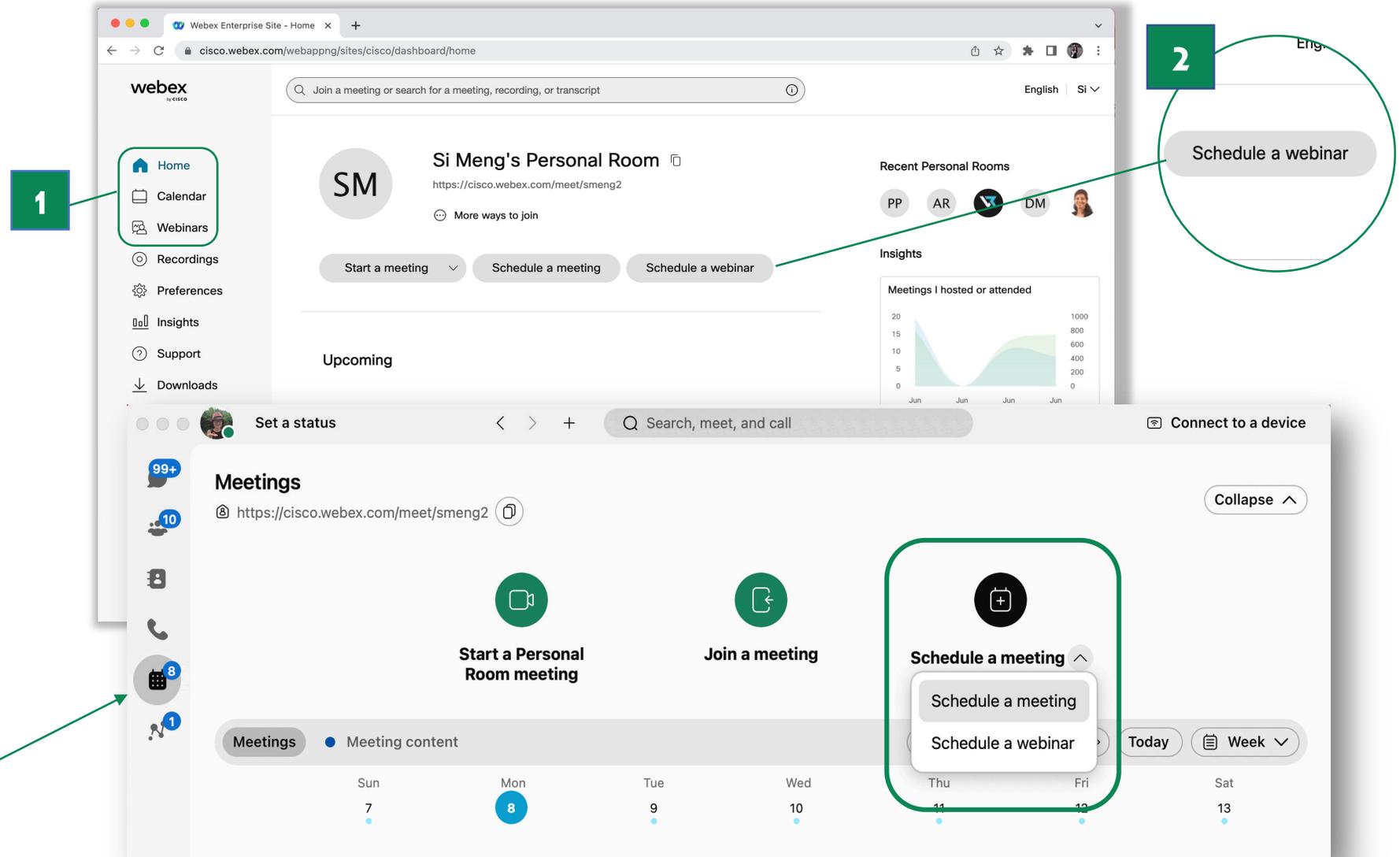
Communications and measurement

Follow up with your attendees and collect feedback and insights

Scheduling a webinar in Webex Webinars

To schedule a webinar:

1. Go to the homepage of your Webex account and navigate to any of these tabs located in the left toolbar: **Home**, **Calendar**, **Webinars**.
2. Click the **Schedule a webinar** button.
3. Alternatively, schedule a webinar through the **Webex App** by going to Meetings in the left toolbar, **Schedule** → **Schedule a webinar**.



Setting up a webinar in Webex Webinars

To start setting up a webinar:

1. Enter required information such as the **webinar title, password, date, and time** for your webinar.



The new **time zone planner** feature allows you to find the best time to host the webinar for participants in different time zones.

The screenshot shows the 'Schedule a webinar' form in the Webex interface. The 'Date and time' section is highlighted with a green box containing the number '1'. Below this section, there is a link for 'Time zone planner'. The form includes fields for Topic, Webinar password, Date and time, Maximum attendees, Panelists, and Panelist password. The 'Date and time' field shows 'Friday, Apr 29, 2022 5:20 pm Duration: 1 hour' and '(UTC-07:00) Pacific Time (US & Canada)'. The 'Time zone planner' link is highlighted with a green box, and a green line points from it to the modal window on the right.



Time zone planner

Find the best time for participants in different time zones.

Saturday, Jul 9, 2022 6:15 am Duration: 1 hour

UTC +05:30	UTC -07:00
Chennai, Kolkata, Mumbai, New Delhi	Pacific Time (US & Canada)
Saturday	11:45 am
1:15 am	12:45 pm
2:15 am	1:45 pm
3:15 am	2:45 pm
4:15 am	3:45 pm
5:15 am	4:45 pm
6:15 am	5:45 pm
7:15 am	6:45 pm
8:15 am	7:45 pm

+ Add a new time zone

Close

Apply time

Setting up a webinar in Webex Webinars

2. Select the **maximum number of attendees** you plan to attend.

Contact your administrator if you want to allow **more than 3,000 attendees**.

3. For more moderated attendee interactions, **webcast view** is an option for audiences over 3,000.

Note: Webcast view is required for webinars with **more than 10,000 attendees**.

Contact your administrator if you want your webinar to **support webcast view**.

The screenshot shows the 'Schedule a webinar' page in the Webex interface. The page includes a sidebar with navigation options: Home, Calendar, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Schedule a webinar' and features a search bar at the top. Below the title, there are several input fields and options:

- Topic:** All hands - June
- Webinar password:** PdVNFj472
- Date and time:** Friday, Apr 29, 2022 5:20 pm Duration: 1 hour (UTC-07:00) Pacific Time (US & Canada)
- Maximum attendees:** 0 - 3,000 (highlighted with a green box and a '2' annotation)
- Webcast view for attendees:** (highlighted with a green box and a '3' annotation)
- Panelists:** Separate email addresses with a comma or semicolon
- Panelist password:** TYzYcSbv366
- Show advanced options:** A dropdown arrow.
- Automatically send email invitations to all participants when I schedule the webinar:**

At the bottom of the page, there are three buttons: 'Cancel', 'Schedule', and 'Save as template'. A 'Webex Training' sidebar is visible on the left, and a 'Webex Support' sidebar is visible on the right.

Setting up a webinar in Webex Webinars

5. Add email addresses of your speakers in the **Panelists** field.

Don't worry if you're not ready for this step yet, you can always **add speakers after the webinar is scheduled**.

6. If you enter speakers' names during scheduling, you can send them an invitation when you click Schedule or later.



Once added, you also have the option of **making a panelist a cohost** by clicking the icon next to the speaker's name.

The screenshot shows the 'Schedule a webinar' page in the Webex interface. The left sidebar contains navigation options: Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Schedule a webinar' and includes a search bar, language selection (English | Aanya), and a 'Webinar templates' dropdown. The 'Topic' field contains 'test template'. The 'Date and time' is set to 'Monday, Jul 11, 2022 5:15 pm Duration: 1 hour' in '(UTC-07:00) Pacific Time (US & Canada)'. The 'Maximum attendees' is set to '0 - 10,000'. The 'Panelists' field is highlighted with a green box and a callout bubble containing a lightbulb icon. A green box with the number '5' points to the 'Panelists' field. A callout bubble with a lightbulb icon and a plus icon points to the 'Make this panelist a cohost' button next to the name 'Aanya Sanghavi'. The 'Webinar Agenda' field is empty. The 'Security', 'Audio connection options', and 'Advanced options' sections are collapsed.

Advanced webinar features

Expand the 'Advanced Options' section to enhance your webinar experience

Practice Session

Allows hosts and panelists to get together before the webinar to **chat** and make any **last minute adjustments** before it goes live. Hosts **get a separate email invite** to send to the panelists for the practice session.

The screenshot displays the Webex user interface for configuring webinar settings. On the left is a navigation sidebar with icons for Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Advanced options' and is expanded to show various settings. The 'Practice session' option is highlighted with a green border. Below it are settings for Breakout sessions, Webinar series, Registration, Interpretation, and Email reminder. At the bottom, there is a checked checkbox for 'Automatically send email invitations to all participants when I schedule the webinar' and buttons for 'Cancel', 'Schedule', and 'Save as template'. The footer contains copyright information and links to the Privacy Statement and Terms of Service.

webex
by cisco

Join a meeting or search for a meeting, recording, or transcript

English | Si

Audio & Video

Advanced options

Automatic recording Automatically start recording when the webinar starts

Practice session Automatically start practice session when webinar starts

Breakout sessions Enable breakout sessions

Webinar series [Add this webinar to a webinar series](#)

Registration Required

Interpretation Enable simultaneous interpretation

Email reminder 15 minutes before start time

Webinar options [Edit webinar options](#)

Automatically send email invitations to all participants when I schedule the webinar

Cancel Schedule [Save as template](#)

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Breakout Sessions

Make your next webinar more focused with **breakout sessions**. You can assign breakout session leaders and/or attendees to breakout sessions before the webinar starts to **be prepared ahead of time**.

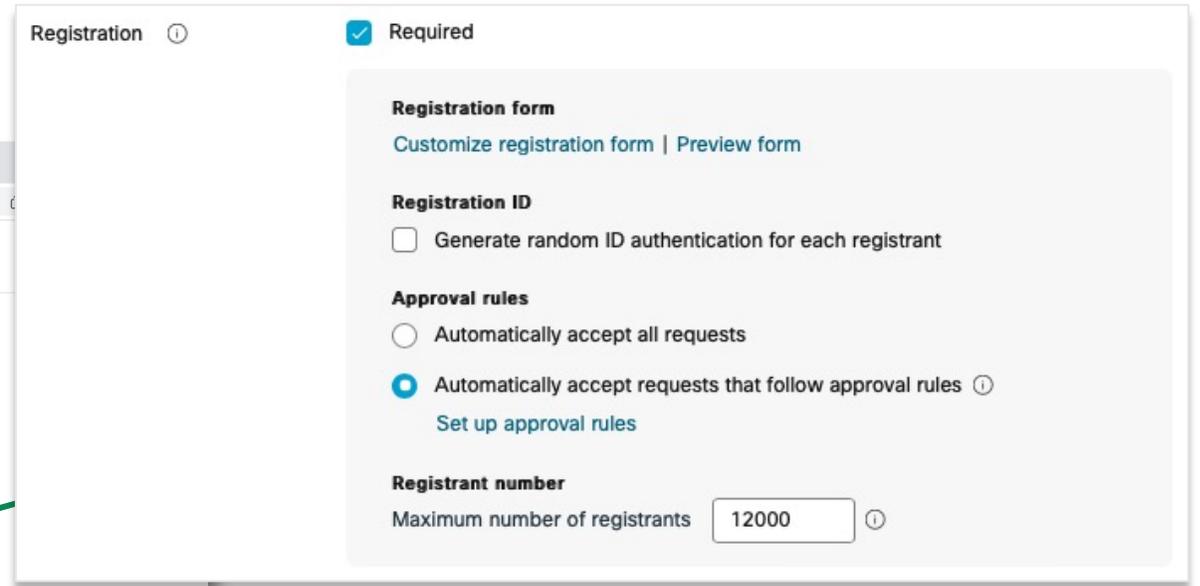
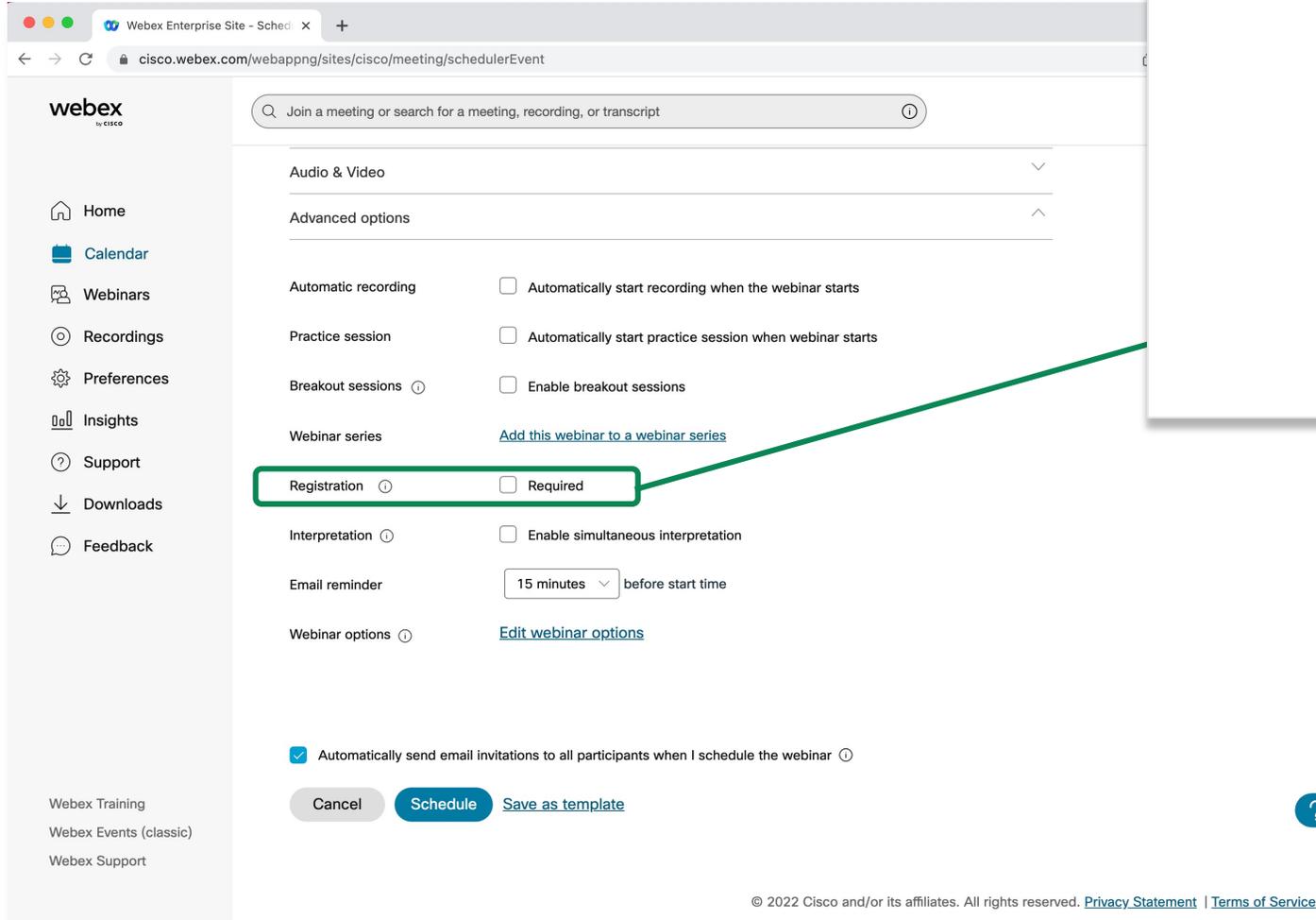
The screenshot shows the Webex interface with a sidebar on the left containing navigation options: Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. At the bottom of the sidebar are links for Webex Training, Webex Events (classic), and Webex Support. The main content area has a search bar at the top and a language selector (English | Aanya). Below the search bar are expandable sections for Security, Audio connection options, and Advanced options. The 'Advanced options' section is expanded, showing several settings:

- Automatic recording: Automatically start recording when the webinar starts
- Practice session: Automatically start practice session when webinar starts
- Breakout sessions: Enable breakout sessions. Below this is a link: [Create breakout sessions and preassign panelists](#). This entire section is highlighted with a green border.
- Webinar series: [Add this webinar to a webinar series](#)
- Registration: Required
- Interpretation: Enable simultaneous interpretation
- Email reminder: 15 minutes before start time
- Webinar options: [Edit webinar options](#)

At the bottom of the settings area, there is a checked checkbox: Automatically send email invitations to all participants when I schedule the webinar. Below this are three buttons: Cancel, Schedule, and Save as template.

Registration

Set up registration for your webinar to have a customizable landing page and registration form.



Click the **Schedule** button to schedule your webinar.

Then, we'll move on to customizing your landing page, email templates, and more.

Customizing your branded landing page

1. The **Branding** section will only show up if registration is required.
2. By clicking Edit, you can **customize the theme, logo, agenda, speaker bio, and picture** of the registration page that attendees see.

The screenshot shows the Webex Enterprise Site interface. The left sidebar contains navigation options: Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area displays the event 'All hands - June' with details like 'SI Meng', '3:40 PM - 4:40 PM', and 'Sunday, Jul 10 2022'. Below this is the 'Webinar information' section, which includes 'Join information' with fields for Panelist, Attendee, and Host. The 'Branding' section is highlighted with a green box labeled '1'. An 'Edit' button is visible next to the 'Branding' section, which is also highlighted with a green box labeled '2'.

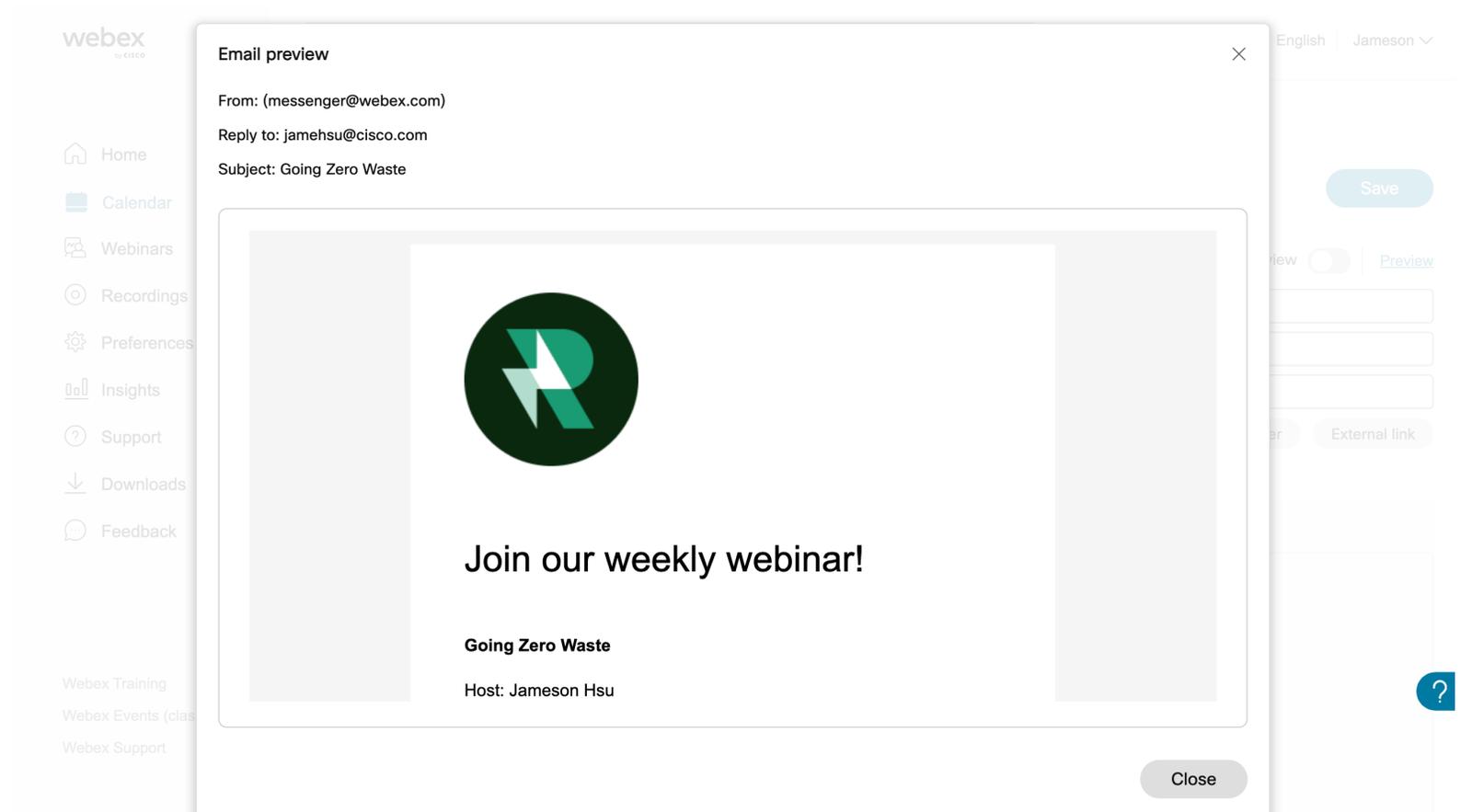
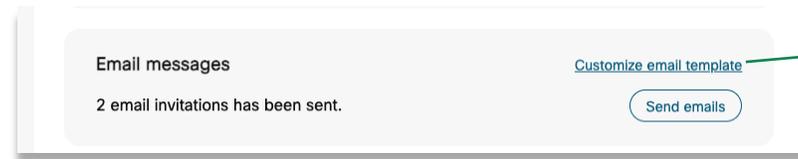
The screenshot shows the 'Branding' configuration page for a 'Circular Economy' event. The main preview area displays the registration page with the 'renergize' logo, event title 'Circular Economy', date 'Wednesday, May 23, 2022 7:25 PM-8:25 PM', host 'Christina Lei', and 'Webinar speakers' including Tyler Jackson, Jeff Smith, and Isabelle Brennan. A 'Register for event' modal is overlaid on the preview. The right sidebar contains configuration options: 'Show Host' (checked), 'Show Panelist' (checked), and 'Show Agenda' (checked). A 'Save' button is in the top right corner.

Customizing your email templates

4. The **Email section** allows you to customize the template of the invite email sent to panelists and attendees.
5. By clicking the Customize email templates button, you can **change the content of your email, add your company logo, specify if you want the attendee to receive reminders** and if so at what time among other things.



Don't forget to **preview your email** before it gets sent!

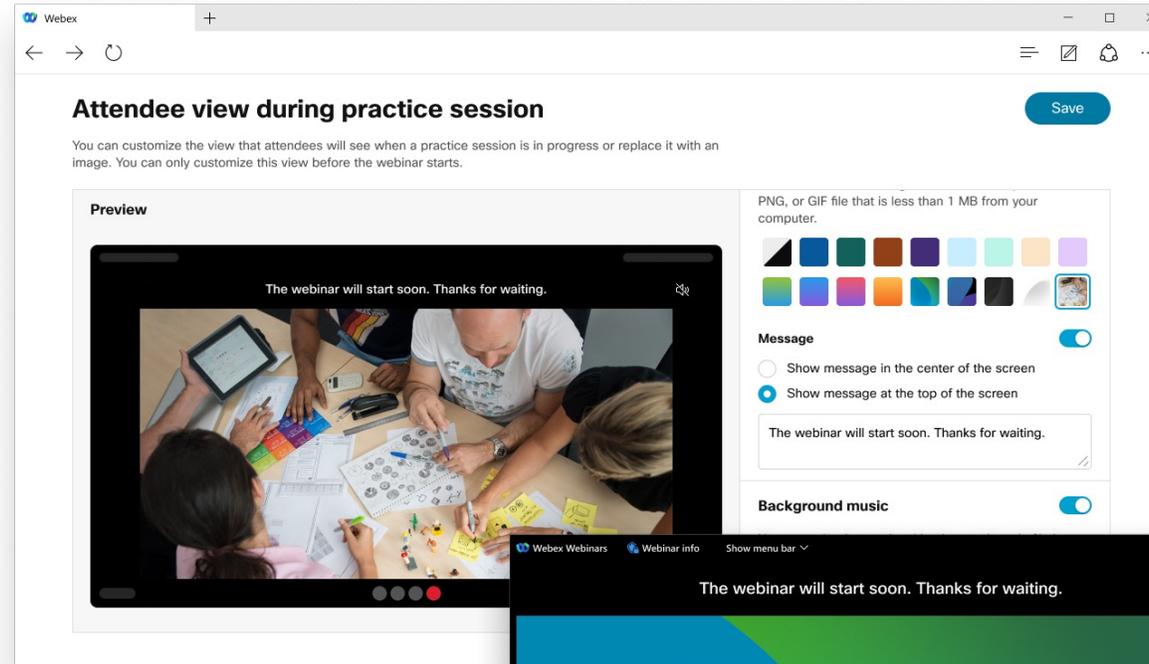


Enhance the webinar experience with engaging tools

Host/Panelist view during practice session

Pre-webinar experience:

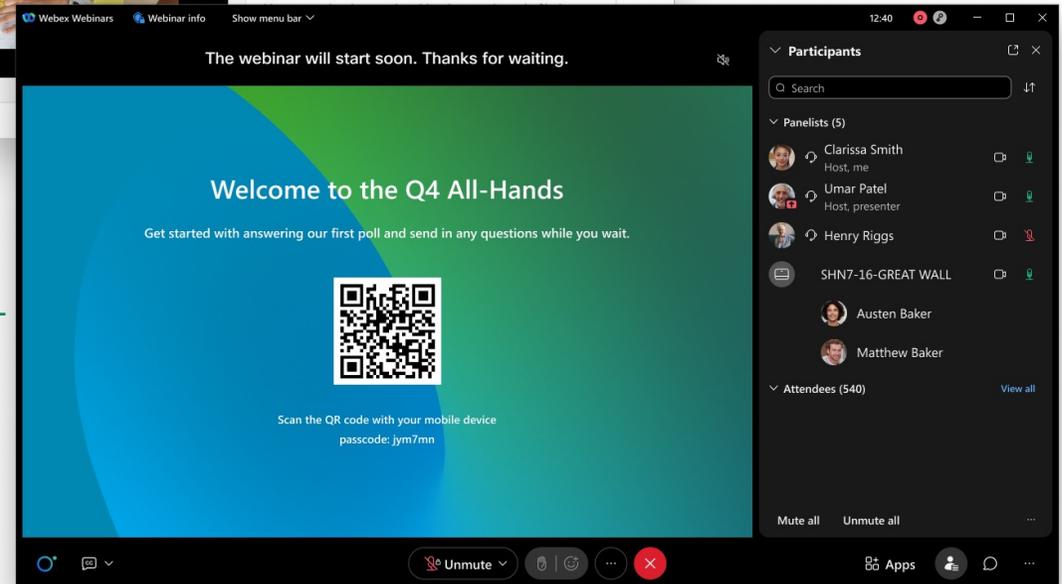
1. The host, cohosts, and panelists can practice before the webinar begins using the **practice session** feature.
2. During the practice session, any attendee who joins the webinar early will **see an image displayed on the screen, message, and hear music** that the host can customize during setup.



Attendee view during practice session

Attendee view during practice session [Edit](#)
Customize what attendees will see and hear when a practice session is in progress.

2



Everything is set up for success!

After a webinar is scheduled:

1. The **Join information** section contains the Registration link (if registration is required) and Join link for the webinar.



You can always return to the scheduling page to change any of your previous settings by **clicking the pencil icon next to the Start Webinar button**.

Pro Tip: Integrate Webex Webinars with **Salesforce** or **Eloqua** to manage leads and communications with ease.

The screenshot displays the Webex interface for a webinar titled "All hands - June". The interface includes a sidebar with navigation options like Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area shows the webinar details, including the "Join information" section with the following links:

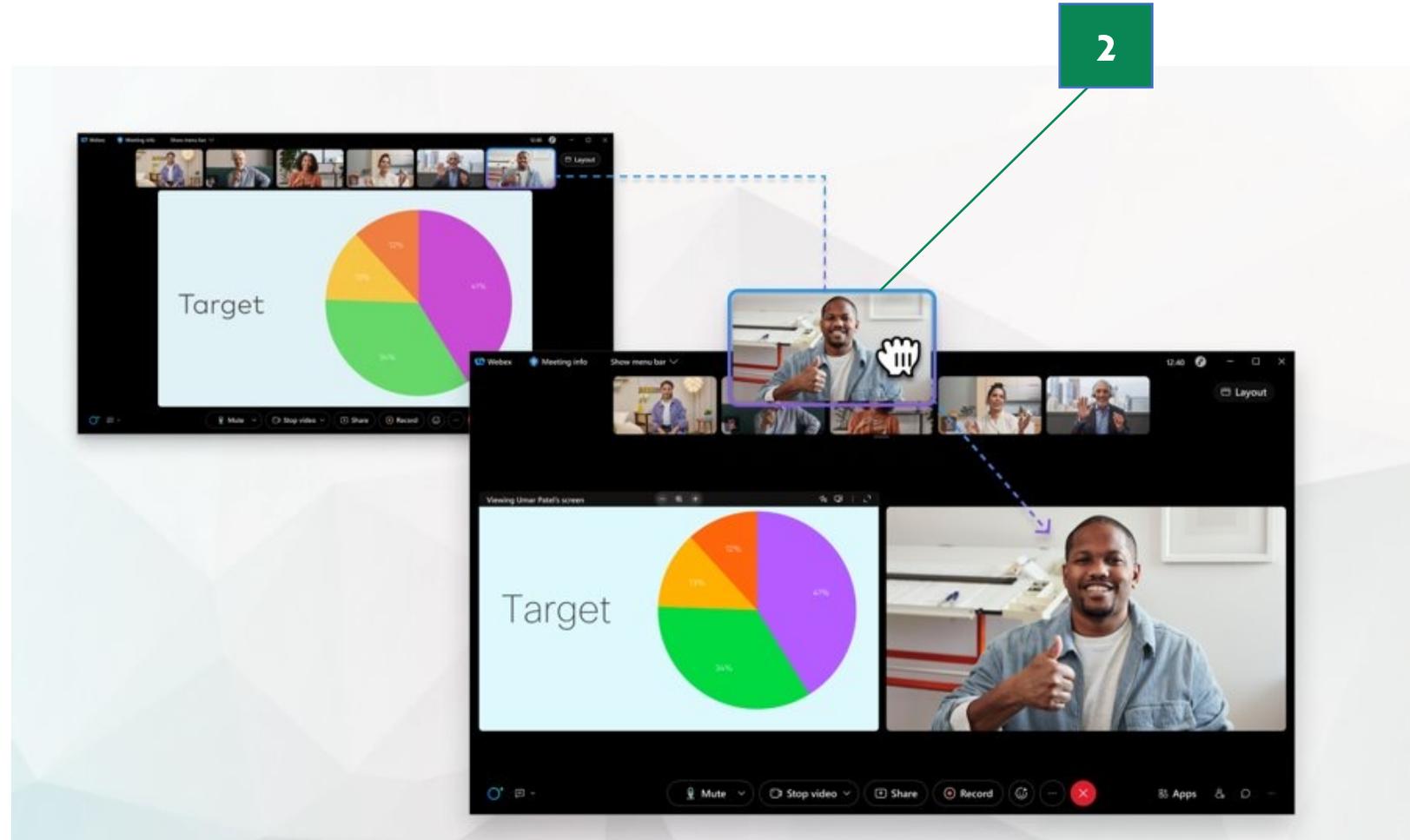
- Register link: <https://cisco.webex.com/cisco/j.php?RGID=r07a36b2008e4800010ada3e8aa5bf7fe>
- Join link: <https://cisco.webex.com/cisco/j.php?MTID=mae1a24f1de5d7c307e77f4dee2f4d79>

Other details include the webinar number (2577 461 6323), password (VRq4MhV5n25), and panelist password (bRtSyp3p99). The "Participants" section shows 0 panelists and 0 attendees. The "Start Webinar" button is highlighted with a green circle and a pencil icon, indicating that settings can be edited.

Congratulations! Your webinar is scheduled and set up for success.

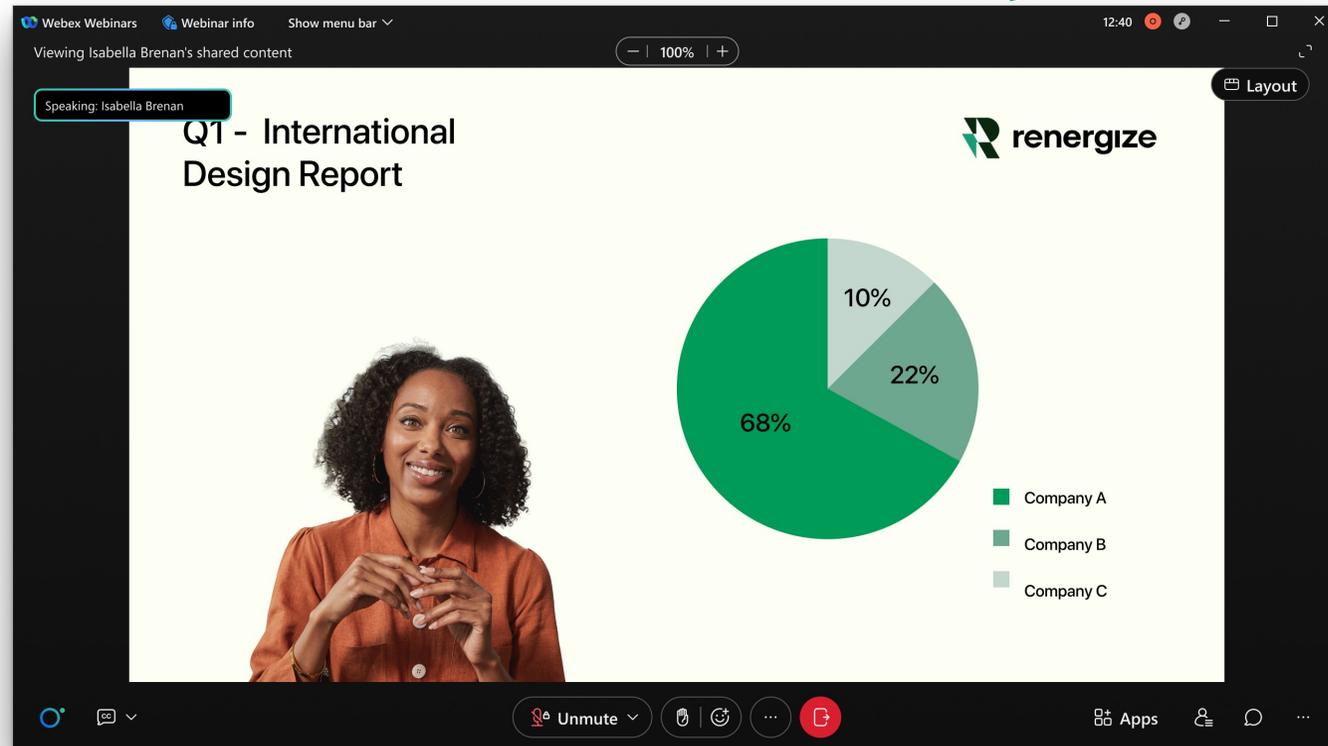
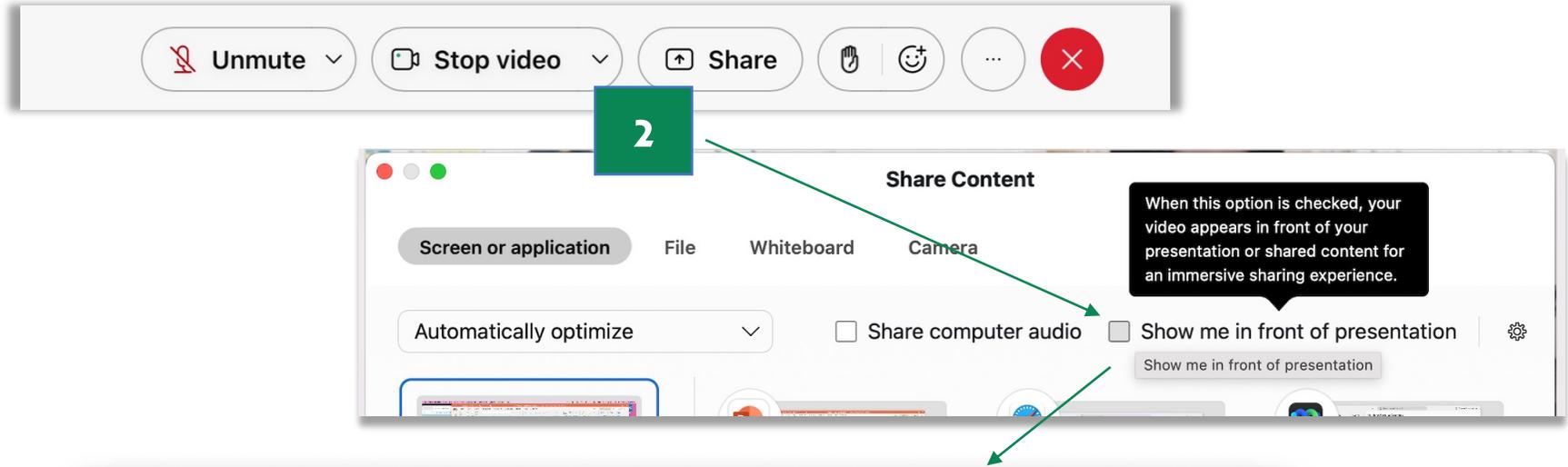
Sync Stage with attendees

1. Customize the webinar stage view to place panelists front and center to minimize distractions for everyone.
2. Bring presenters onto the stage by simply **dragging and dropping their video**.



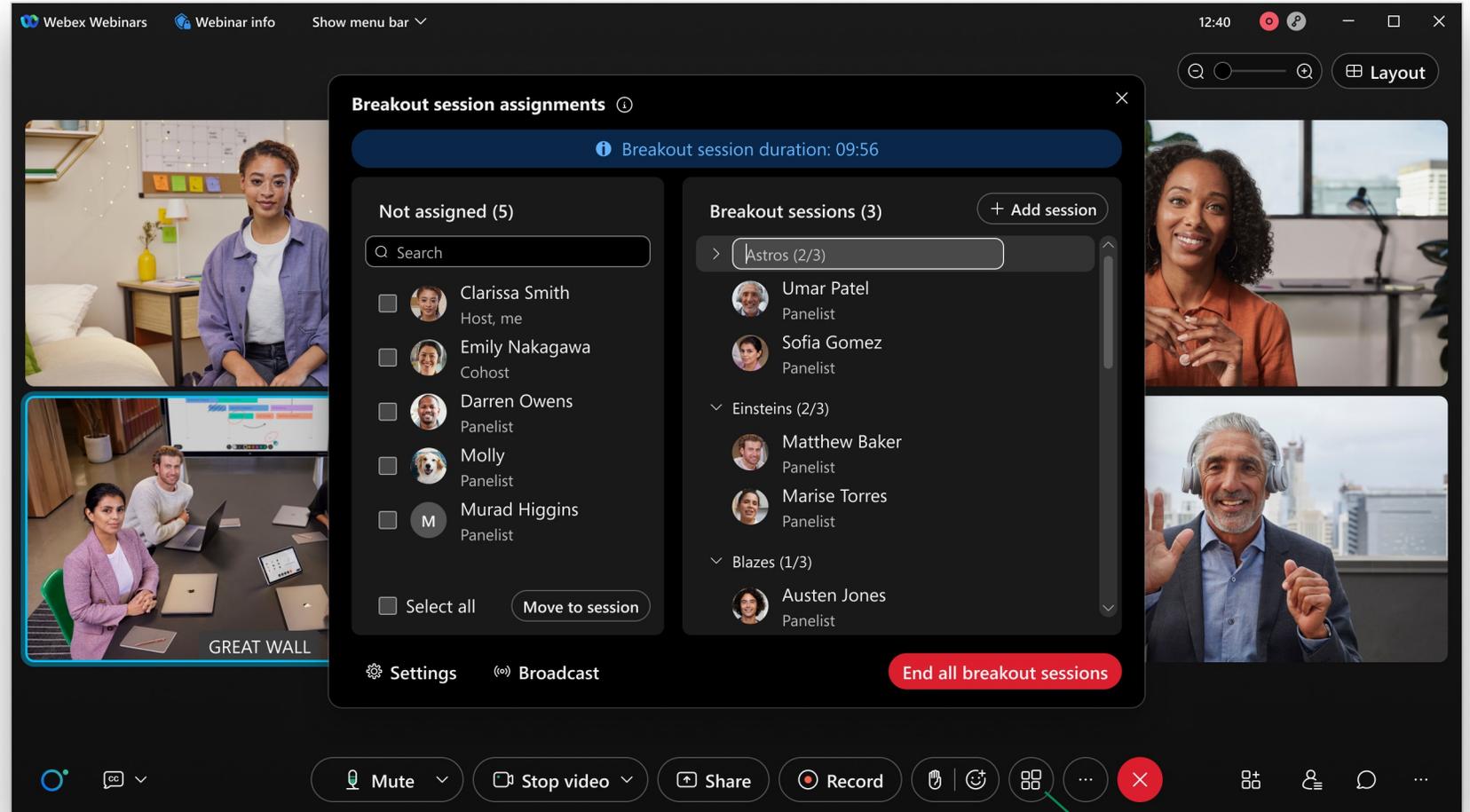
Immersive Share

1. Get closer to your audience so that they can see both you and the content you are presenting at the same time, on a single screen.
2. When you click on **Share** → check **Show me in front of presentation**, you will see yourself in front of the content you have shared.



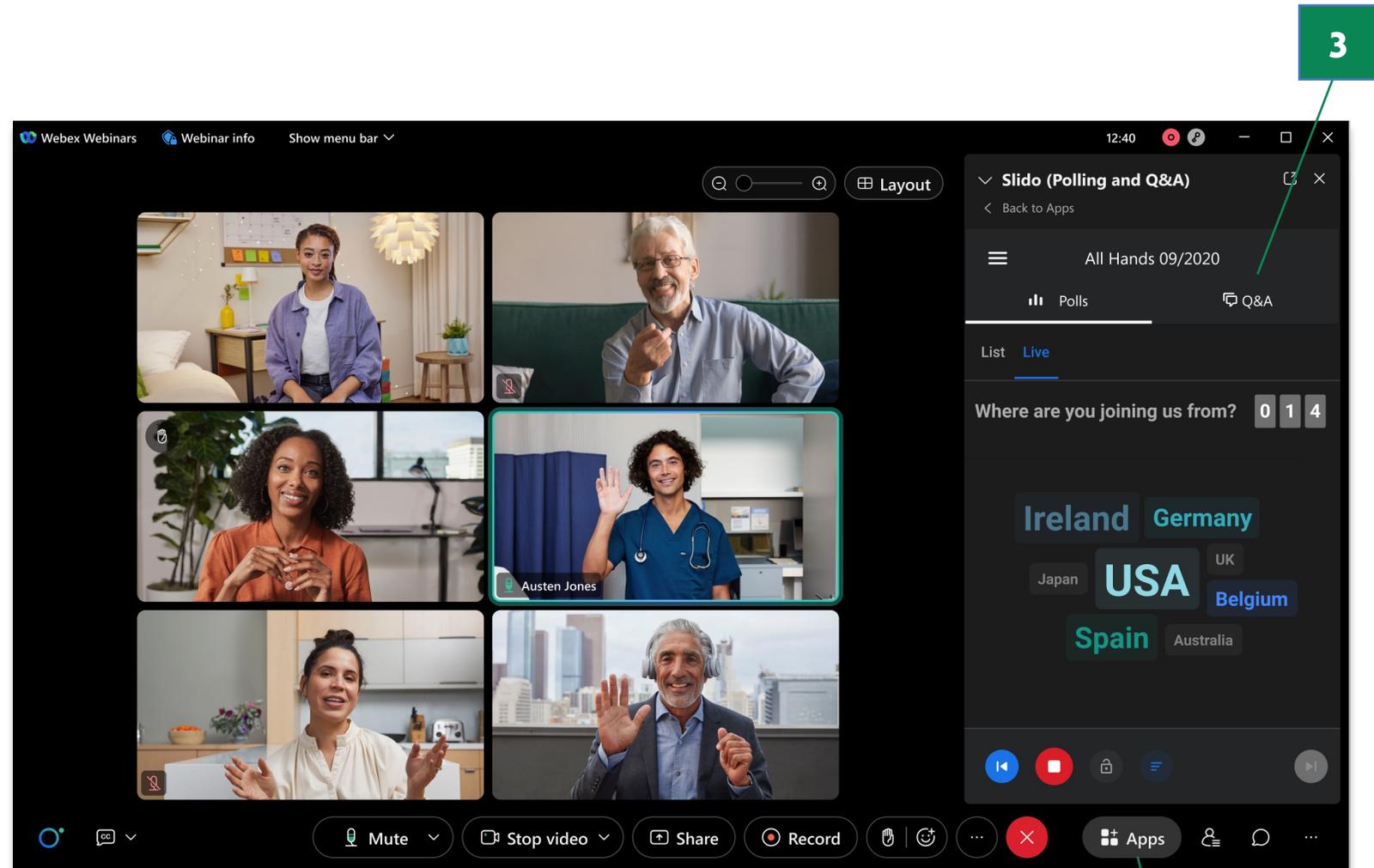
Breakout Sessions

1. Make your next webinar easier than ever to manage with **breakout sessions**.
2. You can click the **Breakout** icon in the control bar and assign people to each breakout room.
3. You can also do this before the webinar starts to **save time** and only **make minor adjustments during the session** if necessary.



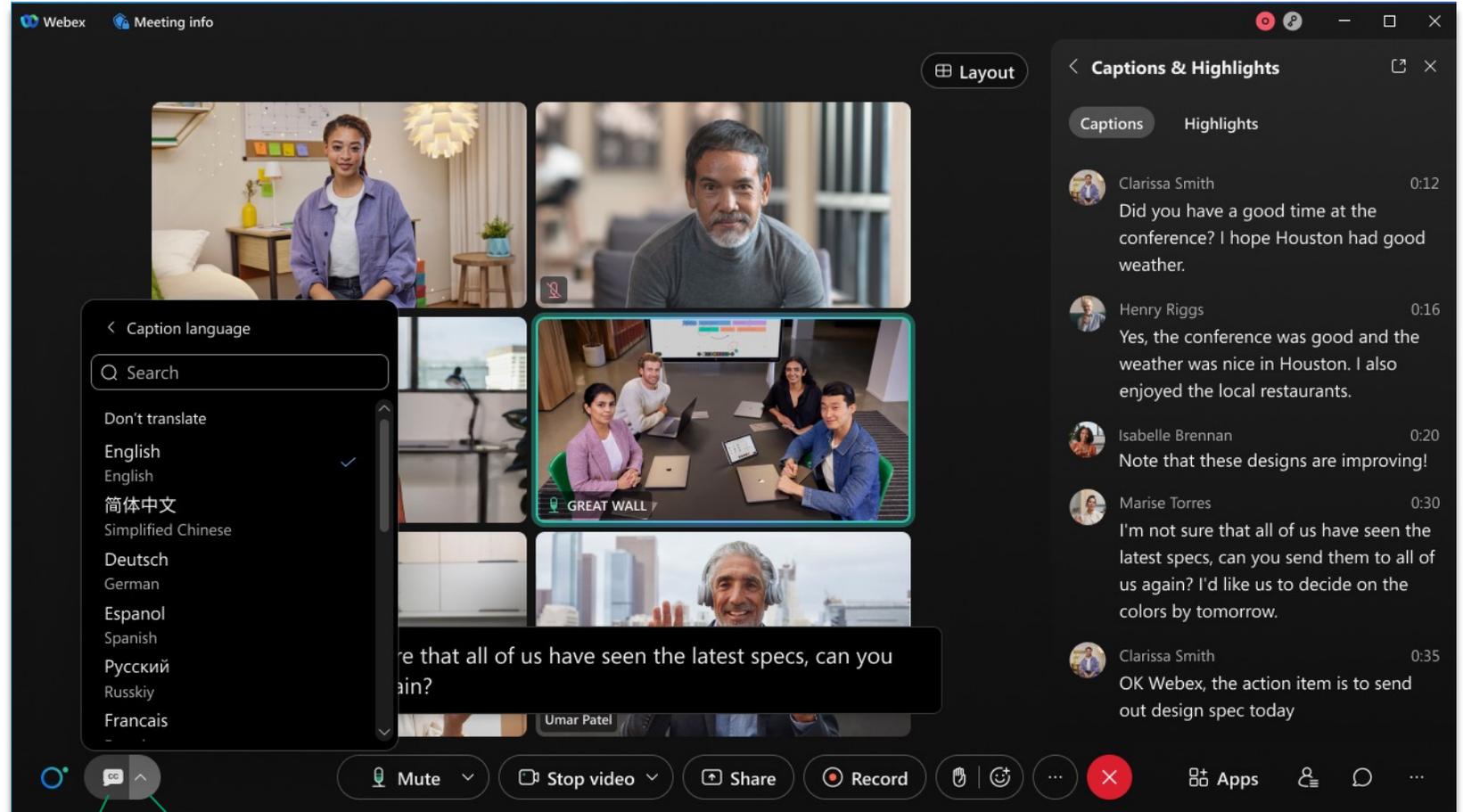
Attendee Engagement with Slido

1. Click the embedded **Apps** icon followed by **Slido** to start composing polling questions for your attendees
2. You can also set up your polls **before your webinar starts at Slido.com** and launch them when your webinar begins.
3. Manage **live Q&A** in the same session in the adjacent tab.



Closed captioning and translation

1. Click the 'cc' icon in the bottom left corner of the control bar to **turn on closed captions**.
2. *Translate from English and 11 other languages into more than 120 other languages in **real-time**. Click the arrow next to it to **choose a language for translation**.



1

2

*Contact your administrator for access to real-time translation

Connect with your attendees after the webinar ends

Post-Webinar Survey:

1. Hosts can create a post-webinar survey from the **webinar information page** during setup.
2. When the webinar ends, **attendees will see the survey in their main browser**. After responses are submitted, hosts can download responses from the completed webinar portal.



Post-webinar surveys **cannot** be created when **webcast view** is enabled.

The screenshot shows the 'Edit survey' interface in Webex. The survey is titled 'Marketing Q4 All Hands' and includes a header image and a list of questions. The 'Layout' tab is selected, showing options for header image, theme color, and background color. The survey questions are:

- 1. Rate your overall satisfaction with the webinar. (Dissatisfied to Satisfied scale)
- 2. What did you like best about the webinar? (Text input)
- 3. What did you like least about the webinar? (Text input)

Customizing the survey

The screenshot shows the 'Survey in browser' interface in Webex. The survey is titled 'Marketing Q4 All Hands survey' and includes a header image and a list of questions. The survey questions are:

- 1. Rate your overall satisfaction with the webinar. (Dissatisfied to Satisfied scale)
- 2. What did you like best about the webinar? (Text input)
- 3. What did you like least about the webinar? (Text input)
- 4. Rate the structure of the webinar. (Poor to Excellent scale)

Survey in browser

Get attendee metrics after the webinar ends

Download engagement reports:

1. Go to your Webex homepage and navigate to **Calendar** → **Completed**.
2. Select a webinar to view its **attendance report, registration report, Q/A report, chat report, polling report, and survey report**.

The image consists of two overlapping screenshots of the Webex user interface. The top screenshot shows the 'Calendar' page with a sidebar on the left containing navigation options: Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. A green box labeled '1' highlights the 'Calendar' option in the sidebar and the 'Completed' tab in the main content area. The main content area shows a list of webinars with columns for time, date, and title. The bottom screenshot shows a specific webinar page for 'Dzone survey' by Isabelle Brennan. A green box labeled '2' highlights the 'Activity' tab in the 'Webinar content' section. Below this, a table lists various report types with download links. A red box labeled '1' highlights the 'Download report' link for the '%webinar name%-Webex Survey.csv' file.

File name	Export report
%webinar name%-Webex Survey.csv	Download report
%webinar name%-Q&A.csv	Download report
%webinar name%-Chat.csv	Download report
%webinar name%-Polling.csv	Download report
%webinar name%-Notes.csv	Download report

Plan your next webinar

Need help organizing and delivering your next event? Webex Production Services has a team of expert producers and schedulers to give you hands-on support.

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