



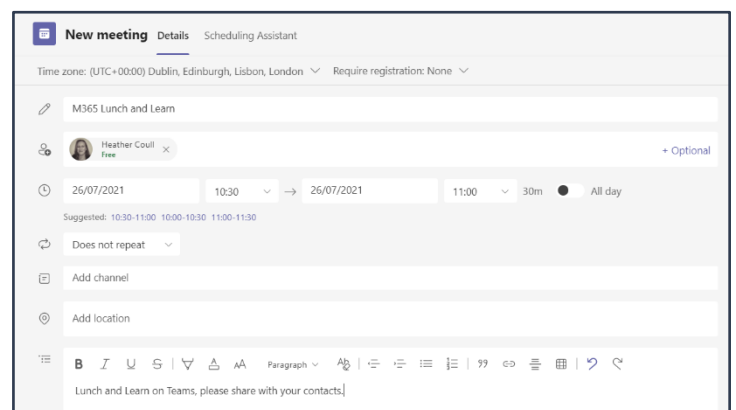
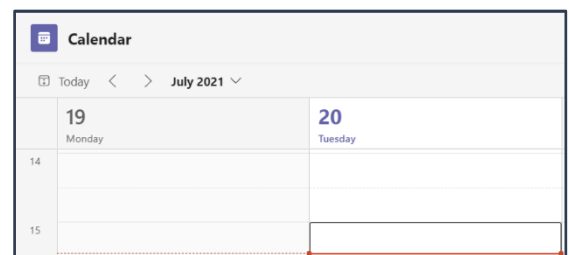
CREATE TEAMS WEBINAR

Easily create webinars, invite people to register, ask pre-webinar questions, and manage registrations via M365 Teams.

Schedule the Webinar

From the web version of your calendar:

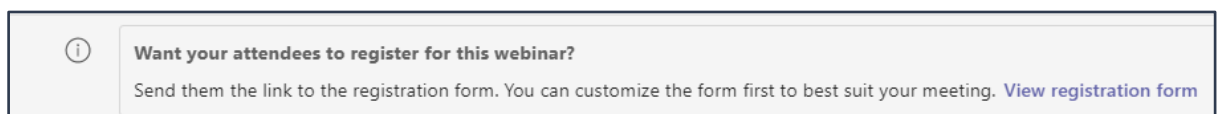
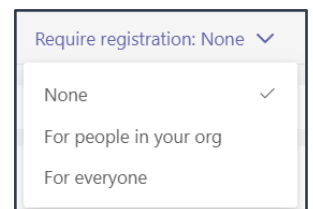
1. Click to select the date and start time for the webinar.
2. Type a suitable **Title**.
3. Type the **name or email address** of any required presenters.
4. Check the start and finish **date** and **time** are correct.



Create Registration Form

Creating the registration form is quick and simple:

1. Click on the drop-down arrow next to **Require registration**.
2. Select **For people in your org** or **For everyone**.
3. Click on **View registration form**. This is the form attendees will complete.



4. Click the **Upload an image** button and follow the prompts to upload a suitable image.

Upload an image

5. Add an event **Title** and **Description**.

6. Click **+ Add speaker** to add speakers.

7. Click **+ Add field** to add additional registration fields as required e.g., Job title or to add a custom question, selecting either input or choice.

8. Preview the form by clicking on **View in browser**.

9. Click **Save**.

10. Close the **Registration Form** window.

11. Click **Send** to send the webinar to all presenters.

Share Registration Form

1. Open the webinar from the calendar.

2. Click **Copy registration link** to copy and paste registration form into emails, share on websites and social media.

Copy registration link

3. Attendees can complete the registration form and will receive a confirmation email.

Manage Webinar

1. Open the webinar from the calendar.

2. Navigate to the **Attendance** tab to view attendee details including registration form.