



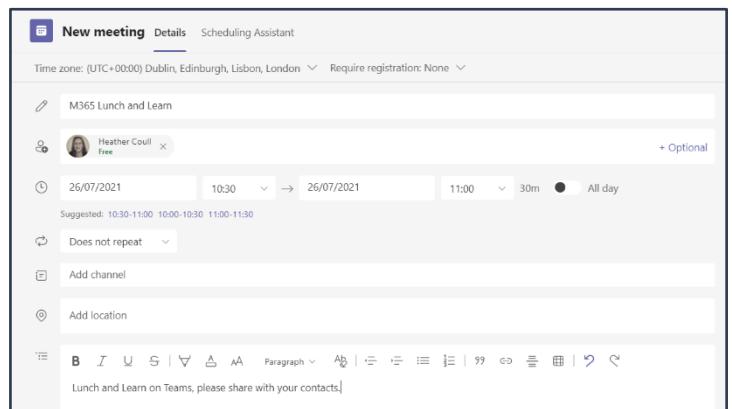
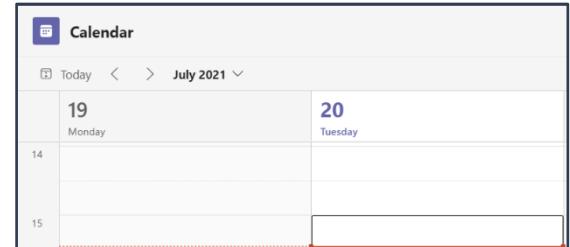
## CREATE TEAMS WEBINAR

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:

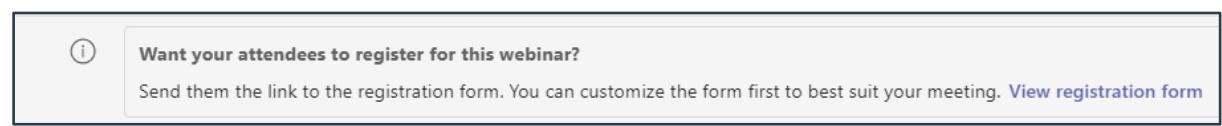
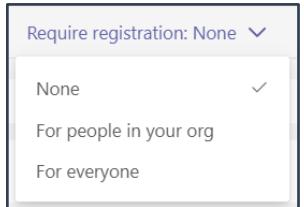
1. Click to select the date and start time for the webinar.
2. Type a suitable **Title**.
3. Type the **name or email address** of any required presenters.
4. Check the start and finish **date** and **time** are correct.



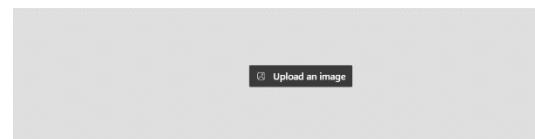
## Create Registration Form

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.



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

The screenshot shows the Microsoft 365 registration form. It includes a header with the Microsoft 365 logo and the website electralearning.com. The form is divided into sections: 'Event details' (M365 Lunch and Learn, 26/07/2021, 10:30, 26/07/2021, 11:00, Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London, Microsoft Teams meeting), 'Register for this event' (First name, Last name, Email), and 'Speakers' (Heather Coull, M365 Trainer with over 10 years of delivering engaging and interactive training sessions on all M365 applications). There are also buttons for 'Save', 'Copy registration link', and 'View in browser'.

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

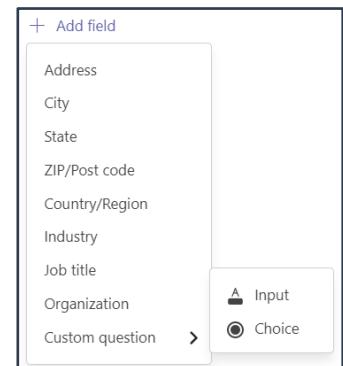
7. Click **+ Add field** to add additional registration fields as required e.g., Job title or to add a custom question, selecting either input or choice.

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

**Copy registration link**

## Manage Webinar

1. Open the webinar from the calendar.
2. Navigate to the **Attendance** tab to view attendee details including registration form.

