



# MICROSOFT TEAMS WEBINAR CREATION AND MANAGEMENT

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This handbook contains information on how to create webinars in Microsoft Teams, a video conferencing application, and how to manage the webinars that have been created.

You may visit our website prepared for you regarding information technologies at **[bidb.aydin.edu.tr](http://bidb.aydin.edu.tr)**, where you can also access our other handbooks.

Istanbul Aydın University  
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Technologies

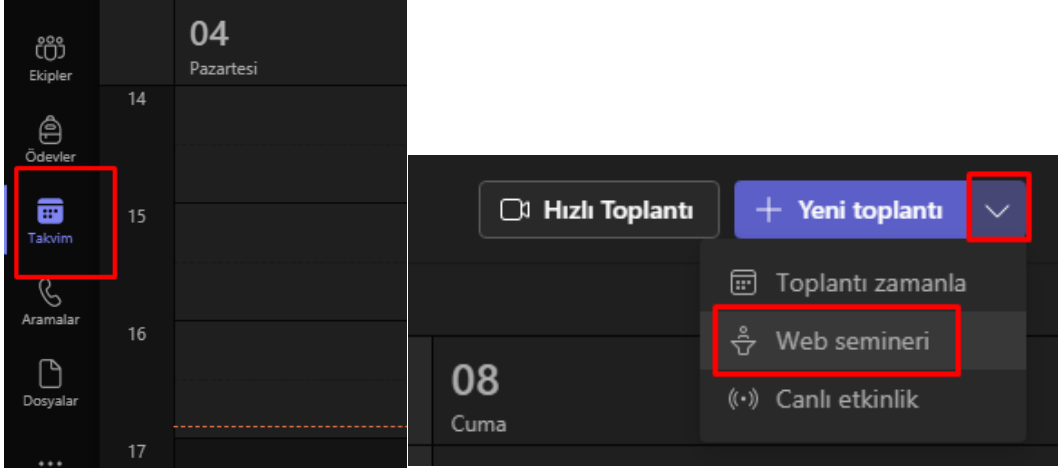
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## 1. Creating a Webinar

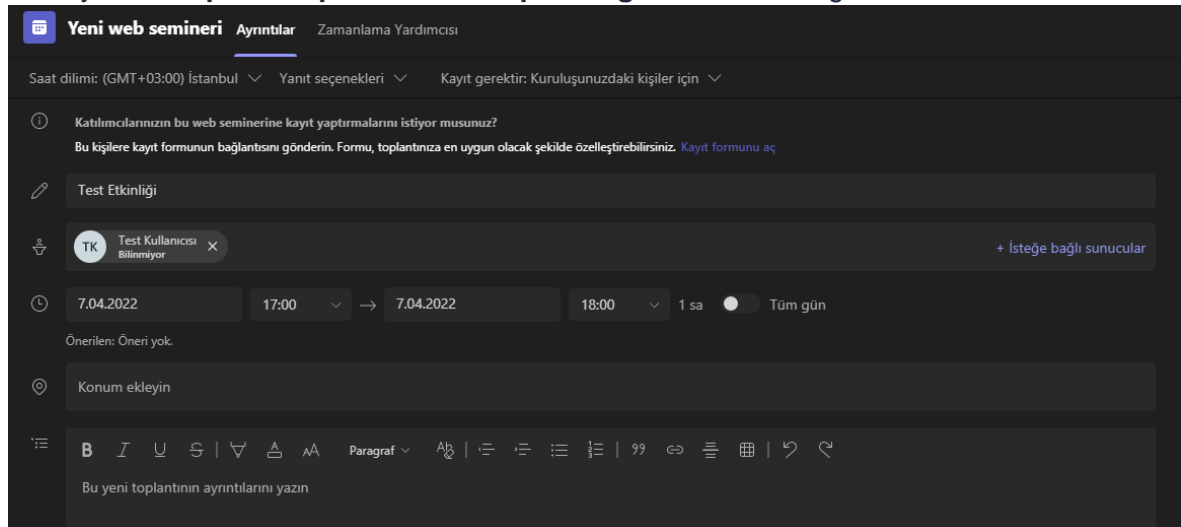
### 1.1. Creating a Webinar

First of all, you need to install the Microsoft Teams application on your computer. In the program interface, go to **Calendar**, click the downward arrow next to **New Meeting**, and select “**Webinar.**”

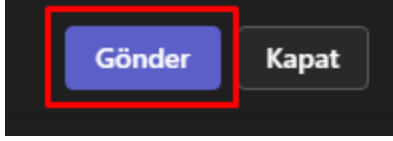


### 1.2. Webinar Settings

Here, we only fill in the **title**, **presenter**, **date**, and optionally the “**Add details for this new meeting**” fields. You must select at least one internal presenter. We do not modify the **Response options** and **Require registration** settings.

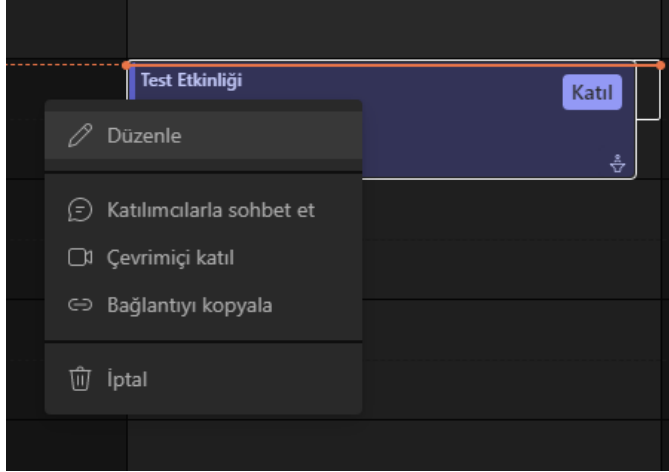


After filling in the fields, click the **Send** button.

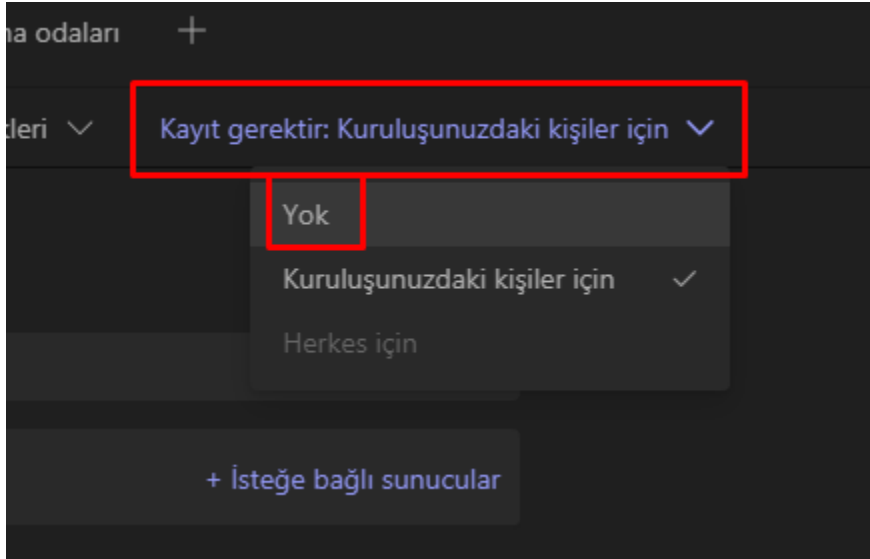


### 1.3. Configuring the Settings of the Created Webinar

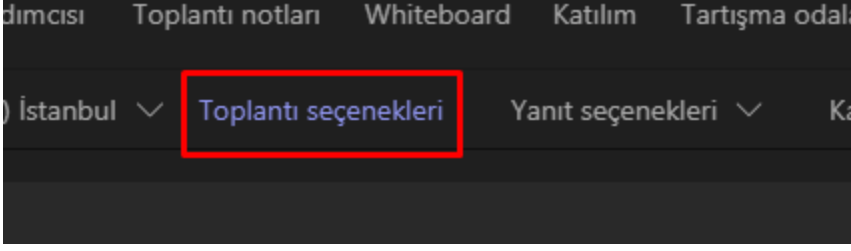
Right-click the event you created in the calendar and click the **Edit** button.



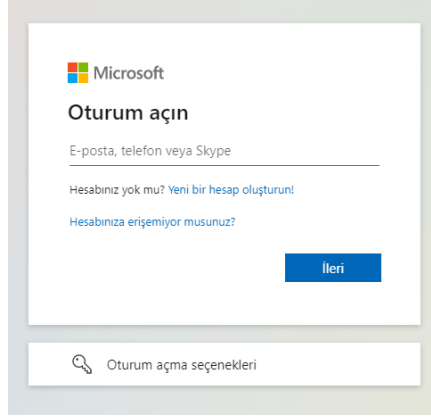
The first setting you need to change is **Require registration**, which should be set to **None**.



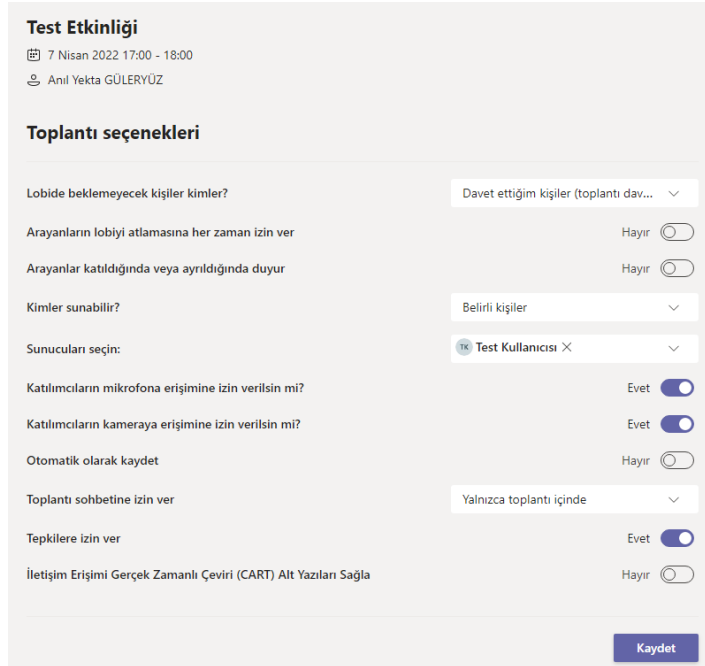
Then click **Meeting options**. This option will open in a web browser.



If the **Sign in** page appears in the browser, you must sign in with your institutional e-mail address.



In the window that opens, you can configure all settings related to the webinar.



Important settings you can make on this page include setting **Who can bypass the lobby** to **Everyone**, which allows participants to join the seminar directly without

waiting in the lobby. Another important setting is enabling **Record automatically** so that you do not forget to record the session.

In order for users joining through the shared link to enter only as participants, you must leave the **Who can present** option set to **Specific people**.

Only presenters can share their screens. During the seminar, you may promote any participant you wish to **Presenter** status.

**Toplantı seçenekleri**

Lobide beklemeyecek kişiler kimler? Herkes

Arayanların lobiyi atlamasına her zaman izin ver Evet

Arayanlar katıldığında veya ayrıldığında duyur Hayır

Kimler sunabilir? Belirli kişiler

Sunucuları seçin: Test Kullanıcısı

Katılımcıların mikrofona erişimine izin verilsin mi? Evet

Katılımcıların kameraya erişimine izin verilsin mi? Evet

Otomatik olarak kaydet Evet

Toplantı sohbetine izin ver Yalnızca toplantı içinde

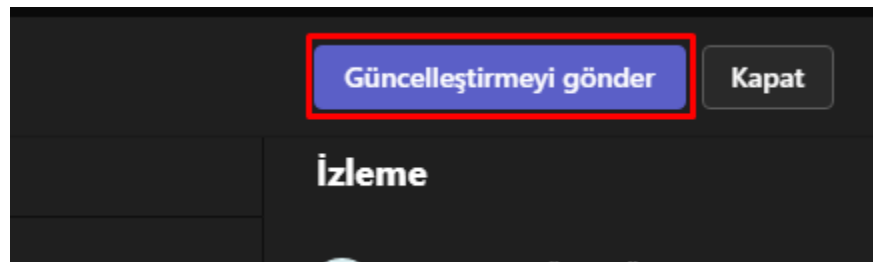
Tepkilere izin ver Evet

İletişim Erişimi Gerçek Zamanlı Çeviri (CART) Alt Yazıları Sağla Hayır

Kaydet

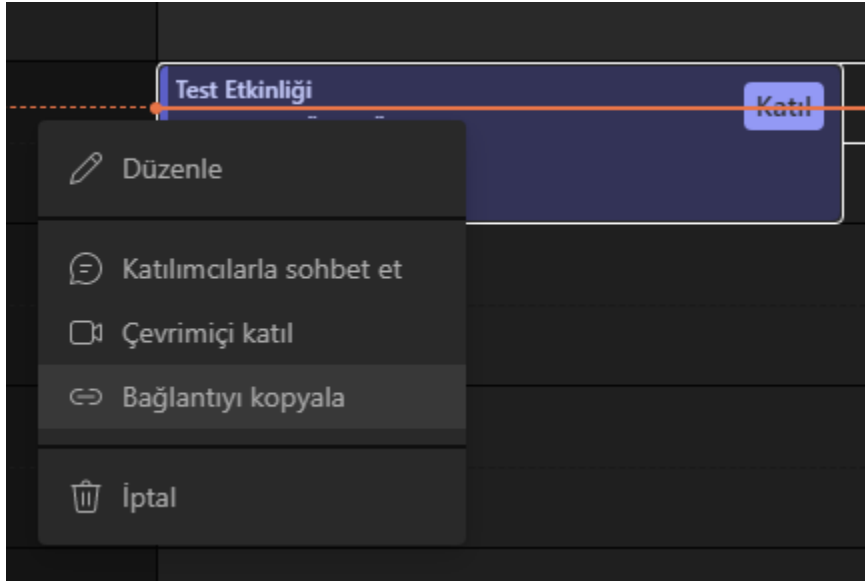
After that, click **Save**, close the web browser, and return to Microsoft Teams.

In Microsoft Teams, click **Send update** to complete all settings.



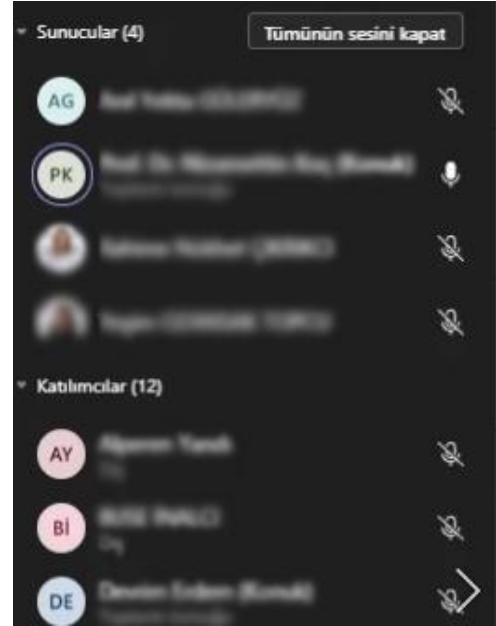
#### 1.4. Obtaining the Webinar Participant Link

By right-clicking the event in the calendar and selecting **Copy link**, you can copy the link and send it to participants who wish to join the webinar.



## 2. Webinar Management

In order to join the webinar as a presenter, you must first open the Teams application normally and sign in to your Teams session using your institutional e-mail account. Then, when you join the webinar and click **People**, you will see yourself under the **Presenters** section.



### 2.1. Managing Participants

Presenters have authority over participants.

When they click the three dots next to a participant, the available options for that participant are displayed.

These are:

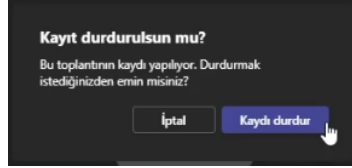
- **Mute participant** (if the microphone is on)
- **Disable microphone** (prevents the participant from turning on the microphone)
- **Disable camera** (prevents the participant from turning on the camera)
- **Pin for me** (only this person will appear on your screen)
- **Spotlight for everyone** (all participants will see this person)
- **Make a presenter** (promotes the person to presenter; this is required for screen sharing)
- **Remove from meeting** (removes the user from the webinar)

To generally prevent participants from turning on their microphones or cameras, presenters can change these settings from the three dots next to **Participants**.

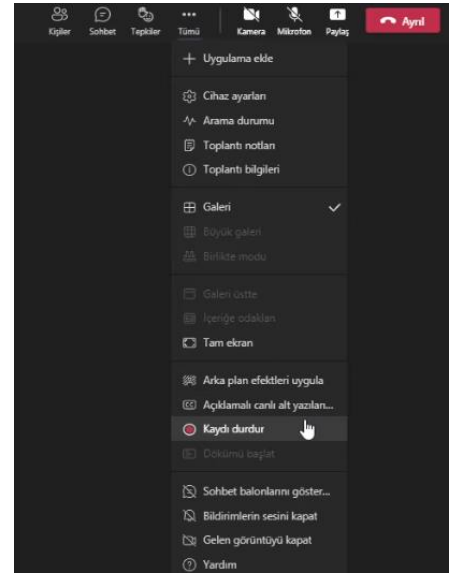
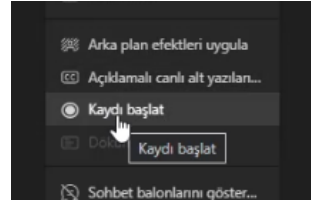


## 2.2. Webinar Recording

Presenters can stop and restart the recording. To stop the recording, it is sufficient to click **Stop recording** under **More**.



To restart the recording, click **Start recording** from the same location.



**Kaydediyorsunuz** Bu toplantıyı kaydediyorsunuz. Toplantının kaydedildiğini herkese bildirdiğinizden emin olun. [Gizlilik İlkesi](#)

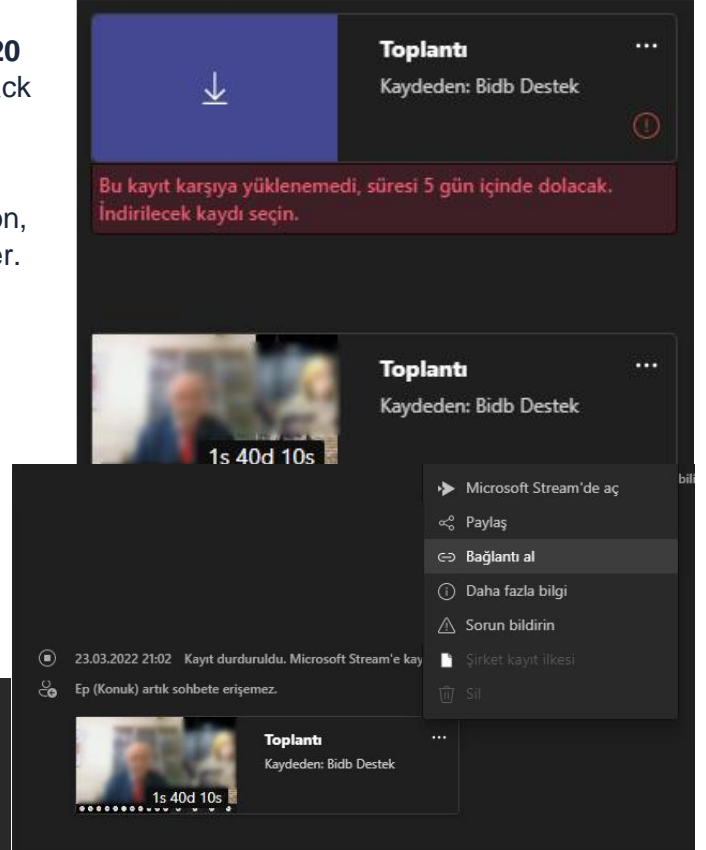
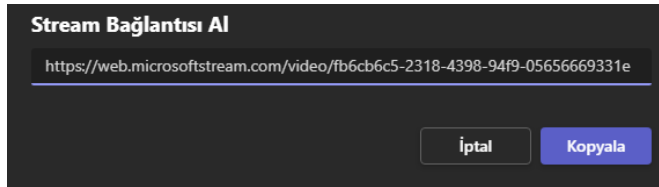
### 3. Downloading the Webinar Recording

After the webinar ends, go to the chat of the webinar you created under **Chat** in the Teams interface. At the end of the chat, you will see the webinar recording.

If there is a problem with the webinar recording, Teams deletes this recording after **20 days**. To avoid this issue, you should come back here a while after the webinar ends, check the recording, and download it to your computer.

When you click the purple **Download** button, the file will begin downloading to your computer. Depending on the file size and your download speed, this file will be downloaded to the **Downloads** folder under your **Documents**.

To download a recording that has no issues, after clicking the three dots, you should select the **Get link** option. Then click the **Copy** button, copy the link, and open it in a web browser.



After opening the link in a web browser, you can download the video by clicking **Download video** from the three-dot menu.

