

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, plus broadcast to up to 10,000 attendees with a view-only experience.

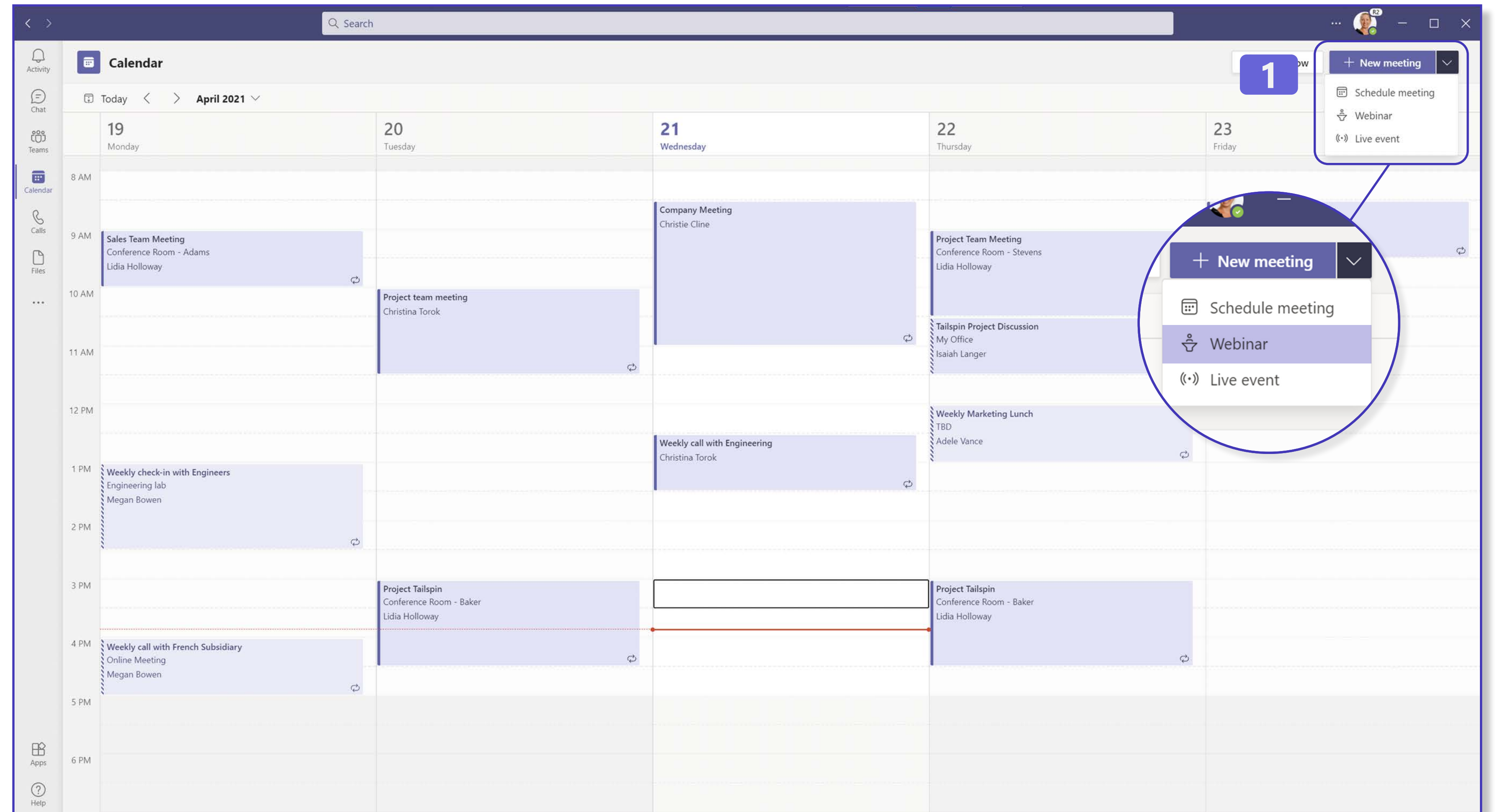
Setting up webinars and registration forms is easy in Microsoft Teams

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

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.

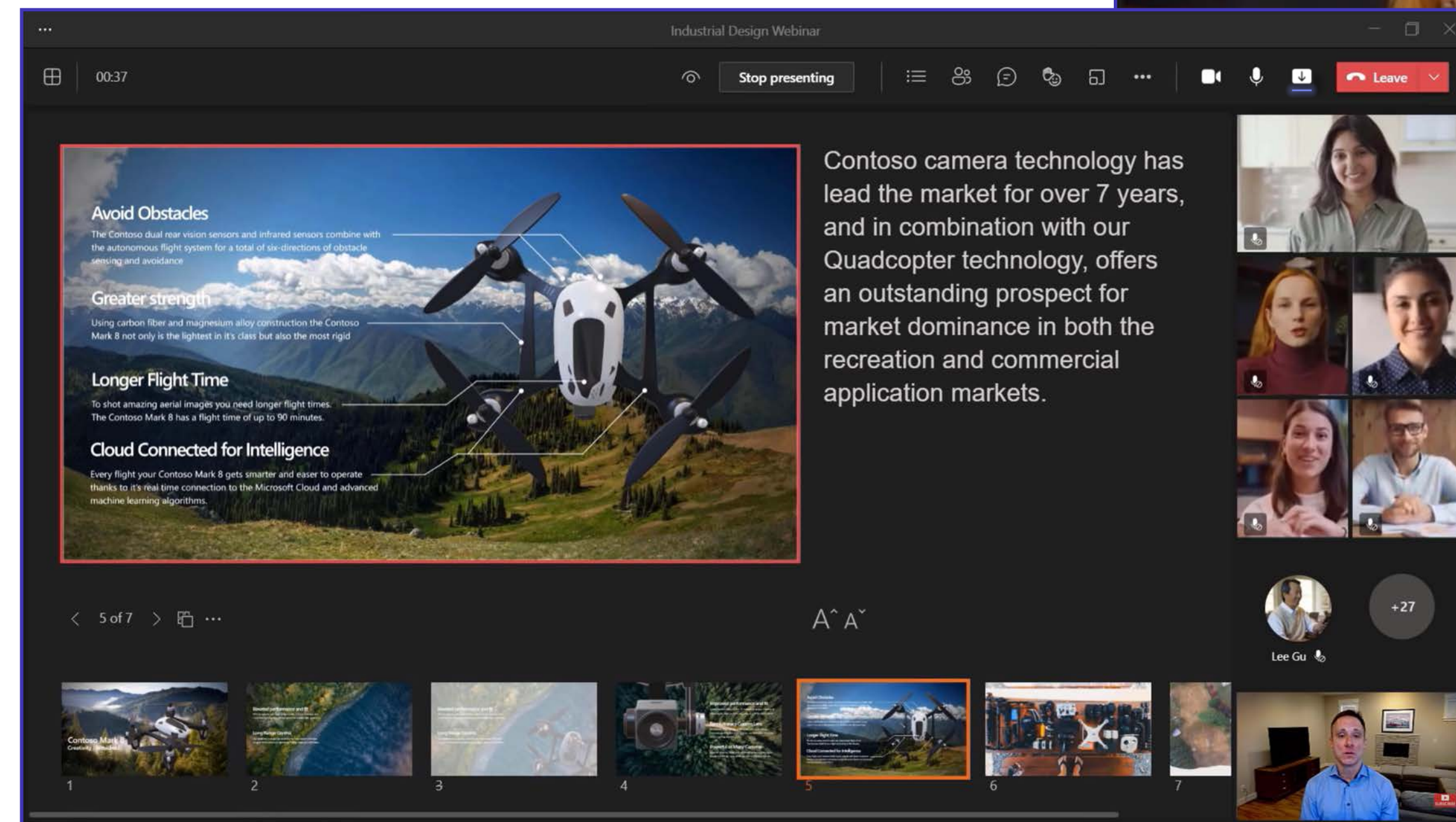
Congratulations! Your webinar is set up. Attendees can now register for your event. After registering, they'll receive a confirmation email where they can add the event to their calendars or join the event directly when it's time.

Microsoft Teams registration form

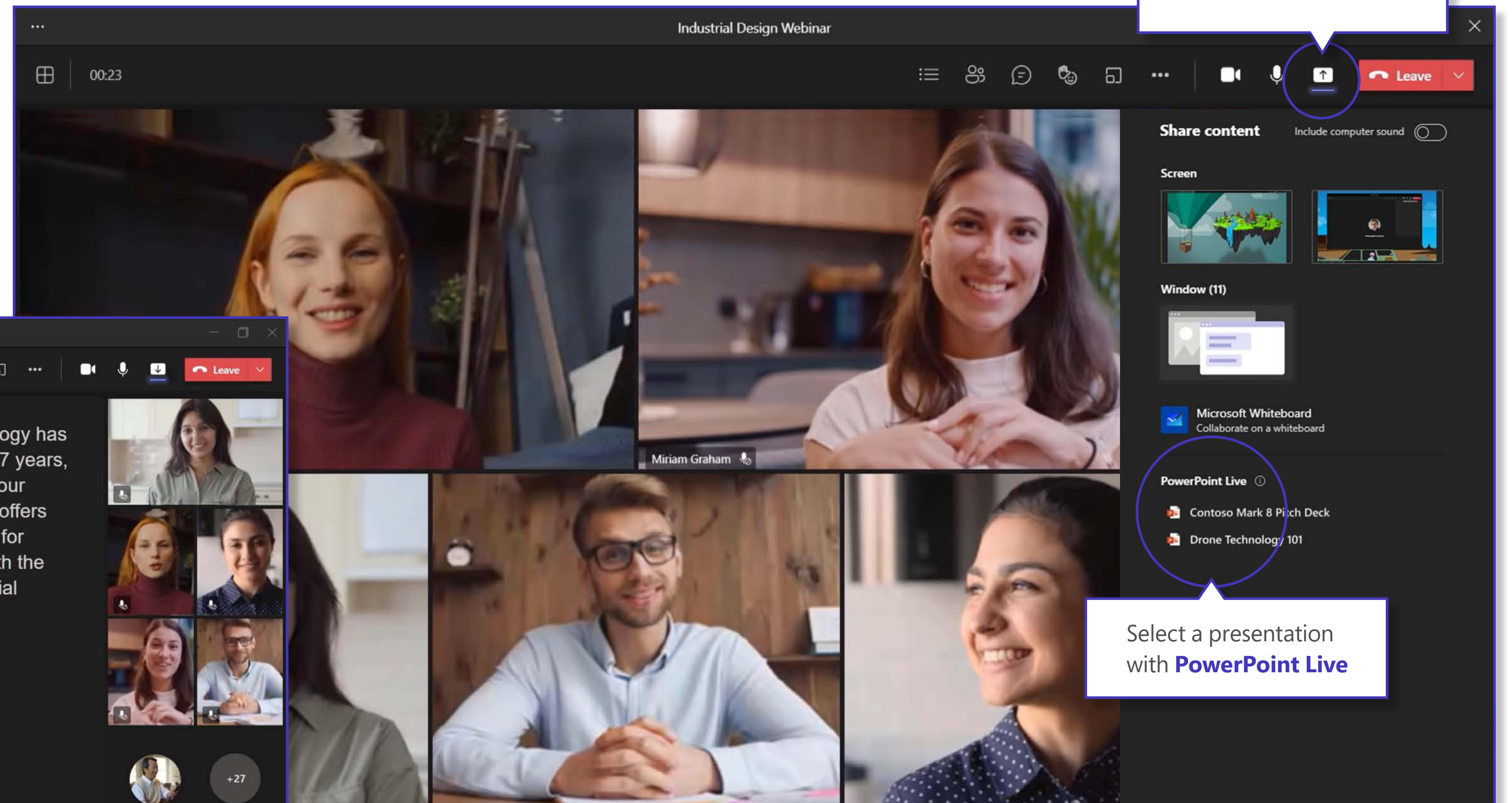
Present with confidence using features like PowerPoint Live

PowerPoint Live

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



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



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

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 interactive 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' 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 screen.
- Where are you joining from?:** A poll is displayed in the center of the screen, asking 'Where are you joining from?' with options: Europe, America, Asia-Pacific, and Latin America. A 'Submit' button is visible at the bottom of the poll.
- Meeting grid:** The main area shows a grid of participants' video feeds. Some participants have raised their hands (indicated by a hand icon) or used emojis (like a smiley face) to react.
- Meeting controls:** The top right corner shows meeting controls including 'Leave', 'Mute', 'Unmute', and 'Video Off/On'.
- Find an app:** A search bar labeled 'Find an app' is visible on the right side, with various app icons like Stream, Praise, Approvals, YouTube, Checklist, Images, Polly, and Forms.
- Suggestion:** A 'Suggestion' section is visible at the bottom right, showing icons for News and Places.

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 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.

