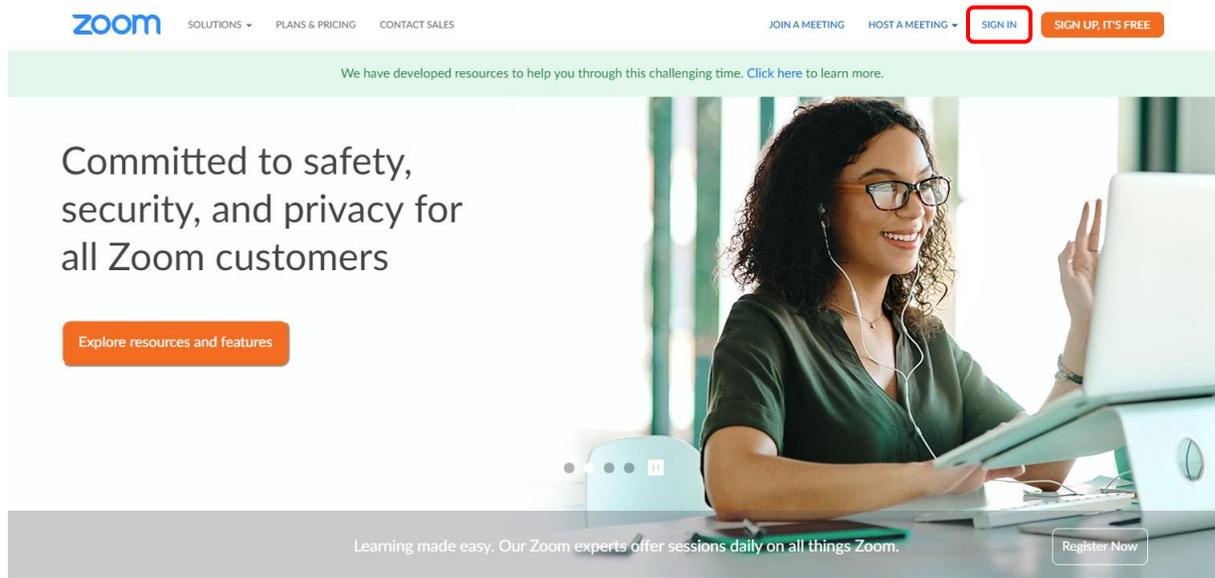


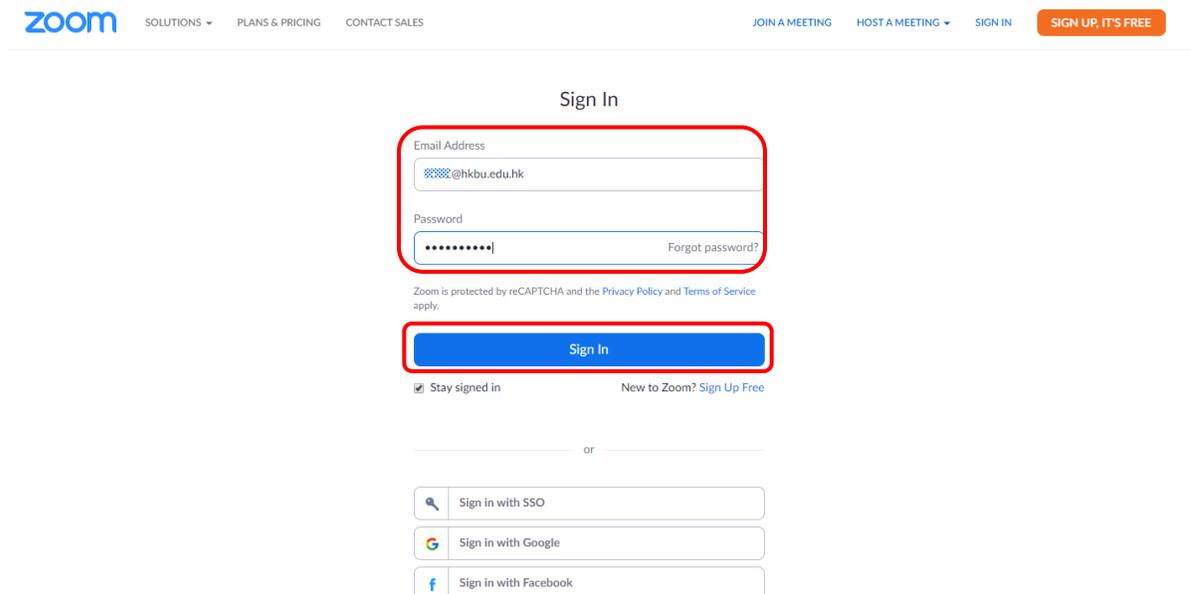
# Zoom Webinar Quick Guide

## Step 1: Log in to Zoom account

1. Sign in zoom at <https://zoom.us/>

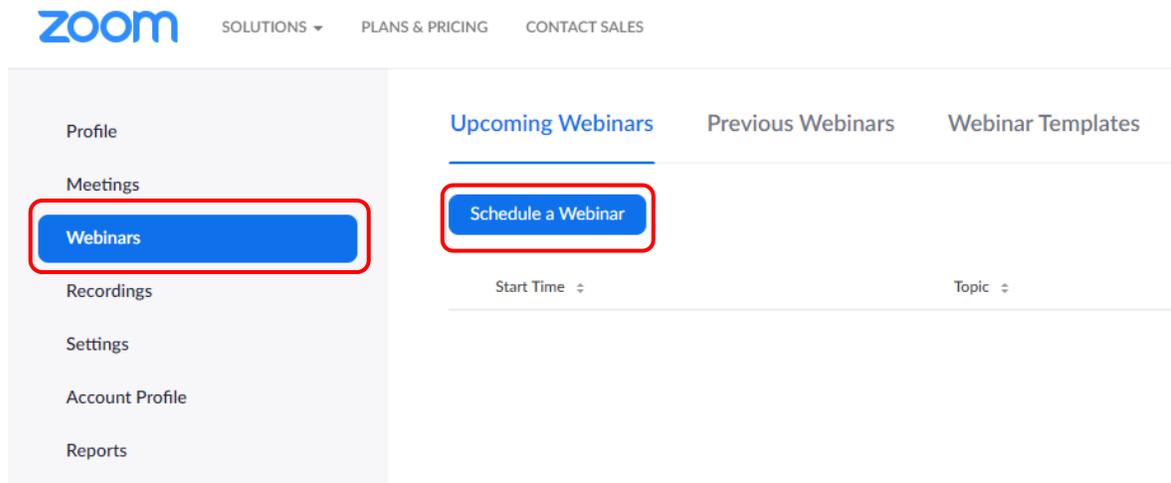


2. Sign in using the Email address and password given to you for webinar use. Then click **“Sign in”**.



## Step 2: Schedule a webinar

1. Choose “Webinars” at the left hand column then choose “Schedule a Webinar”.



2. Input the Webinar details (**Topic, Date, Time, Duration**).  
Choose “(GMT+8:00) Hong Kong” for the Time Zone.  
Check the box “Required” for Registration.

[My Webinars](#) > [Schedule a Webinar](#)

Schedule a Webinar

Topic

Description (Optional)

---

When

Duration  hr  min

Time Zone

Recurring webinar

---

Registration  Required

---

Webinar Password  Require webinar password

- Continue the settings with the webinar.  
Choose video **“On”** for both Host and Panelists.  
For audio, you can choose different Dial-in country by clicking **“Edit”**.  
**(Important : must be checked)**

Video

Host  On  Off

Panelists  On  Off

---

Audio

Telephone  Computer Audio  Telephone and Computer Audio  3rd Party Audio

Dial from United States of America [Edit](#)

Check the box next to **“Hong Kong, China”**, and remove **“United States of America”**.  
Then click **“Save”**.

Select Global Dial-in Countries/Regions

Dial-in numbers for the selected countries/regions will be listed in the email invitation

Q Search for a country/region

Estonia  
 Finland  
 France  
 Georgia  
 Germany  
 Greece  
 Hong Kong, China  
 Hungary  
 Ireland  
 Israel

Selected Countries/Regions(2)

Adjust the order that the dial-in numbers appear in the email invitation

:: United States of America   
:: Hong Kong, China

Default dial-in country/region United States of America

[Save](#) [Cancel](#)

- Continue the settings with the webinar.  
Uncheck the box near **“Q&A”** and check the box near **“Record the webinar automatically on the local computer”**.  
After finishing all the settings, choose **“Schedule”**.

Audio

Telephone  Computer Audio  Both

Dial from Hong Kong, China [Edit](#)

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Webinar Options

Q&A

Enable Practice Session

Only authenticated users can join

Record the webinar automatically on the local computer

---

Alternative Hosts

Example: mary@company.com, peter@school.edu  
only @hkbu.edu.hk can be granted as co-host

[Schedule](#) [Cancel](#)

5. The Webinar is successfully scheduled after you see the Webinar information page. You can change the Webinar settings by choosing “Edit this Webinar” at any time.

Topic	Test Webinar	
Time	May 22, 2020 02:00 PM Hong Kong	
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Webinar ID	975-4279-8424	
Webinar Password	***** <a href="#">Show</a>	
Video	Host	Off
	Panelists	Off
Audio	Telephone and Computer Audio	
	Dial from Hong Kong, China	
Webinar Options	<input checked="" type="checkbox"/> Q&A	
	<input checked="" type="checkbox"/> Enable Practice Session	
	<input checked="" type="checkbox"/> Only authenticated users can join	
	<input checked="" type="checkbox"/> Record the webinar automatically on the local computer	
<a href="#">Save this Webinar as a Template</a>		
		<a href="#">Edit this Webinar</a> <a href="#">Start this Webinar</a>

6. Scroll down the Webinar information page, you can find the **Registration URL**. This URL is the Registration page for participants to sign up. The next session will teach you how to modify the Registration page for the webinar.

[Invitations](#) [Email Settings](#) [Branding](#) [Polls](#) [Integration](#) [Live Streaming](#)

Invite Panelists	No panelists invited	<a href="#">Edit</a>
Invite Attendees	Webinar Size: 500 attendees	<a href="#">Copy the invitation</a> <a href="#">Email me the invitation</a>
	<b>Registration URL</b> <a href="https://zoom.us/webinar/register/WN_tBNy37EOQkK4ef0uGIGkPQ">https://zoom.us/webinar/register/WN_tBNy37EOQkK4ef0uGIGkPQ</a>	
	Create different registration link for source tracking  + Add	
	You have not yet created any source tracking URLs	
Approval Options	Automatically Approve	<a href="#">Edit</a>
	<input checked="" type="checkbox"/> Close registration after event date	
	<input checked="" type="checkbox"/> Allow attendees to join from multiple devices	
	<input checked="" type="checkbox"/> Show social share buttons on registration page	
Manage Attendees	Registrants: 0 Automatically Approved	<a href="#">Import from CSV</a>   <a href="#">View</a>

### Step 3: Modify the Registration page of the Webinar

1. Under the Invitations tab, choose “**Edit**” for Approval Options.

The screenshot shows the 'Invitations' tab selected in a navigation menu. Below the menu, there are three main sections: 'Invite Panelists', 'Invite Attendees', and 'Approval Options'. The 'Approval Options' section is highlighted with a red box around the 'Edit' button. The 'Approval Options' section includes a list of options: 'Automatically Approve', 'Close registration after event date', 'Allow attendees to join from multiple devices', and 'Show social share buttons on registration page'. The 'Allow attendees to join from multiple devices' and 'Show social share buttons on registration page' options are currently checked.

2. Uncheck the box near “**Allow attendees to join from multiple devices**” and “**Show social share buttons on registration page**”.

The screenshot shows a 'Registration' dialog box with a close button (X) in the top right corner. The dialog has three tabs: 'Registration', 'Questions', and 'Custom Questions'. The 'Registration' tab is active. Under the 'Registration' section, there is a 'Required' checkbox which is checked. Under the 'Approval' section, there are two radio button options: 'Automatically Approve' (selected) and 'Manually Approve'. Under the 'Notification' section, there is a checkbox 'Send an email to host when someone registers' which is unchecked. Under the 'Other options' section, there are four checkboxes: 'Close registration after event date' (checked), 'Restrict number of registrants' (unchecked), 'Allow attendees to join from multiple devices' (unchecked), and 'Show social share buttons on registration page' (unchecked). Under the 'Tracking Pixel' section, there is a description of tracking pixels and two input fields for adding tracking pixels to the registration page and the registration successful page. At the bottom right, there are two buttons: 'Save All' and 'Cancel'.

3. Click “**Custom Questions**”, then click “**New Question**”.

Registration ×

Registration Questions **Custom Questions**

---

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

**New Question**

**Save All** Cancel

4. Choose “**Single Answer**” and check the box “**Required**”.  
Choose “**Dropdown list**” and input “**I am a ...**” for the Question.  
Click “Add another answer” and input “**Student/Parent/Teacher/Others**” for the Answer.  
Click “**Create**” after finished

Type  Single answer

Required

Show as  Radio button  Dropdown list

Question I am a ...

Answer

Student

Parent

Teacher

Others|

[Add another answer](#)

**Create** Cancel

5. Continue to create questions by clicking “**New Question**”.

Registration ×

Registration Questions **Custom Questions**

---

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required	
1	I am a ...	<input checked="" type="checkbox"/>	Delete

**New Question**

- Choose **“Short Answer”** and uncheck the box **“Required”**.  
Input **“School name”** for the Question and click **“Create”** after finished.

A screenshot of a form for creating a question. The 'Type' dropdown is set to 'Short Answer'. The 'Required' checkbox is unchecked. The 'Question' text box contains 'School name'. At the bottom, there are two buttons: 'Create' (highlighted with a red box) and 'Cancel'.

- Continue to create new question.  
Choose **“Short Answer”** and uncheck the box **“Required”**.  
Input **“Contact number”** for the Question and click **“Create”** after finished.

A screenshot of a form for creating a question. The 'Type' dropdown is set to 'Short Answer'. The 'Required' checkbox is unchecked. The 'Question' text box contains 'Contact number'. At the bottom, there are two buttons: 'Create' (highlighted with a red box) and 'Cancel'.

- Continue to create new question.  
Choose **“Short Answer”** and uncheck the box **“Required”**.  
Input **“Questions(s) for the speaker(s)”** for the Question and click **“Create”** after finished.

A screenshot of a form for creating a question. The 'Type' dropdown is set to 'Short Answer'. The 'Required' checkbox is unchecked. The 'Question' text box contains 'Questions(s) for the speaker(s)'. At the bottom, there are two buttons: 'Create' (highlighted with a red box) and 'Cancel'.

- You can view all the Custom Questions you have created.  
Choose **“Save All”** when you have finished the settings.

A screenshot of a web interface showing a list of custom questions. The page title is 'Registration' with a close button. There are three tabs: 'Registration', 'Questions', and 'Custom Questions' (which is active). Below the tabs, there is a section titled 'Create Your Own Question' with a warning: 'You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.' Below this is a table with columns 'Order', 'Your Questions', and 'Required'. The table lists four questions: 'I am a ...', 'School name', 'Contact number', and 'Questions(s) for the speaker(s)'. Each row has a 'Delete' button. At the bottom of the table is a 'New Question' button. At the bottom of the page, there are two buttons: 'Save All' (highlighted with a red box) and 'Cancel'.

Order	Your Questions	Required	
1	I am a ...	<input checked="" type="checkbox"/>	Delete
2	School name	<input type="checkbox"/>	Delete
3	Contact number	<input type="checkbox"/>	Delete
4	Questions(s) for the speaker(s)	<input type="checkbox"/>	Delete

10. You can view the Registration page by clicking the Registration URL.  
The next session will teach you how to modify the Email settings.

## Webinar Registration

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Topic	Test Webinar
Time	May 22, 2020 02:00 PM in <a href="#">Hong Kong</a>

---

\* Required information

First Name *	Last Name *
<input type="text" value="Attendee"/>	<input type="text" value="2"/>
Email Address *	Confirm Email Address *
<input type="text" value="testing2@hkbu.edu.hk"/>	<input type="text" value="testing2@hkbu.edu.hk"/>

---

I am a ... \*

School name

Contact number

Questions(s) for the speaker(s)

## Step 4: Modify the Email Settings of the Webinar

1. Under the Email Settings tab, click **“Edit”** near Email Contact. You can choose **“Send me a preview email”** to check the email content before sending to the participants.

The screenshot shows the 'Email Settings' tab selected in a navigation menu. Below the menu, there is a list of email settings with 'Edit' links for each. The 'Email Contact' setting is highlighted with a red box, and its 'Edit' link is also highlighted with a red box.

Setting	Action
Select Email Language: English	Edit
Email Contact: [Redacted]	Edit
Invitation Email to Panelists	Edit
Confirmation Email to Registrants: Send after registration approval	Send me a preview email   Edit
No reminder email to Attendees and Panelists	Edit
No follow-up email to Attendees	Edit
No follow-up email to Absentees	Edit

2. Change the Name to **“JUPAS Virtual Consultation Days”** and click **“Save”**.

The dialog box is titled 'Edit Contact Email Address' and contains the following text: 'You may change the contact information that attendees can use if they have questions about the webinar.' Below this, there are two input fields: 'Name' and 'Email Address'. The 'Name' field contains 'JUPAS Virtual Consultation Days' and is highlighted with a red box. The 'Email Address' field is empty. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

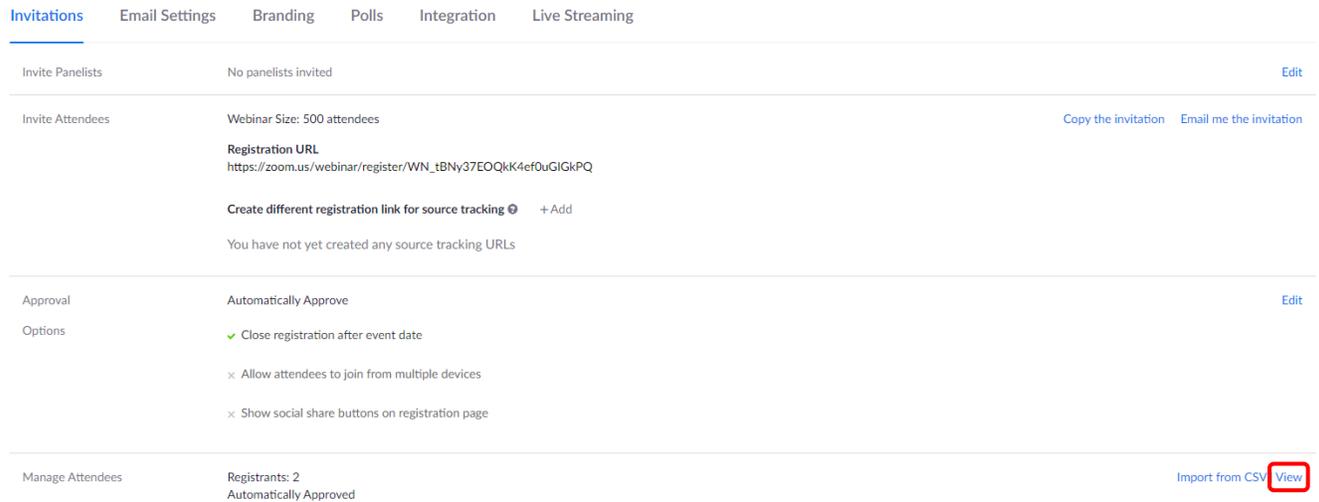
3. You can choose **“Send me a preview email”** to check the email content after finished.

The screenshot shows the 'Email Settings' page after the changes. The 'Email Contact' field now displays 'JUPAS Virtual Consultation Days, [Redacted]'. The 'Confirmation Email to Registrants' setting now has a 'Send me a preview email' link highlighted with a red box.

Setting	Action
Select Email Language: English	Edit
Email Contact: JUPAS Virtual Consultation Days, [Redacted]	Edit
Invitation Email to Panelists	Edit
Confirmation Email to Registrants: Send upon registration	Send me a preview email   Edit
No reminder email to Attendees and Panelists	Edit
No follow-up email to Attendees	Edit
No follow-up email to Absentees	Edit

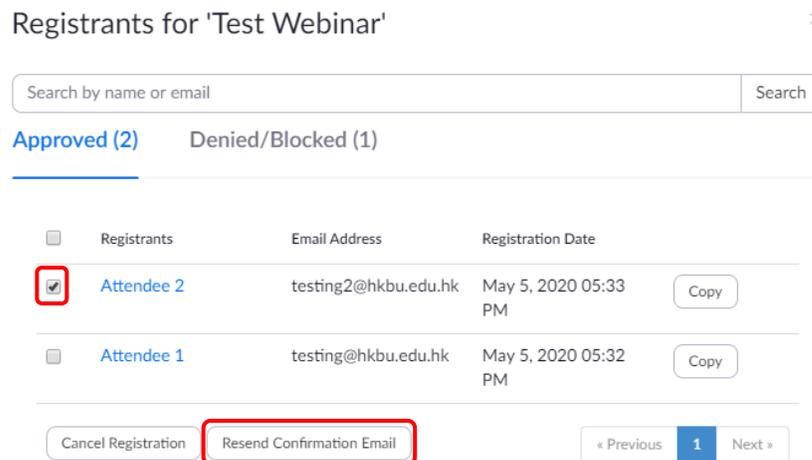
## Step 5: View the attendees of the Webinar

1. Under the Invitations tab, you can always choose **“View”** under Manage Attendees to view the registrants of your webinar.



The screenshot shows the Zoom webinar management interface. At the top, there are tabs for 'Invitations', 'Email Settings', 'Branding', 'Polls', 'Integration', and 'Live Streaming'. Below these, there are sections for 'Invite Panelists' (No panelists invited), 'Invite Attendees' (Webinar Size: 500 attendees, Registration URL: https://zoom.us/webinar/register/WN\_tBNy37EOQkK4ef0uGIGkPQ, and options for source tracking), 'Approval' (Automatically Approve), and 'Options' (Close registration after event date, Allow attendees to join from multiple devices, Show social share buttons on registration page). At the bottom, the 'Manage Attendees' section shows 'Registrants: 2' and 'Automatically Approved', with an 'Import from CSV' button and a 'View' button circled in red.

2. You can check the box near their name and choose **“Resend Confirmation Email”** when necessary.



The screenshot shows the 'Registrants for Test Webinar' window. It has a search bar and a 'Search' button. Below the search bar, there are two tabs: 'Approved (2)' and 'Denied/Blocked (1)'. The 'Approved (2)' tab is selected. Below the tabs, there is a table with columns for 'Registrants', 'Email Address', and 'Registration Date'. The table contains two rows: 'Attendee 2' with email 'testing2@hkbu.edu.hk' and registration date 'May 5, 2020 05:33 PM', and 'Attendee 1' with email 'testing@hkbu.edu.hk' and registration date 'May 5, 2020 05:32 PM'. Each row has a checkbox and a 'Copy' button. The checkbox for 'Attendee 2' is checked and circled in red. Below the table, there are buttons for 'Cancel Registration', 'Resend Confirmation Email' (circled in red), and a pagination control showing '« Previous 1 Next »'.