How to Run a Webinar

From the minutes before you start to the end of the broadcast.

This guide covers running a webinar from inside the room. Setting one up, including registration and the welcome image, is covered in How to Create a Webinar Room. Most host controls (the menu, the attendee card, co-hosts, locking the room) work as they do in a meeting; see How to Host a Meeting.

1. Before You Go Live

Join the room a few minutes early. You and your speakers are on camera together in the room, and can check sound, cameras and any slides you will share. Viewers who arrive now see your welcome image, with **Waiting for host to start broadcasting...** beneath it. Nothing that happens in the room reaches them until you go live.



2. Go Live

When you are ready, click **Go Live** in the room header. It reads **Starting...** for a moment, then **End Broadcast**. Within a few seconds, viewers' screens switch from the welcome image to the webinar.



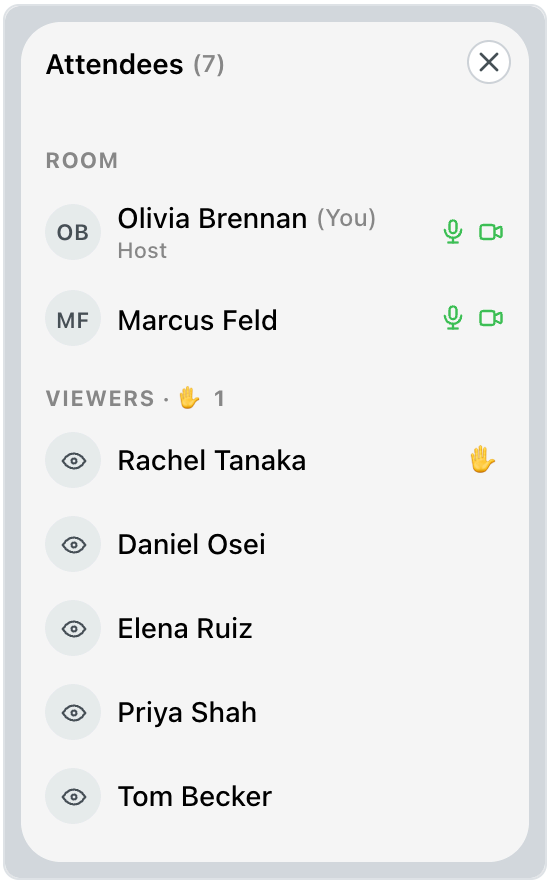
Going live also records the webinar, in the layouts set on the room. There is no separate recording button in a webinar: the recording runs for as long as the broadcast does, and appears under **Recordings** afterwards. When the room has more than one layout, viewers can switch between them.

When the room has **RTMP Streaming** on with at least one RTMP URL, going live also streams the webinar to those destinations, such as YouTube or Twitch, for as long as the broadcast runs.

> **GOOD TO KNOW: Viewers are a few seconds behind**
>
> Viewers watch a broadcast of the room, which reaches them a few seconds after it happens. Allow a moment for questions in the chat to catch up with what was just said.

3. Speakers and Viewers in the Attendee List

The attendee list shows the speakers under **Room**, with their microphone and camera, and everyone watching under **Viewers**. The count beside **Attendees** includes both.

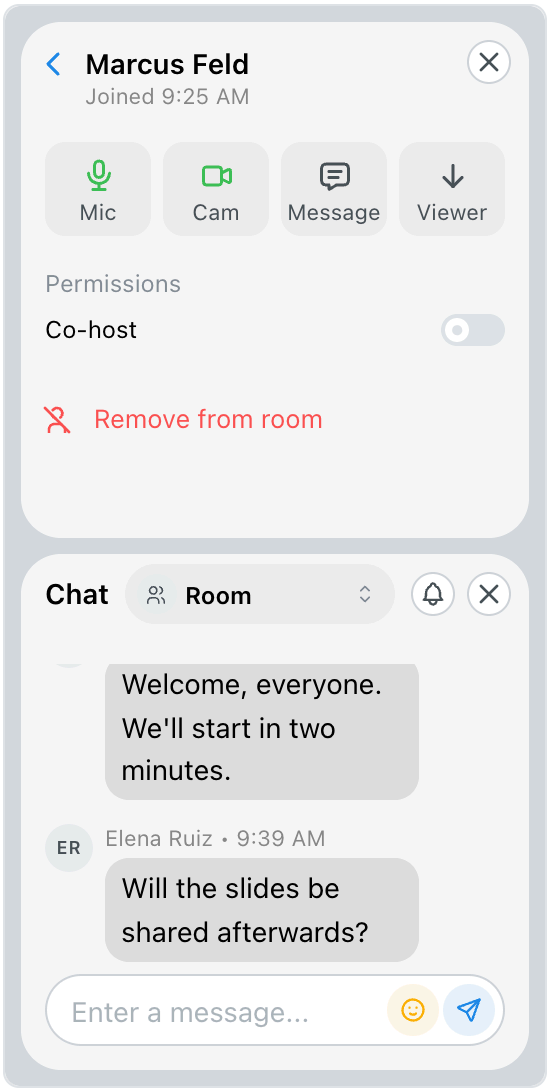


4. Bring a Viewer on Camera, and Back

Click a viewer to open their card, and click **Publisher** to bring them on camera. They join the room with their camera and microphone, and the audience sees them in the broadcast. On a speaker's card, **Viewer** moves them back to watching. Co-hosts always stay on camera.

Viewers can also put a hand up from their own screen. A raised hand shows beside the viewer's name, raised hands move to the top of the Viewers list, and the **Viewers** heading shows how many are up. While a hand is up, the viewer's card shows **Lower hand**; click it once you have taken their question.

> **BEST PRACTICE: Tell someone before you bring them on camera**
>
> A viewer brought on stage appears to everyone with their camera and microphone as soon as you click. A quick private message first (**Message** on their card) gives them a moment to get ready.



5. Chat with the Audience

With chat on, viewers can read the room chat and send private messages to the hosts. Answer in the room chat when the whole audience should see the answer, or with **Message** on someone's card to reply to them alone.

> **BEST PRACTICE: Give one person the chat**
>
> Presenting and reading the chat at the same time is hard. A co-host who watches the chat, answers what they can and passes on the best questions keeps the webinar moving.

6. End the Broadcast

Click **End Broadcast**. The broadcast, the recording and any RTMP stream stop, and viewers see the welcome image again. The room stays open, so you and your speakers can talk before you leave.

To close the room for everyone, choose **Leave** and then **End Meeting for All**.

> **GOOD TO KNOW: Ending the broadcast and going live again makes two recordings**
>
> Each Go Live starts a new recording. If you stop for a break and go live again, you get two files, which you can join with **Combine** under Recordings.



On the Day

- Have your speakers joined and checked their sound and camera?
- Is someone watching the chat?
- Did you click Go Live, and does the button now read End Broadcast?
- At the end, did you click End Broadcast before ending the meeting?