It’s recommended that all webinars are scheduled with a Practice Session Enabled.

Please check the following in webinar settings before clicking on the blue button labeled ‘Start Webinar’.

1. **Participant Settings:**
   - Click the Participants button from the toolbar.
   - In the Participants window, select the elipses (…) for more options and verify the following settings are enabled/checked.

2. **Q&A Settings:**
   - Click the Q&A button from the toolbar. Click the settings icon and ensure “Allow attendees to view” is set to “Answered Questions Only.” Other settings up to the host.

3. **Chat Settings:**
   - In the Chat window, select the elipses (…) for more options and set “Attendees Can Chat With:” to “No One.” Panelists chat settings are up to the host.

4. **Screen Share Settings:**
   - Select the Screen Share button from the toolbar and allow hosts and panelists to share.

5. **Start Webinar:**
   - Click “Start Webinar” then “Start” to begin.

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**IT - ACADEMIC TECHNOLOGIES**