We recommend you always start your webinars in a **Practice Session**. This gives you an opportunity to greet and assist panelists, and adjust settings before going live to attendees.

1. **Disable Chat**
   Click the chat icon in the toolbar.

   ![Chat Icon](image)

   In the chat window, select the three dots to show more options.

   Set “Participant Can Chat With:” to **No One**.

   ![Participant Chat Options](image)

2. **Configure Q&A**
   Click the Q&A icon in the toolbar.

   ![Q&A Icon](image)

   In the Q&A window, select the gear icon in the upper right.

   Set “Allow Attendee to view” to **answered questions only**.

   ![Q&A Options](image)

3. **Configure Additional Participant Settings**
   Click the Participants icon in the toolbar.

   ![Participants Icon](image)

   In the Participants window, select the three dots.

   Only enable the highlighted options shown below:

   - Mute Panelists on Entry
   - Allow Panelists to Unmute Themselves
   - Allow Panelists to Rename Themselves
   - Play sound when someone joins or leaves
   - Lock Webinar
   - Allow Panelists to Start Video
   - Allow Attendees to:
     - Raise Hand
     - View the Participant Count

   **Attendee View** section allows the host to manage the attendee's view.

   **Speaker View** is a great default, the attendee view will follow the active Speaker.

   **Gallery View** is a great way to introduce a panel or for panel discussions.

   **Follow Host View** mode allows the host to actively control the attendee view by having it mirror the hosts view.

4. **Allow Panelists to Share**
   Click the chevron arrow next to the Share Screen button. In the Advanced Sharing Options window, select **All Panelists**.

   ![Share Screen Options](image)

5. **Start Webinar**
   When settings have been configured and all panelists are ready, click **Start Webinar**.

   ![Start Webinar](image)

   A second window will populate (version 5.6.0 and greater). Select **Start** to begin broadcast or **Cancel** to go back into the practice session.

   ![Webinar Settings Options](image)

   **Let’s get this started**
   Once you click start, attendees can join this webinar.

   ![Join Webinar Options](image)

   Allow 60 seconds to ensure all attendees have time to join the webinar.

For most up-to-date version, visit [https://webmeetings.unm.edu](https://webmeetings.unm.edu)