Zoom Meetings vs. Zoom Webinars

**Meetings**

- Zoom meetings are ideal for hosting more interactive sessions where you’ll want to have lots of audience participation or break your session into smaller groups.

**Webinars**

- Think of Zoom webinars like a virtual lecture hall or auditorium. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another.

**Description**

- All participants can mute/unmute their own audio
- Host can mute/request to unmute participants
- The Host can set all participants to mute upon entry

**Audio**

- Only the Host and panelists can mute/unmute their own audio
- Attendees join in listen-only mode
- The Host can unmute one or more attendees

**Participant Roles**

- Host and co-host
- Panelist
- Attendee
The available features are indicated in regular text. The unavailable features are indicated in transparent text.

**Meetings**

**Scheduling**
- Topic: You can specify the topic/title of your event
- Description (Optional)
- Registration: Enable or disable required or not required
- Event password: Enable or disable password
- Video: Enable or disable host video on or off
- Video: Enable or disable panelist video on or off
- Audio: Join by telephone
- Audio: Join by computer audio
- Webinar options: Q&A/enable practice session / enable or disable only authenticated users can join / make the webinar on-demand / record the webinar to local computer or in the cloud
- Meeting options: Enable join before host / enable or disable mute participants upon entry / enable or disable waiting room / enable or disable only authenticated users can join / enable or disable breakout room pre-assign / record the meeting automatically, on the local computer, or in the cloud

**Registration/Invitations**
- Manage attendees: Cancel registration and or resend confirmation email
- Automatically approve: Registrants will automatically receive information on how to join the event
- Manually approve: The organizer must approve registrants before they receive information on how to join the event
- Email notifications sent to host when someone registers
- Add and select registration fields: Last name, city, state, zip code, etc.
- Create custom questions for registration

**Polls**
- Add and create polls

**Q&A Feature**
- Allow anonymous questions
- Allow attendees to view answered questions or all questions
- Attendees can upvote and/or comment

**Live Streaming**
- After launching the meeting you can select the service on which to live stream meeting

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This infographic was created by the Mountain Plains Prevention Technology Transfer Center (PTTC) and is for informational purposes only. The Mountain Plains PTTC is a substance abuse prevention grant funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and is not affiliated with Zoom. For technical assistance or an official Zoom support guide, visit: https://support.zoom.us/hc/en-us.
Other Options

Breakout Rooms

Create breakout room
Import breakout rooms/names information from a CSV file

Email Settings

Email settings: Invitation email to panelists, confirmation email to registrants send upon registration, reminder email to attendees and panelists, follow-up email to attendees.

Invite panelist(s): Invite a person or a Zoom room as a webinar panelist

Confirmation email to panelists

Reminder emails to approved registrants and panelists 1 hour before start date and time
Reminder emails to approved registrants and panelists 1 day before start date and time
Reminder emails to approved registrants and panelists 1 week before start date and time
Follow-up email to attendees post event
Follow-up email to absentees post event

Branding

Edit event title
Upload banner: Display your banner at the top of your invitation page.
Upload logo: Display your logo on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.
Add speakers: Add information for up to 3 speakers in your webinar. Attendees see the speaker information in the email invitation and on the registration page.
Change color theme: Choose the theme colors for your webinar registration page from a predefined set, or your can define your own set of theme colors.
Post attendee URL: Can be used to redirect participants to your organization's website after they leave the Zoom meeting or webinar.
Post webinar survey: Zoom will open a survey page in attendees' browser after leaving webinar.
Social media share description: Customize the short description that will appear on the registration post to Facebook and LinkedIn.

Other Options

Close registration after event date
Restrict number of registrants
Allow attendees to join from multiple devices
Show social share buttons on registration page

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For more information, please visit Zoom - https://zoom.us

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