

Microsoft Teams Webinars and Registration Tracking

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Ministry of SaskBuilds and Procurement

This document answers common questions about webinars and registration tracking, features of Microsoft Teams.



Teams Webinars and Registration Tracking

Teams is an ideal environment for online collaboration using audio, video, chat and file sharing capabilities. You can also host webinars and track who attends webinars and meetings.

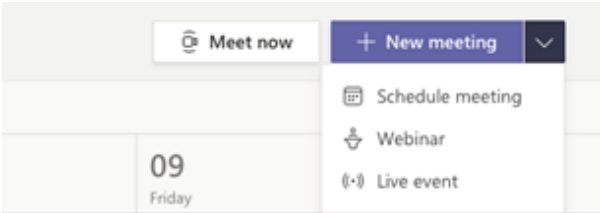
Information you need to know before you begin:

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1. How do I schedule a webinar?

When scheduling a meeting, your users will see the Webinar option on the Calendar drop down menu in Teams (desktop/web).



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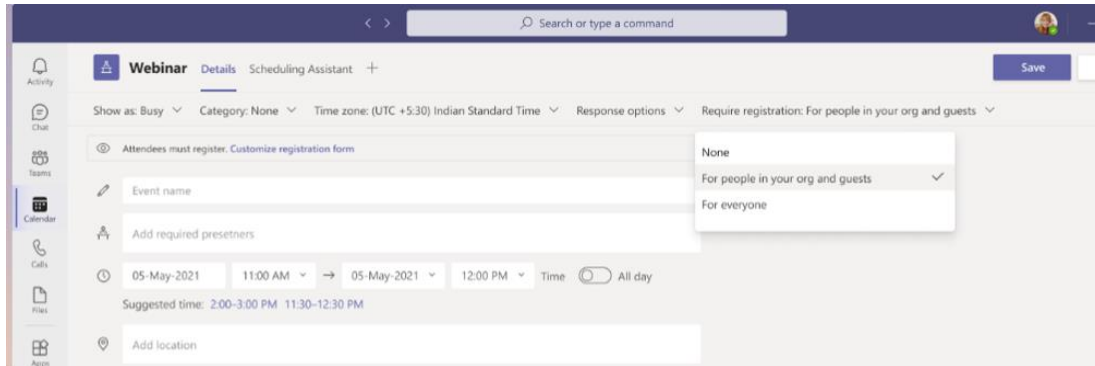
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2. How do I track registrations?

Users will be able to add registrations for meetings and webinars for people in your organization and outside of your organization.



The registration feature will be on by default for everyone.

To view who attended a webinar, an organizer can click the Show Participants icon, then select Download Attendee List.