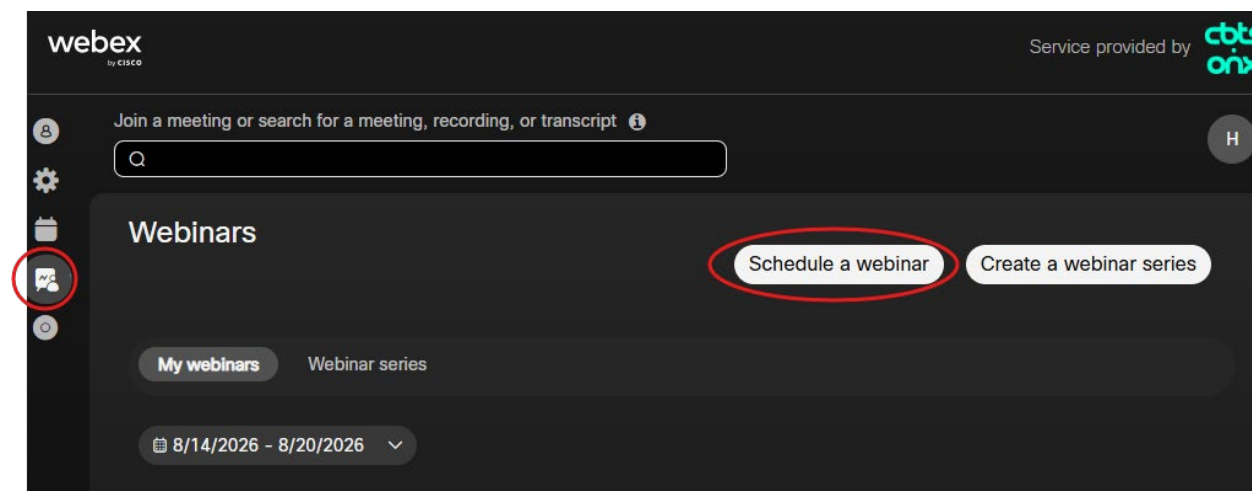


Scheduling WebEx Webinar

Log into WebEx > Click on Webinar > Schedule a webinar

* If you don't have a WebEx account please reach out to your agency's voice coordinator and have them open a general request in Service Now requesting one.

Example: Please send to IOT Telecom, Jane Doe needs a WebEx account. Email address is jdoe@iot.in.gov. Billing code for use is XXX (can be the 3 digit bill code or the full gl).



Update any settings you may need changed. (Topic, date and time, add panelists, agenda, don't forget to expand advanced options and click on Webinar options and edit those settings to best suit your needs too) Then Save.

Topic (required)

Date and time

Time zone [Time zone planner](#)

Maximum attendees ☐ Webcast view for attendees

Panelists

[Remove all panelists](#)

Webinar agenda
[HTML format](#)

Security ☐

Audio connection options ☐

Advanced options ☐

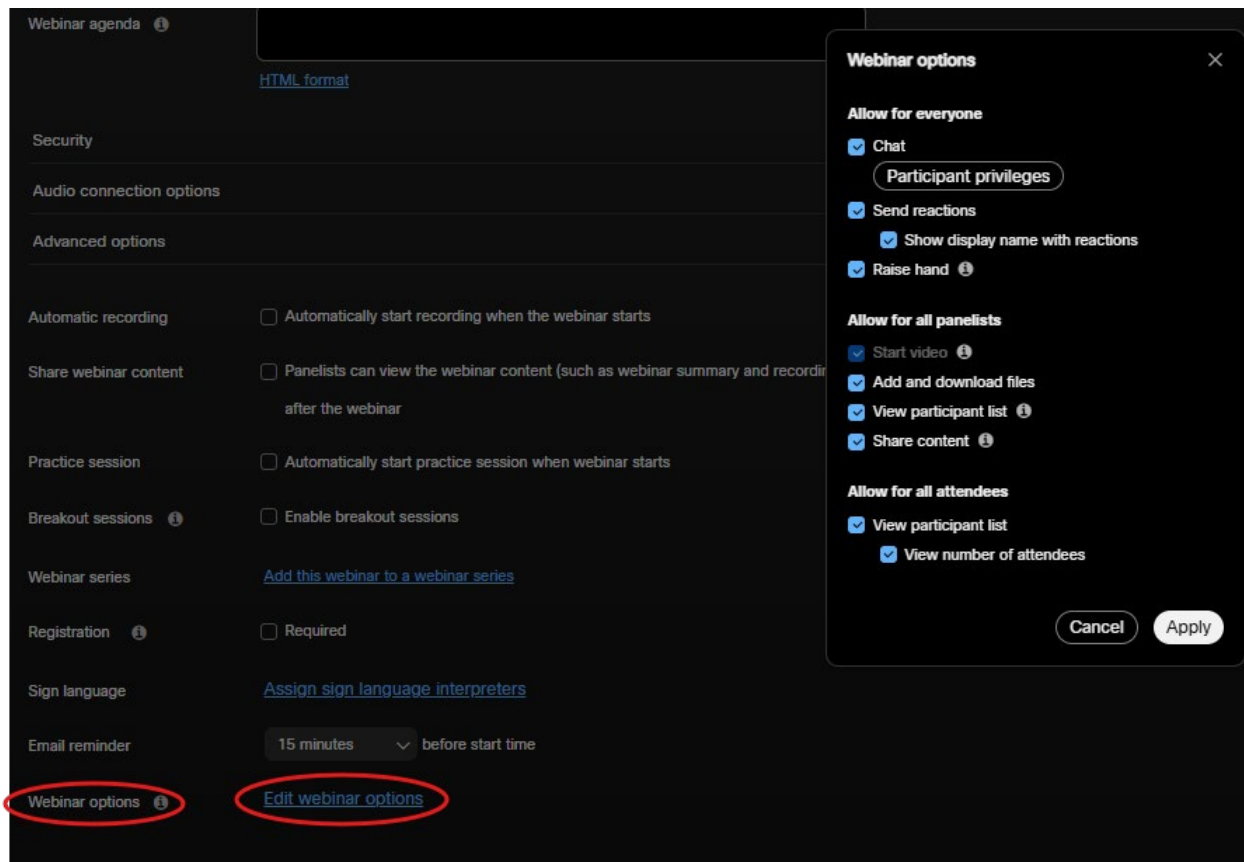
☒ Automatically send updated email invitations to all participants when I save the webinar

When adding Panelist if you would like to make one or more of them a co-host click on the person icon.

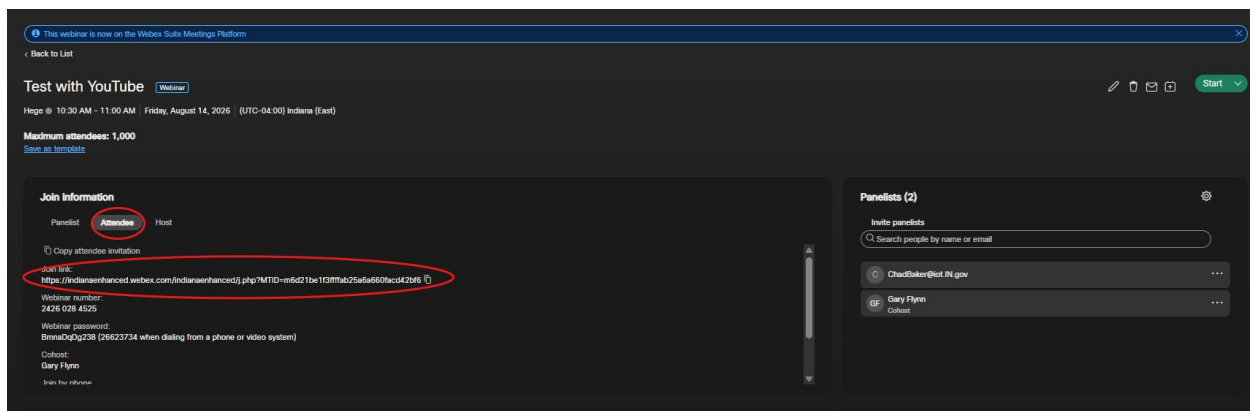
Note to be a co-host they must also have a WebEx account on our site.

Panelists
 ☒ ☒

[Remove all panelists](#)



After you save copy the attendee link with will need posted on you in.gov website.

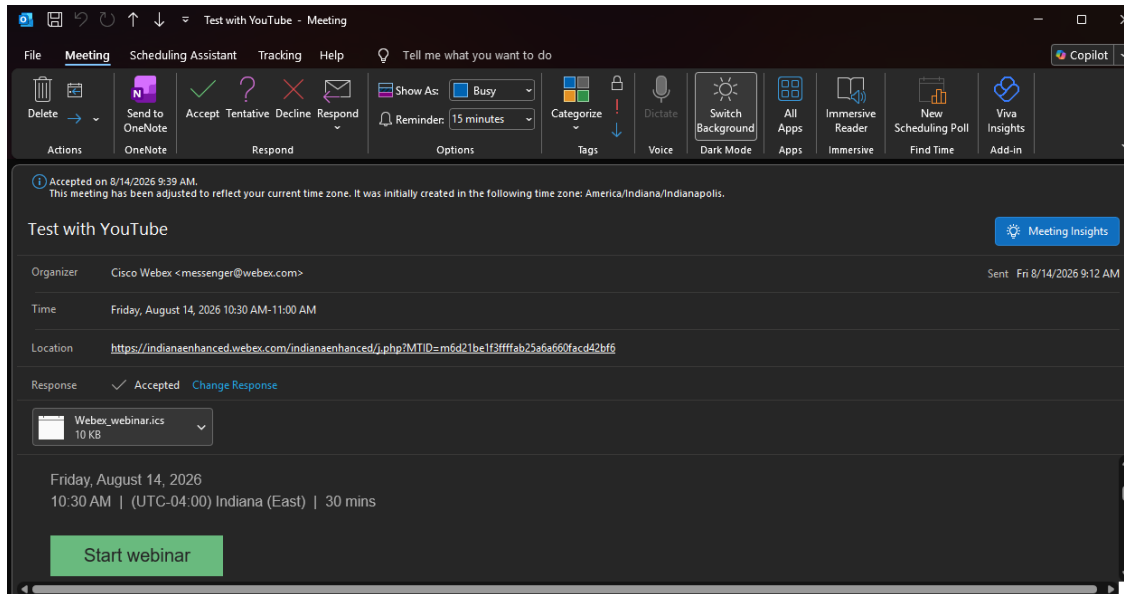


*With WebEx you will need to enter the YouTube streaming information after you start your Webinar so you will want to allow a little bit of time before you normally launch your Webinar to enter that info.

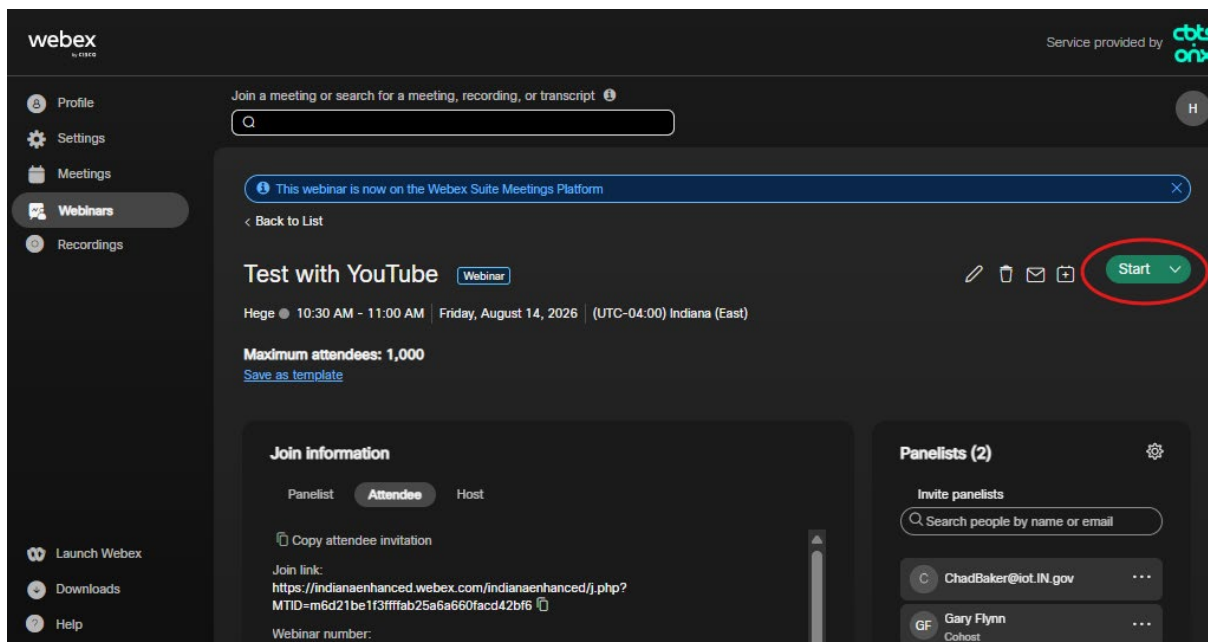
Running the WebEx Webinar

You can either start the Webinar from outlook or our site where you scheduled it.

Outlook invite click “Start webinar”

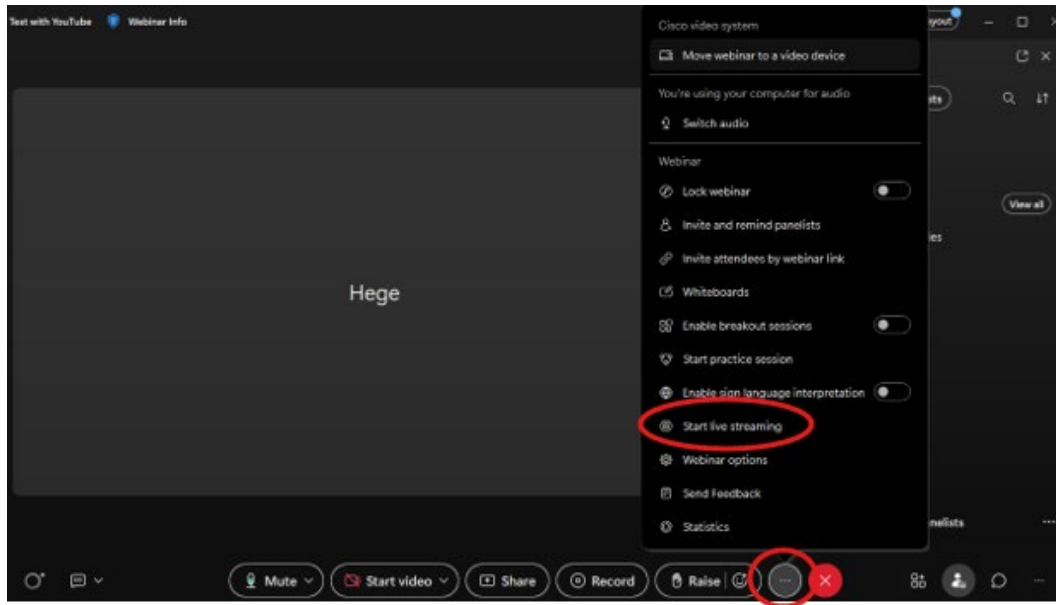


Our site



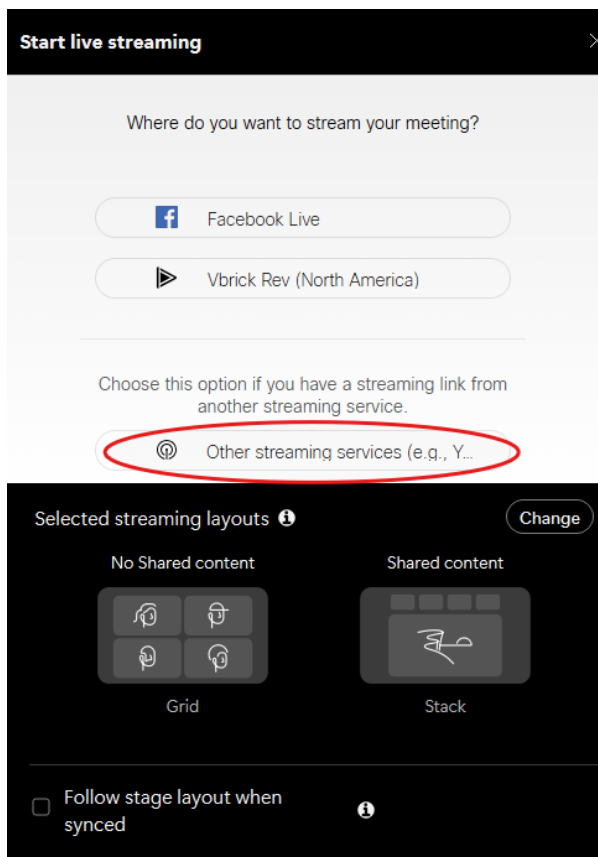
Once you’ve started the Webinar, you’ll need to plug in your YouTube Live

Click on More (...) > Start Live Streaming



Select Other Streaming Services

WebEx screen example with "Start Live Streaming"



Enter the Stream link and Key you got when setting up your YouTube Live.

Select the layout you wish to use and scroll down and Click Start Streaming.

Start live streaming

Streaming service (example: YouTube Live)

YouTube Live

Target stream link

rtmps://a.rtmp.youtube.com/live2

Target stream key (Required by some services, such as Youtube)

.....

Max Streaming Resolution

Default

Selected streaming layouts

No Shared content

Grid

Shared content

Stack

☐ Follow stage layout when synced

From the YouTube Studio page select Go Live

studio.youtube.com/video/WEofehYLtMM/livestreaming

Studio

Excellent

Key: Default stream key (RTMP)

Hege

Stream settings

Dual stream

Stream URL

rtmps://a.rtmp.youtube.com/live2

Backup server URL

rtmps://b.rtmp.youtube.com/live2?backup=1

Title

Test with YouTube

Category

News & Politics

Privacy

Public

Scheduled for

Aug 7, 2026, 1:30 PM

Viewers waiting

0

Likes

0

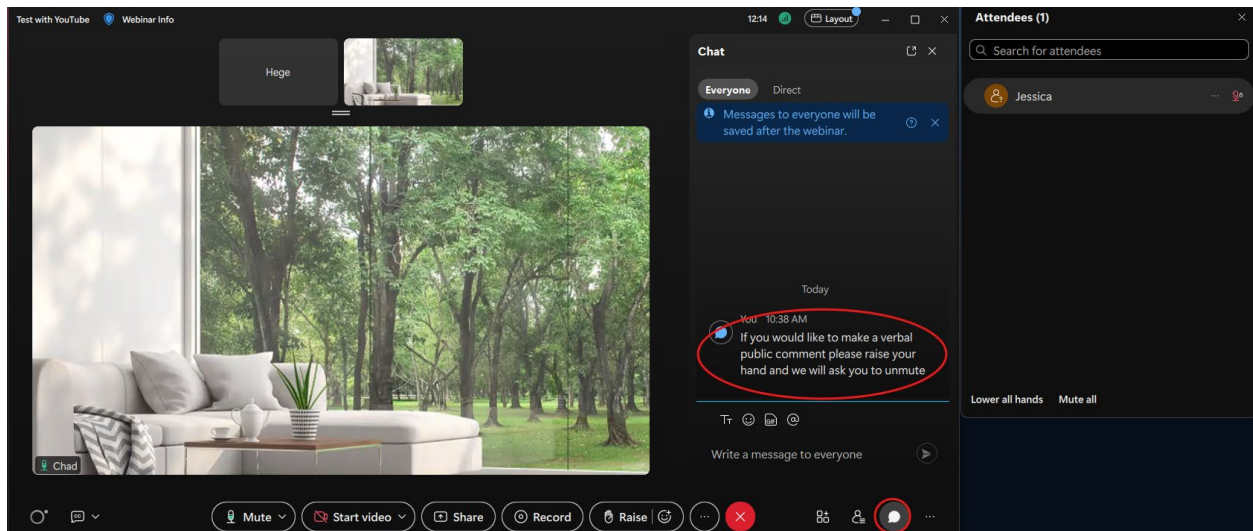
Go live

Looks like you're ready. Click here to start streaming.

Welcome to live chat Remember to guard your privacy and abide by our community guidelines.

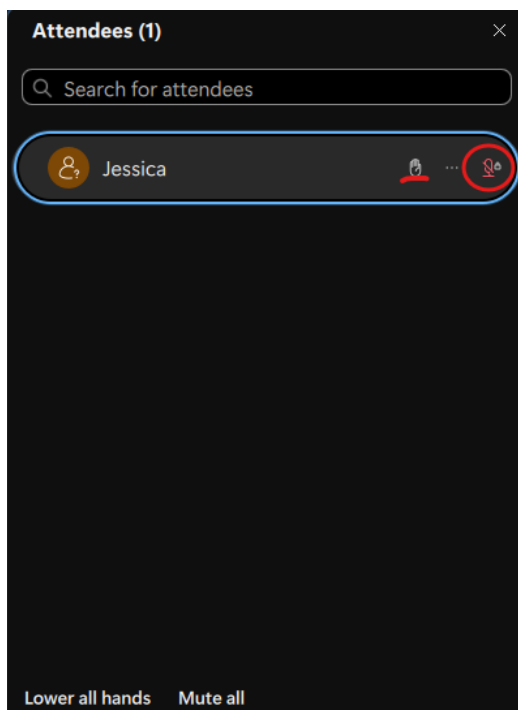
We recommend that at the beginning of your Webinar and before you conclude the Webinar announcing something along the lines of »If you would like to make a verbal public comment please raise your hand and we will ask you to unmute«. Then you could also put that in the chat.

Click on the Chat bubble and then type the message.



Example of an attendee with their hand raised. Click on the microphone and you'll have the option to allow them to unmute.

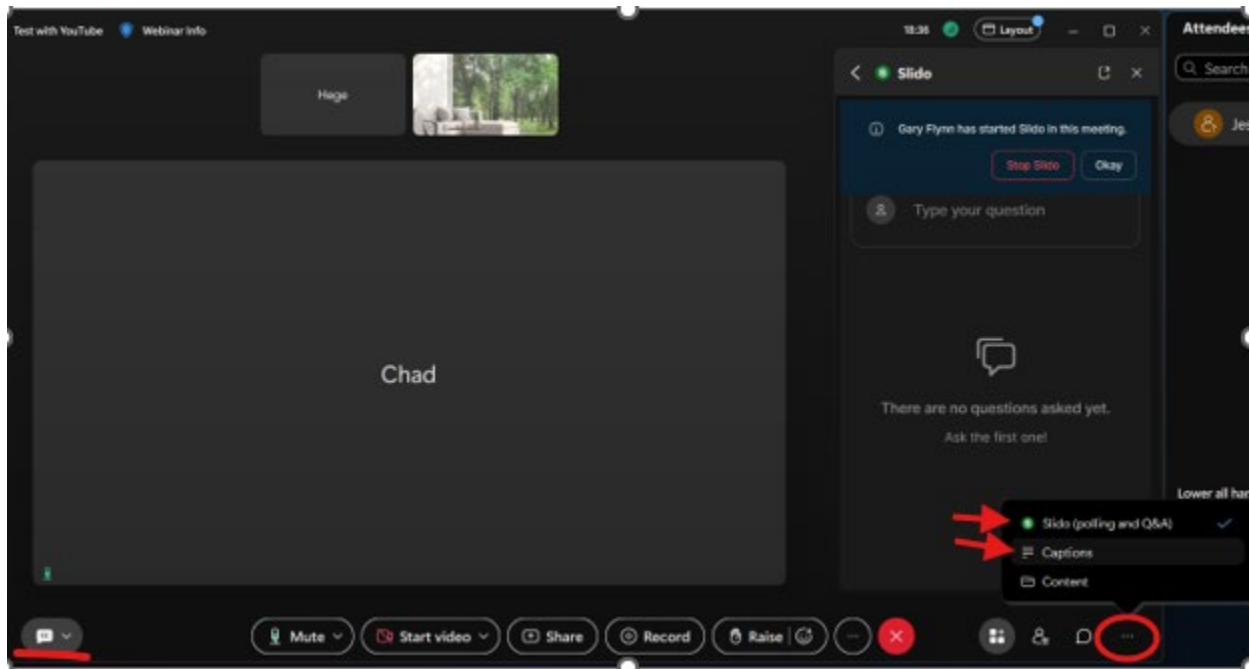
The attendee will get a pop up on their screen asking if they want to stay muted or unmute.



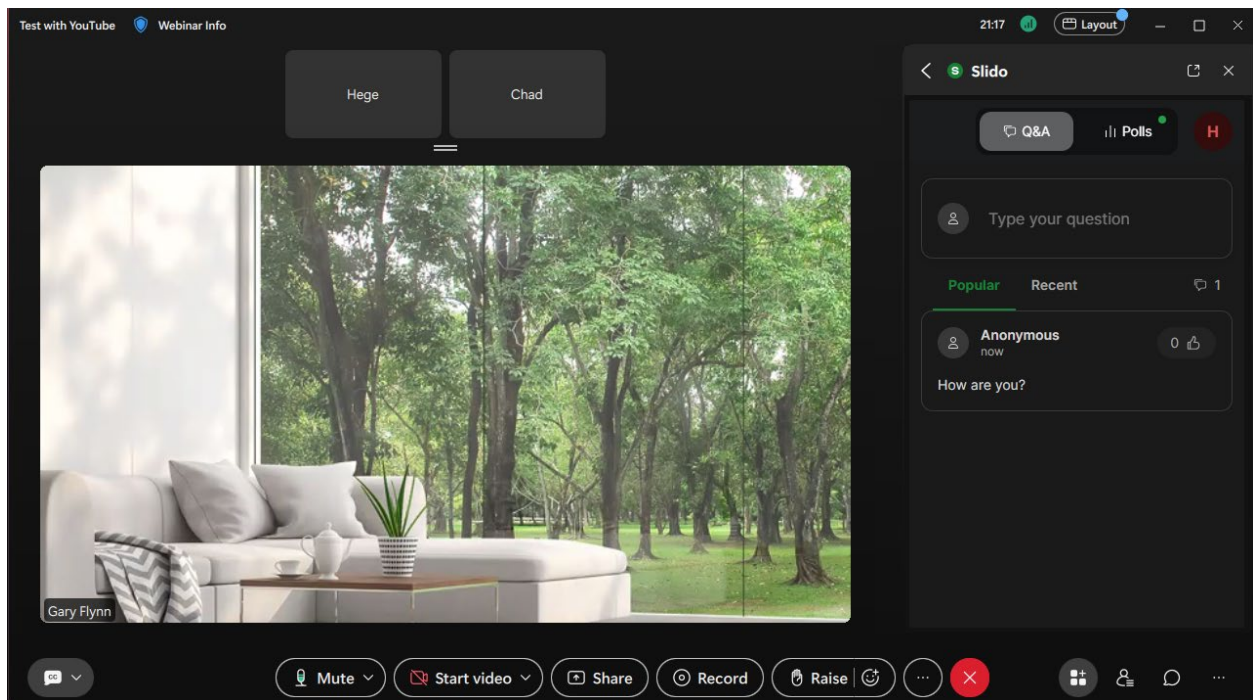
You can turn on closed captioning.

In the bottom left corner, it allows it to be enabled of all attendees. The attendee would still have to navigate to the option to see closed captioning.

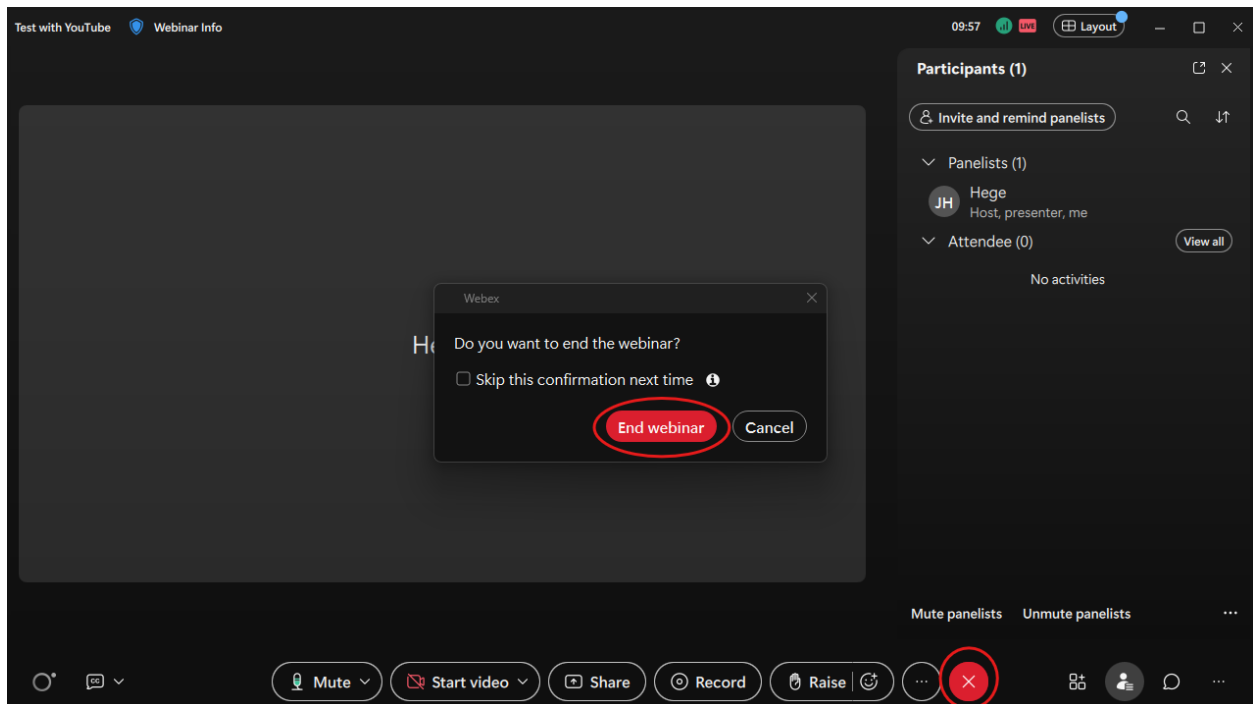
Clicking the ... next to the chat bubble is where you'll find the closed captioning. This is also where you would enable Q&A and polling if turned on thru Slido.

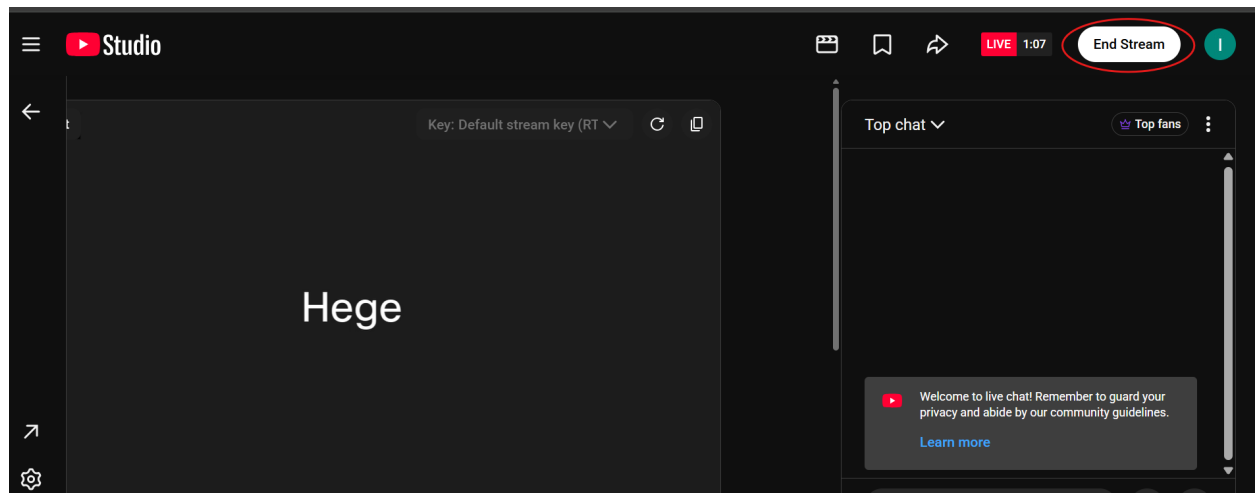


Example of the Q&A window. Panelists, host and co-host can answer attendee's questions.



Once you are done with your Webinar, end your WebEx Webinar and the YouTube Live stream.





Additional help:

https://help.webex.com/en-us/article/n3rosq0/Get-started-with-Webex-Webinars#Cisco_Task_in_List_GUI.dita_722527c9-559f-49a8-81c9-e25a0be634da