



## Converting a Zoom webinar to a meeting

### Purpose

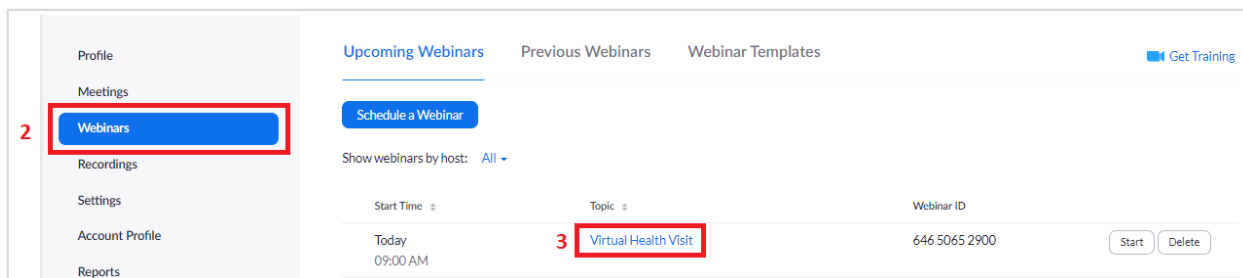
- Webinars are designed so that only the host and any designated panelists (presenters) can share their video, audio and screen. Webinars allow view-only attendees that have the ability to interact with the panelists via Q&A, chat, and answering polling questions.
- For best privacy and security practice, all virtual health visits that directly address a patient's health or allow a patient to be seen or heard should be conducted as **Meetings**.
- If you have scheduled a virtual health visit as a webinar that is more appropriate as a meeting, you can convert the webinar to a meeting within the Zoom web portal.

### Requirements

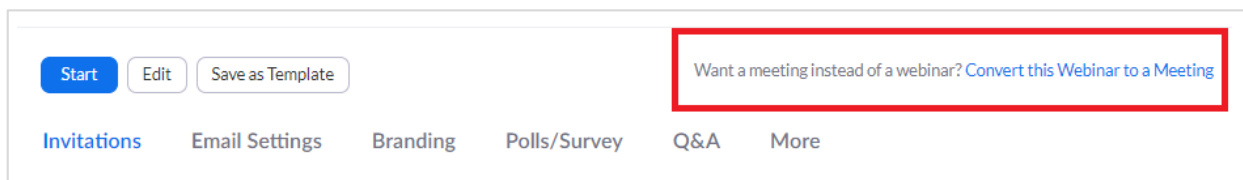
- Use the web browser version of Zoom to convert webinars to meetings. This cannot be done through the desktop client or mobile app.

## Converting the virtual health visit to a meeting

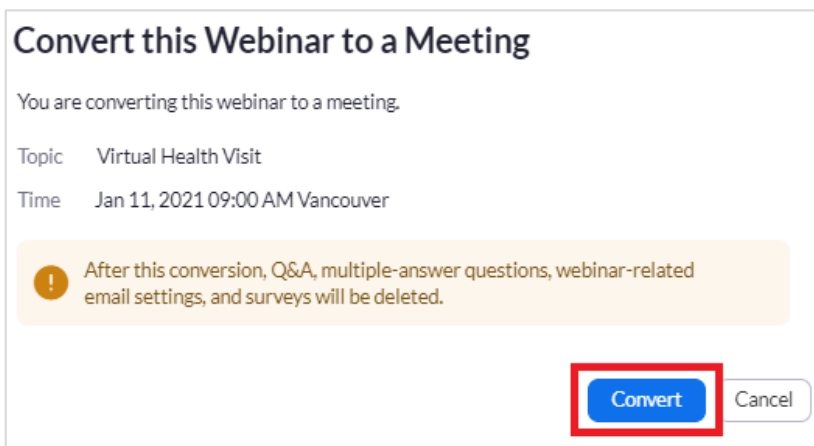
1. Sign into your Zoom for Healthcare account on the web browser - <https://zoom.us/>
2. Click **Webinars** in the left-hand panel.
3. Click the **name of the webinar** you want to convert.



4. Locate the option for **Want a meeting instead of a webinar?** and click **Convert this Webinar to a Meeting**.



5. Click **Convert** to confirm you want to convert the webinar to a meeting.



## Do the meeting ID, password, or click to join links change after the conversion?

No, all details remain the same. This also means that anyone with the original webinar link can still use it to join the meeting. Any Q&A, multiple-answer questions, webinar related email settings, branding, and surveys, however, will be lost.

## Patients were invited to the virtual health visit as webinar panelists. Do I need to let them know the meeting changed from a webinar to a meeting?

Patients invited as webinar panelists can still use their original virtual health visit invitation to join the meeting, therefore the conversion is seamless for the patient. You do not need to let them know about the conversion. They will not receive any automated notification from Zoom letting them know about the conversion either.

## Will patients still receive an automatic email reminder after converting the webinar into a meeting?

No, automatic email reminders are lost after the conversion as they are not a feature of meetings.

## What's different for patients in a meeting versus a webinar?

See section on [Zoom meetings vs. webinars](#).