

Teams Live Events: Creating the Event

1. Open Teams Calendar
2. Click Meeting drop down
3. Select Live Event

1. Enter Event Info
2. Invite Presenters
3. Click drop down
4. Assign Roles
5. Click Next

1. Select Event Permissions
2. Click Schedule

*To add Q&A, select it before scheduling:

How will you produce your live event?

- Teams
You plan to use Teams to share content from presenters' webcams and screens.
 - Recording available to producers and presenters
 - Recording available to attendees
 - Captions (preview)
 - Attendee engagement report
 - Q&A

Title	Role	Supported Platforms
Organizer	Creates Event/Link, Invites Presenters & Assigns Roles	Desktop Only
Producer	Manages event and Presents	Desktop Only
Presenter	Present Only	Desktop Only
Attendee	Can't be seen or heard during the event, but they can view/chat	Desktop/Web/Mobile

Additional Live Event Permissions	Description
People and Groups	Requires Sign-In. Only specific groups can attend.
Org-wide	Requires Sign-In. Org can attend
Public	No Sign-In Required. Anyone that has the link can attend.
Q&A	Click to add a session to your event. Producers can choose which questions to publish.
Recording Options	Can be changed to be available to either all attendees or just the producers/presenters.

To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)

Teams Live Events: Setup/Start Event

Producer Screen Below: Queue Window (3), Live Window (5), Content Window (2)

1. Join the meeting from the invite and select Share to add content
2. Select Content to add to Queue
3. Verify Content in the Queue.
4. Click Send Live. Verify Content in the Live Window and repeat the process to queue up more content if needed.
5. Click Start to go live.

Note:

- Max 1k Presenters and 10k attendees.
- Recommend 3 producers: 2 producers will be content operators and 1 producer to monitor Chat/ moderate Q&A (Meeting Facilitator)
- [System Requirements](#)