

Teams Live Event Overview

Overview

Quick reference guide

What is a Microsoft Teams Event

Microsoft Teams Live Events is designed to broadcast to up to 10,000 attendees and is a more difficult tool which ideally requires formal training. If you are organising a meeting with less than 200 attendees we recommend you use Teams Meetings.

Microsoft Teams Live Events enables you to schedule, produce and broadcast events to large audiences online.

Microsoft Teams Live Events are different from Microsoft Teams Meetings in that they:

- are predominantly for one way communication to large groups, although there is Q&A functionality available
- can accommodate large numbers of up to 10,000 participants.

When to use a Microsoft Teams Live Event?

Microsoft Teams Live Events are ideally used with larger information sharing events, such as:

- town halls
- virtual conferences
- webinars.

How to run a Microsoft Teams Live Event?

Live Events generally have several people working behind the scenes in a Production Group.

The Production group

A production groups consist of an organiser, producer and presenters.

The Organiser

The organiser schedules a Live Event and ensures the event is set up with the right permissions for attendees and the production group, who will manage the event. Organisers are responsible for:

- creating the live event
- setting attendee permissions
- selecting production method
- configuring event options (for example, the moderated Q&A)
- inviting attendees
- selecting production group members
- managing reports generated after the event is over.



Note: The organiser role is flexible and the organiser can also nominate themselves as a producer or presenter.

The Producer

A producer makes sure attendees have a great viewing experience by controlling the Live Event stream. Producers are responsible for:

- starting and stopping the Live Event
- sharing own video
- sharing participant video
- sharing desktop or window (e.g. PPT slides)
- selecting layouts.

The Presenter

Presenters can be responsible for:

- presenting audio and video
- moderating Q&A.



Note: Presenters can only share audio, video or a screen (desktop or window) in IMicrosoft Teams Live Events.

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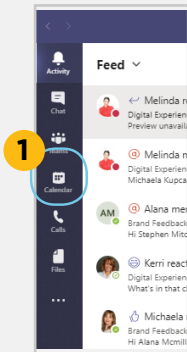
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Organiser: How to schedule a Live Event

Microsoft Teams Live Events are an extension of Teams Meetings, that enable you to schedule, produce and broadcast events to large audiences online. If you are the organiser of a live event, you can schedule it in Teams in a similar way to how you schedule a regular Teams meeting. This process will add the live event to you and your production group's calendars. After that, you'll need to invite the attendees.

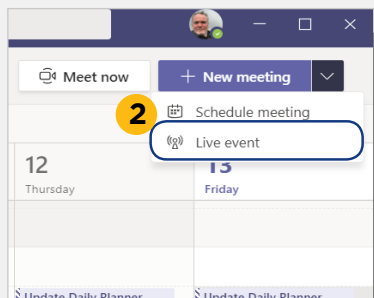
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Open Microsoft Teams and **click on the Calendar button** in the left side navigation.



2

In your Microsoft Teams' Calendar, **click on the New meeting button** and **select Live event** from the dropdown menu.




3

You will now see the scheduler.

3

New live event

 **You are setting up a live event**

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

Title *

Location
(17 available, 477 Pitt St, Haymarket - TfNSW Meeting Rooms)

Start
Mar 13, 2020 9:30 AM

End
Mar 13, 2020 10:00 AM

Details
Provide info about the live event

Invite people to your event group
Invite presenters

Organizer
Stephen Mitchell
Producer

Close Next

Cont.

Quick reference guide

5 In the Invite box, **add the names of your production group** - the people who'll be presenting and producing the event.

The Production Group can consist of anyone inside or outside your organisation. Just don't invite Attendees at this point - you'll get a link to share

6 Click the Schedule button.

Note the Live Event details are not intended for attendees, instructions for the Production Group can be written here. The Participants will be invited in the next steps.

4

Title *
Best Practice Teams Collaboration

Location
(10 available, Central Station, Sydney – Meeting Rooms) ▼

Start
Feb 18, 2020 3:30 PM

End
Feb 18, 2020 4:00 PM

Details

B *I* U Paragraph ▼ ...

Hi all,
I've scheduled the best Practice Teams Collaboration Live Event for next Tuesday which should give us plenty of time to prep. We will broadcast from Room 10 Central station as it has the best light.

Michaela and Fred will produce with Ryder presenting first and Melinda second, as discussed.

We'll have a face to face tomorrow to discuss details, in the meantime put any questions up on the channel in Teams.

5

Invite people to your event group

Invite presenters


Organizer
 Stephen Mitchell
Producer ▼

Event group

- Michaela Kupcakova
Producer ▼ ×
- Fred Chen
Producer ▼ ×
- Melinda Young
Presenter ▼ ×
- Ryder Cao
Presenter ▼ ×

6

Close Schedule

Cont. 

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Organiser: How to schedule a Live Event

7 Under Live event permissions, **select who can attend your live event.**

8 **Make appropriate selections** under How will you produce your live event?

9 **Click Schedule.**

Recording available to producers and presenters

A recording is available to producers for download for 180 days after the event is over.

Recordings available to attendees

Participants can watch the event on demand using DVR options for 180 days.

Captions

Captions are available to event participants.

Attendee engagement report

You can download a report that tracks participant engagement.

Q&A

Attendees can interact with producers and presenters in a moderated Q&A.



Note that all details can be changed before the meeting starts.

7 Live event permissions



People and groups

Only the specified people and groups can watch the live event.



Org-wide

Everyone in your company can watch the live meeting. (Sign-in required)



Public

The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

The event can only be watched by people, contact groups, or Office 365 groups you name.

Everyone in your organisation can watch the live event.

Anyone with the URL can join – both people in your org and those outside of it.



Be cautious if the event is sensitive or may have information unfit for the public or those outside the organisation.

8 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

☒ Attendee engagement report

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Close

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Schedule

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Organiser: How to schedule a Live Event

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Click **Invite attendee link**, this copies the link to the clipboard to be re-pasted into your invitation email.

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You can now **paste the link into the body of your email** invite to the Live Event and invite attendees.



Remember the link you are sending is now to the participants and extra care must be taken to provide the right details and instructions to attend the meeting.

When you send an invitation to your next Live Event make sure you include:

- The exact date, time, location and duration of your event.
- The link to the Live Event.
- Information about the Live Event's content and guest speakers.
- Instructions on how to join the Live Event - by clicking on the link.

11

Hello all,
Very happy to invite you to our **Best Practice Team Collaboration – Live Event** to collaborate in the modern workplace!

Ryder Cao will be discussing best practice collaboration using teams for the first hour.
Fred Chen will be discussing best practice collaboration in the real world in the second hour.

There will be a 15 minute break in between and you will be able to ask questions at the end of each presentation.

When

Wednesday, February 19, 2020
12:30 PM - 2:25 PM (2 hours and 15 minutes)

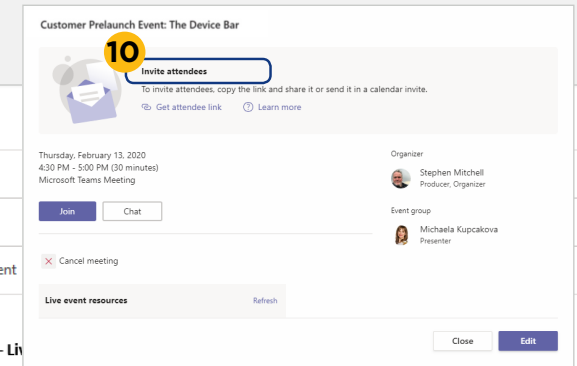
Where

This is a Live Event which can be accessed online by clicking on the following link:

https://teams.microsoft.com/join/19%3ameeting_ZWRmNDEzN2YtZGM1OC00OTFhZThiZTltOTgwYWJkOTAzMTJl%40thread.v2/0?context=%7b%22Tid%22%3a%22cb356782-ad9a-47fb-878b-7ebceb85b86c%22%2c%22Oid%22%3a%2226e56aef-745e-4e4f-9818-b7cf6f62cf2%22%2c%22IsBroadcastMeeting%22%3a%22true%22%7d

Look forward to seeing you there!

Stephen Mitchell
Digital Learning Specialist - Digital Experience & Adoption Team
Infrastructure Strategy and Architecture
Group Information Technology
Corporate Services
E Stephen.Mitchell2@Transport.nsw.gov.au
Level 25, 477 Pitt St, Sydney NSW 2000



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Producer: How to produce a Live Event

Microsoft Teams Live Events are an extension of Teams Meetings that enable you to schedule, produce and broadcast events to large audiences online. If you are a producer it is your responsibility to make sure attendees have a great viewing experience by controlling the live event stream.

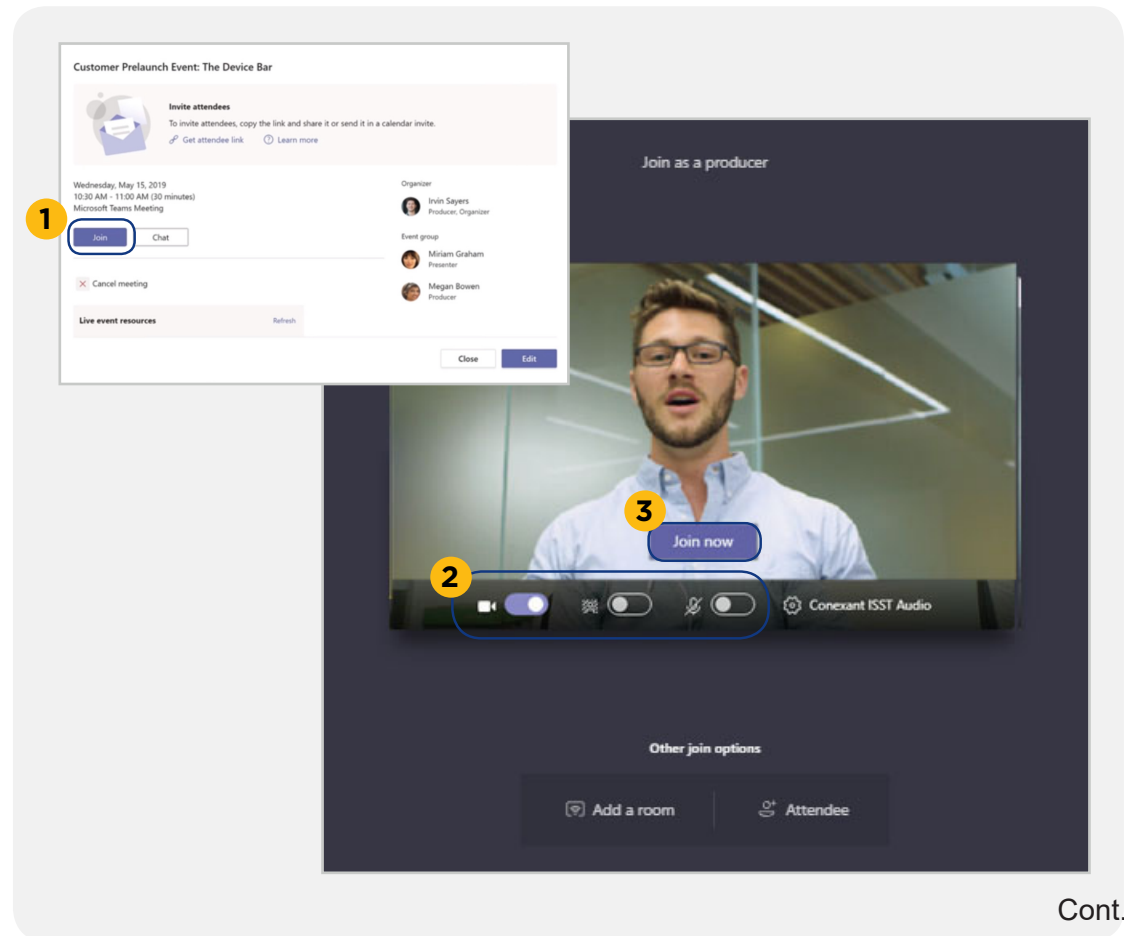
- 1 The organiser of the event will send you an invite to join the event as a Producer. **Go to the event invitation and click the Join button** to show the Join Now pop-up.

- 2** Before clicking the Join button you may wish to mute your camera, blur your background or mute your microphone.



Note joining an event with microphone unmuted may lead to unwanted background sound being heard by participants.

- 3 When you are ready click the Join now button.**
This will take you to the production Stage screen, don't worry the event is not live to attendees yet.



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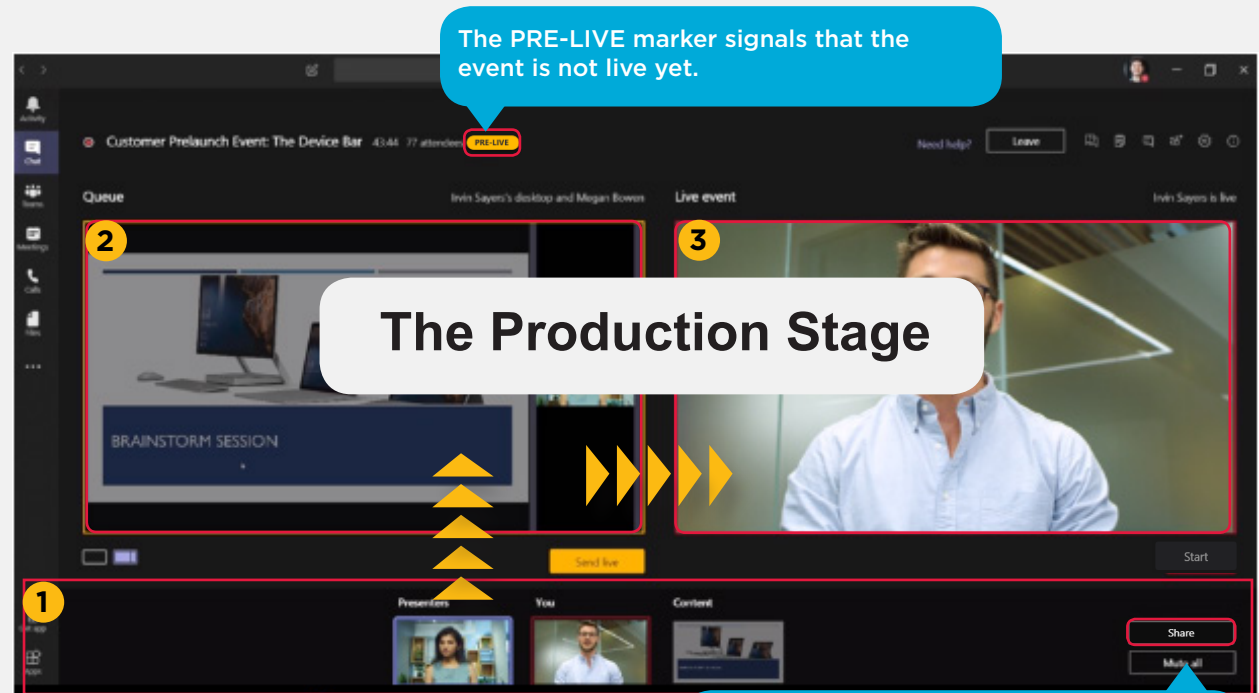
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Producer: How to produce a Live Event

Starting from the bottom of the Production Stage, the screen has three main areas:

- 1 The Content area**
This holds content you can bring into the queue such as presentations, websites and other video feeds.
- 2 The Queue area**
This queues content for what will be live next.
- 3 The Live Event area**
This is what your audience is currently watching.

 Note that media follows the path from The Content window, to the Queue window, to the Live Event window.



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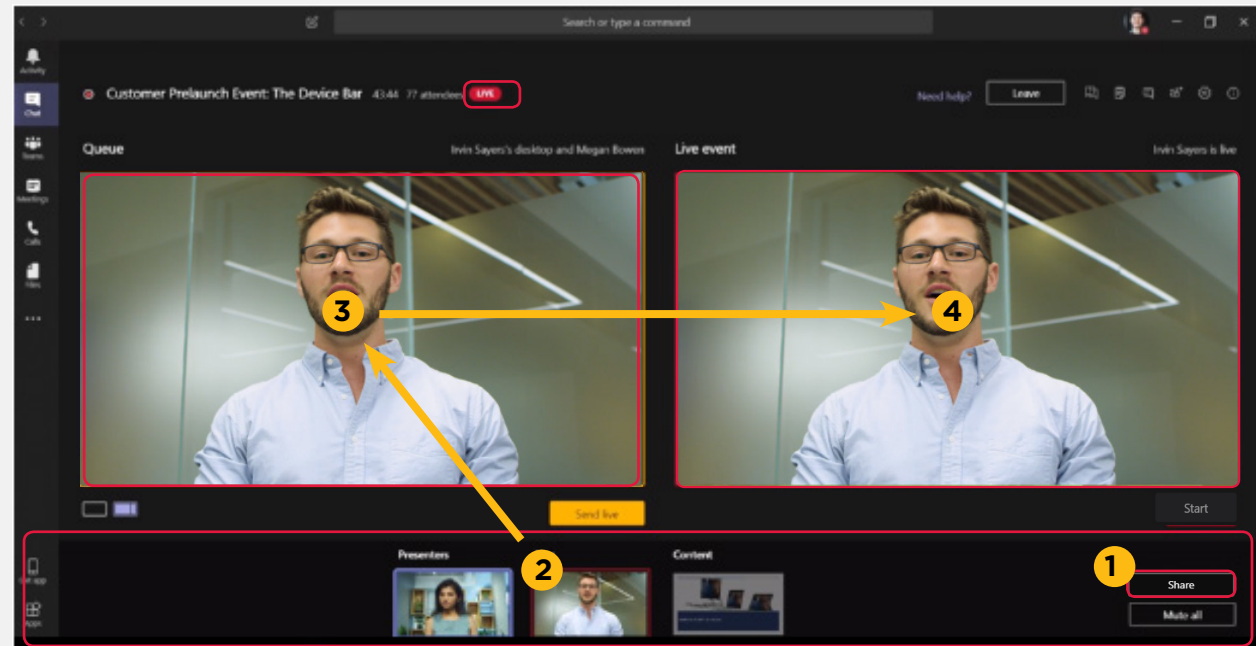
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Producer: How to produce a Live Event

The following steps allow you to line-up and broadcast content for a Live Event.

- 1 Click the Share button** to choose what content you'd like to bring into the Content window.
- 2 Double click on the content** you wish to send to the Queue.
- 3** Once the content is in the queue window **click the Send Live button**, this will push the media to the Live Event area.
- 4** The content to go-live sits ready in the Live Event area.



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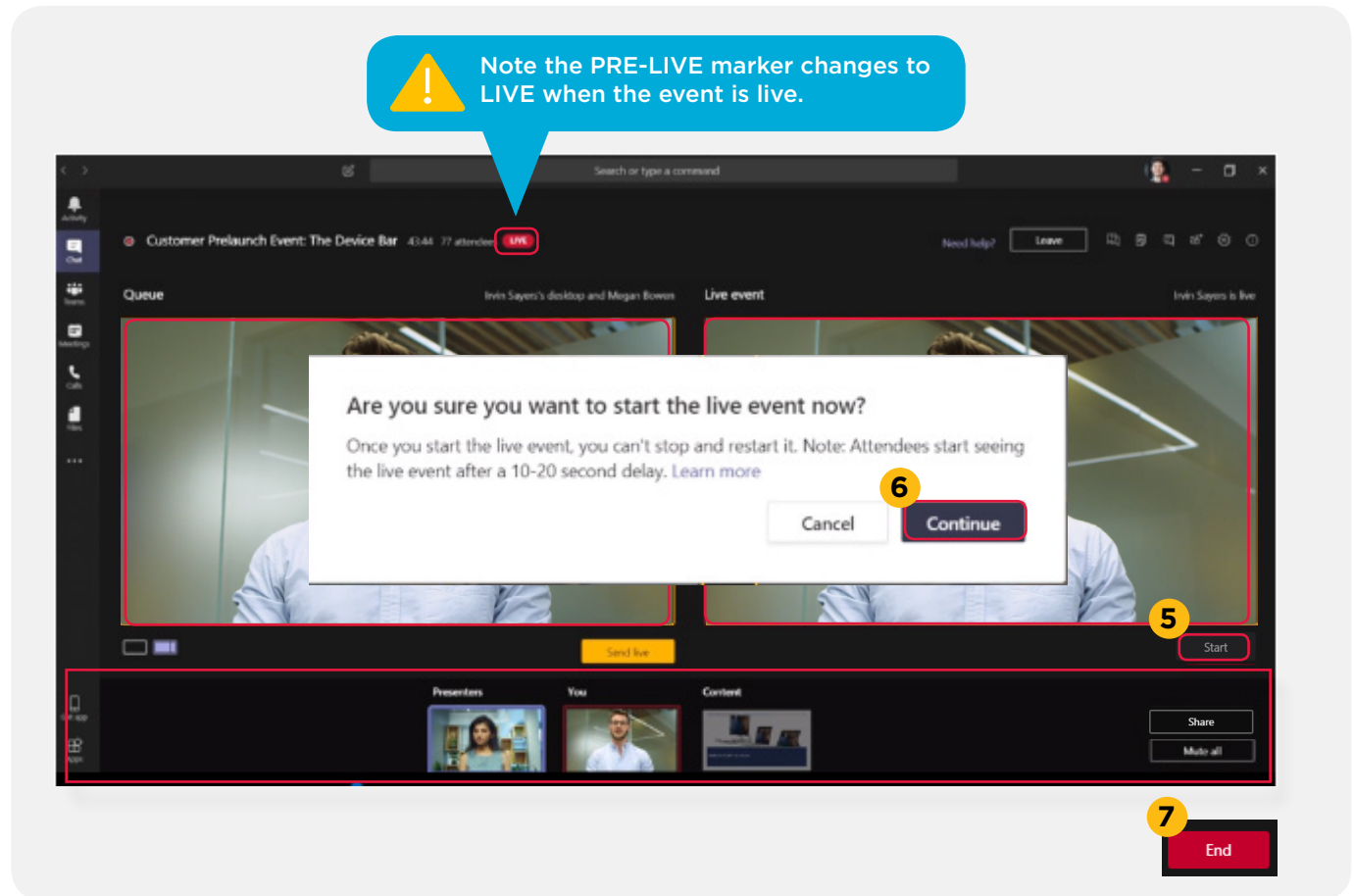
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Producer: How to produce a Live Event

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Once you have lined up your media for your Live Event, follow the next steps to go live.

- 5** Click the **Start** button to go live.
- 6** You will be given a warning message, click the **Continue** button and you will actually go live.
- 7** To end the Live Event click the **End** button.



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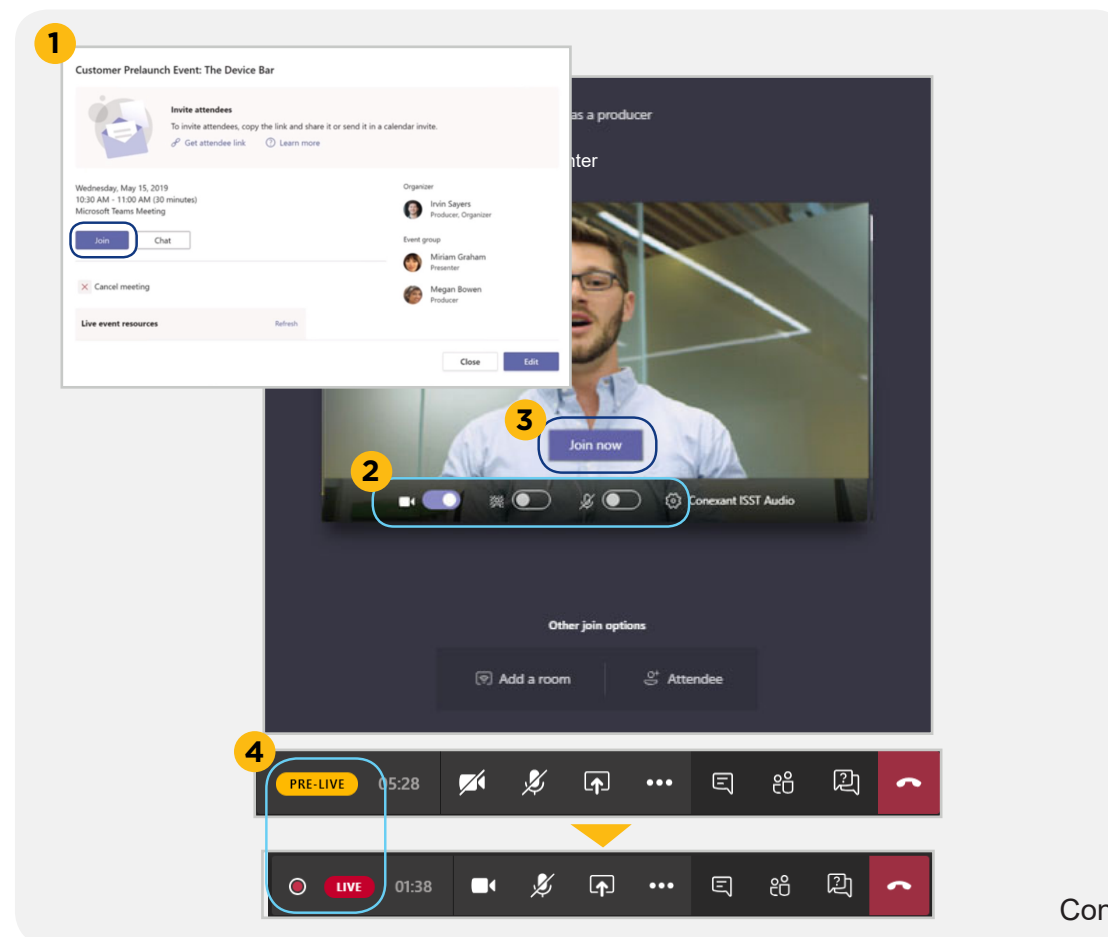
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Presenter: Presenting for a Live Event

Microsoft Teams Live Events are an extension of Teams Meetings, that enable you to schedule, produce and broadcast events to large audiences online. If you are a presenter you will be presenting content within the event at a time co-ordinated by the event producer.

- 1 The organiser of the event will send you an invite to join the event as a Presenter. **Go to the event invitation and click the Join button** to show the Join Now pop-up.
- 2 **Before clicking the Join button you may wish to mute your camera, blur your background or mute your microphone.** Note joining an event with microphone unmuted may lead to unwanted background sound being heard by participants.
- 3 **When you are ready click the Join now button.** The event producer will queue your presentation within the presentation and let you know when to start.
- 4 The **PRE-LIVE marker will change to LIVE** to let you know when you are live.



Cont

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Using the Q&A

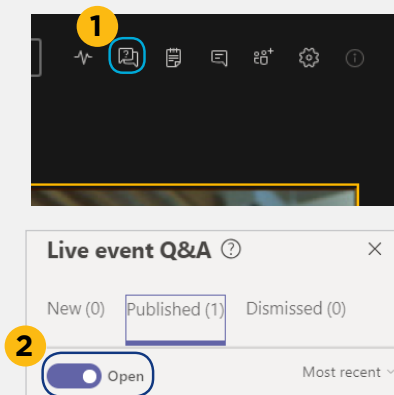
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Open or close the Q&A

When a live event is created with a Q&A option, the Q&A is open by default and attendees can start asking questions even if the event hasn't started.

These questions are only visible to moderators until they publish them to the event.

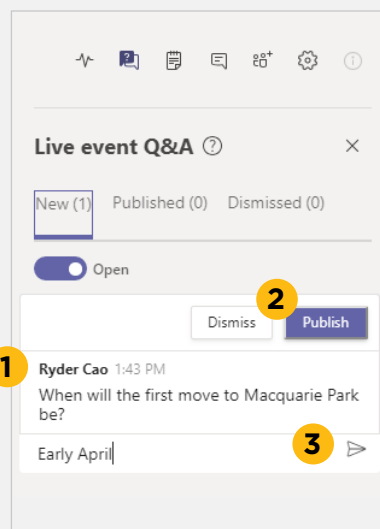
- 1 To display or hide the Q&A panel, **click Q&A button on the top right side of the screen.**
- 2 Once the Q&A panel is open you can **toggle the Open/Close switch** turn the Q&A function off and on.



Answer questions

Questions from attendees will appear in the Q&A panel, by default they are private and not seen by other participants.

- 1 **Select a question you want to answer** by clicking on it and type in your answer. Questions are private by default.
- 2 **Click the Publish button**, to answer publicly.
- 3 **Click the Send button** to answer privately.



Make announcements

To make announcements through the Q&A function.

- 1 **Click the Make an Announcement button** at the bottom of the Q&A panel.
- 2 **Type in your announcement** and **click the Send button.**
- 3 **Click the Send button.**

