

# Microsoft Teams Live Events

## Schedule a Live Event from Teams

First time scheduling Live Events from Microsoft Teams? With this guide you will learn how to organise a Live Event and determine which roles your team should play in the production and moderation of the event.

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below it, the "Calendar" tab is active. The calendar view shows the week of April 20-24, 2020. A "New meeting" dropdown menu is open, showing options for "Meet now", "New meeting", "Schedule meeting", and "Live event". The "Live event" option is highlighted with a blue arrow. The calendar grid shows a meeting scheduled for Tuesday, April 21, from 8 AM to 9 AM. Other meetings are visible for Wednesday, Thursday, and Friday.

Time	Monday (20)	Tuesday (21)	Wednesday (22)	Thursday (23)	Friday (24)
7 AM					
8 AM		Meeting (8 AM - 9 AM)			
9 AM					
10 AM					
11 AM			Company Meeting (Christie Cline)	Project Team Meeting (Conference Room - Stevens, Lidia Holloway)	Legal and Executives Bi-Weekly

**Schedule a Live Event**  
From your **Calendar** in Teams, click the drop down next to **New meeting** and select **Live event**

# Microsoft Teams Live Events

## Setting up the Live Event

The **New live event** screen is where you define the following details about your event:

- **Title** of your Live Event
- **Date** and **Start** and **End** times of your event
- Who you will invite as **Producers** and **Presenters** for the event

In the Invite people to your event group area is where you define the roles for your event team members. The following roles are available:

- **Producer:** As a host, makes sure attendees have a great viewing experience by controlling the live event stream. There is usually one producer but you can have multiple for backup of the primary.
  - Starts and stops the live event.
  - Shares own video.
  - Share participant video.
  - Shares active desktop or window.
  - Selects layouts.
- **Presenter:** Presents audio, video, or a screen to the live event, or moderates Q&A. There is usually multiple presenters and some may only have the role of moderating the Q&A as an example.

Once you have completed all of the fields, click **Next** to continue.

**Important Note** – We have not defined who will be viewing the Live Event as an attendee. We have simply defined who will be producing and presenting in your Live Event.

The screenshot shows the 'New live event' configuration interface. At the top, there is a header 'New live event' and a banner with a camera icon and the text 'You are setting up a live event'. Below the banner, there are several input fields and sections:

- Title \***: A text input field containing 'Company Townhall'.
- Location**: A dropdown menu with a downward arrow.
- Start**: A date and time input field showing 'Apr 27, 2020' and '1:00 PM'.
- End**: A date and time input field showing 'Apr 27, 2020' and '2:30 PM'.
- Details**: A rich text editor with a toolbar containing bold (B), italic (I), underline (U), strikethrough (ABC), link (A), unlink (A), paragraph style (Paragraph), bulleted list (≡), numbered list (≡), and a more options menu (⋮). The text area contains the message: 'Please join 15 minutes prior to the event for final preparation.'
- Invite people to your event group**: A search bar with the placeholder text 'Invite presenters'.
- Organizer**: A list of roles with a dropdown arrow, currently showing 'Aaron Porzondek' as the 'Producer'.
- Event group**: A list of roles with dropdown arrows and close buttons (X), currently showing 'Tim Hadley', 'J.C. Layton III', and 'Greg Yavello' as 'Presenters'.

At the bottom right, there are two buttons: 'Close' and 'Next'.

# Microsoft Teams Live Events

## Live event permissions

Next you will choose who can attend your event based on the following permission types:

- **People and Groups** – The event can only be watched by people, contact groups, or Office 365 groups you name.
  - This permission type is ideal for confidential Live Events that should only be viewed by the specific people or groups defined here.
- **Org-wide** – Everyone in your org can watch the live event, including guests.
  - This permission type is best for all other Live Events where the content is not confidential.
- **Public** - Anyone can join – both people in your org and those outside of it.
  - This permission type would apply to a scenario where you intend for the general public to attend a live event, such as your customers or shareholders.
  - Note - In many Organizations this option is disabled by IT, but can be permitted to certain individuals based on a policy.

Before clicking **Schedule**, scroll down to reveal options that pertain to **How will you produce your live event**. These will be covered on the next slide.

New live event

### Live event permissions

- People and groups**  
Only the specified people and groups can watch the live event.
- Org-wide**  
Everyone in your org can watch the live event. (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)

### 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 ⓘ

Close Back Schedule

# Microsoft Teams Live Events

## How will you produce your live event?

Finally you will select a number of available options for how your Live Event will be produced.

- **Teams or An external app or device**
  - To produce the event in Teams, keep the default option of **Teams**. The other option **An external app or device** is only if you desire to have your event produced by a formal Audio and Visual department or outside AV company.
- **Recording available to producers and presenters**
  - A recording is available to producers for download for 180 days after the event is over.
- **Recording available to attendees**
  - Attendees 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 attendee participation
- **Q&A**
  - Attendees can interact with producers and presenters in a moderated Q&A.

Now that you have selected all of the options you desire, you can click **Schedule** to continue.

### New live event

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

#### 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)
  - Spoken language English (United States) ▾
  - Translate to Choose up to 6 languages ▾
- Attendee engagement report
- Q&A

**An external app or device**  
You plan to use another tool to share content. [Learn more](#)

Close Back Schedule

# Microsoft Teams Live Events

## Get the link for attendees

The next step in finalizing the setup of your Live Event is to copy the Attendee Link for your event. The Attendee Link is how your event attendees will attend the event.

Click the **Get attendee link** to copy the link to the clipboard. You can now publish that link however you desire. Common ways of publishing it include:

- Sending an Outlook invite to your intended attendees and pasting the Attendee link into that Outlook appointment.
- Publishing via a company newsletter
- Publishing to a internal Intranet site

Once you have copied the Attendee Link, you can now click Close schedule the event. Producers and Presenters will receive an invitation in their emails with a link only valid for the Producers and Presenters of the event.

**Company Townhall**

**Invite attendees**  
To invite attendees, copy the link and share it or send it in a calendar invite.

[Get attendee link](#) [Learn more](#)

Copy this link to send to attendees. [Learn more](#)

Monday, April 27, 2020  
1:00 PM - 2:30 PM (1 hours 30 minutes)  
Microsoft Teams Meeting

[Join](#) [Chat](#)

[Cancel meeting](#)

**Live event resources** [Refresh](#)

**Organizer**  
Aaron Porzondek  
Producer, Organizer

**Event group**  
Tim Hadley  
Presenter  
J.C. Layton III  
Presenter  
Greg Yavello  
Presenter

[Close](#) [Edit](#)

# Microsoft Teams Live Events

## Joining as a Producer – From Teams or Outlook

The screenshot shows the Microsoft Teams calendar interface. A callout box with a blue border and a white background contains the text: "Join the Live Event as a **Producer** or **Presenter** from your Teams calendar or from your Outlook Calendar". A blue arrow points from this callout box to a meeting titled "IT Town Hall" on the calendar. Below the main calendar view, a zoomed-in view of the "IT Town Hall" meeting is shown, with a black box highlighting the meeting title and organizer: "IT Town Hall" and "Microsoft Teams Meeting Aaron Porzondek".

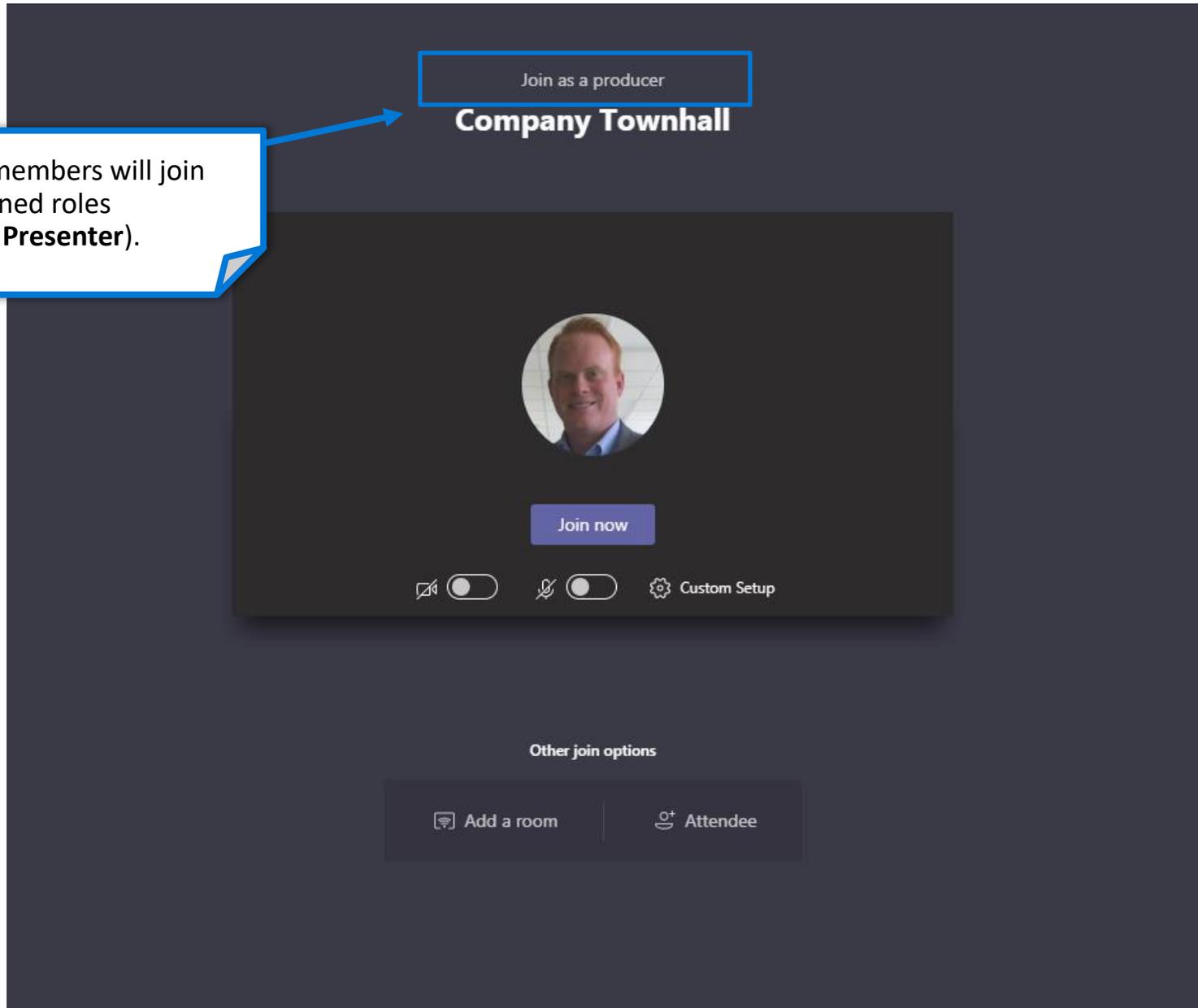
Calendar interface showing a meeting titled "IT Town Hall" on April 17, 11 AM. The meeting is organized by Aaron Porzondek. A callout box indicates that users can join the event as a **Producer** or **Presenter** from their Teams calendar or Outlook Calendar.

Date	Time	Meeting Title	Organizer
7	9	Live Event Training Prep for PPD	Ernie Medders
7	10	Test Teams Meeting with Files Added to	Reid Hinson
8	10	IT Town Hall Microsoft Teams Meeting	Aaron Porzondek
9	11	ECIF MW Consumption program - Office Hours Microsoft Teams Meeting	Tal Barash
9	12 PM	J.C. Aaron Catch Up Microsoft Teams Meeting	J.C. Layton III

# Microsoft Teams Live Events

## Joining as a Producer or Presenter

Event Team members will join as their assigned roles (**Producer** or **Presenter**).

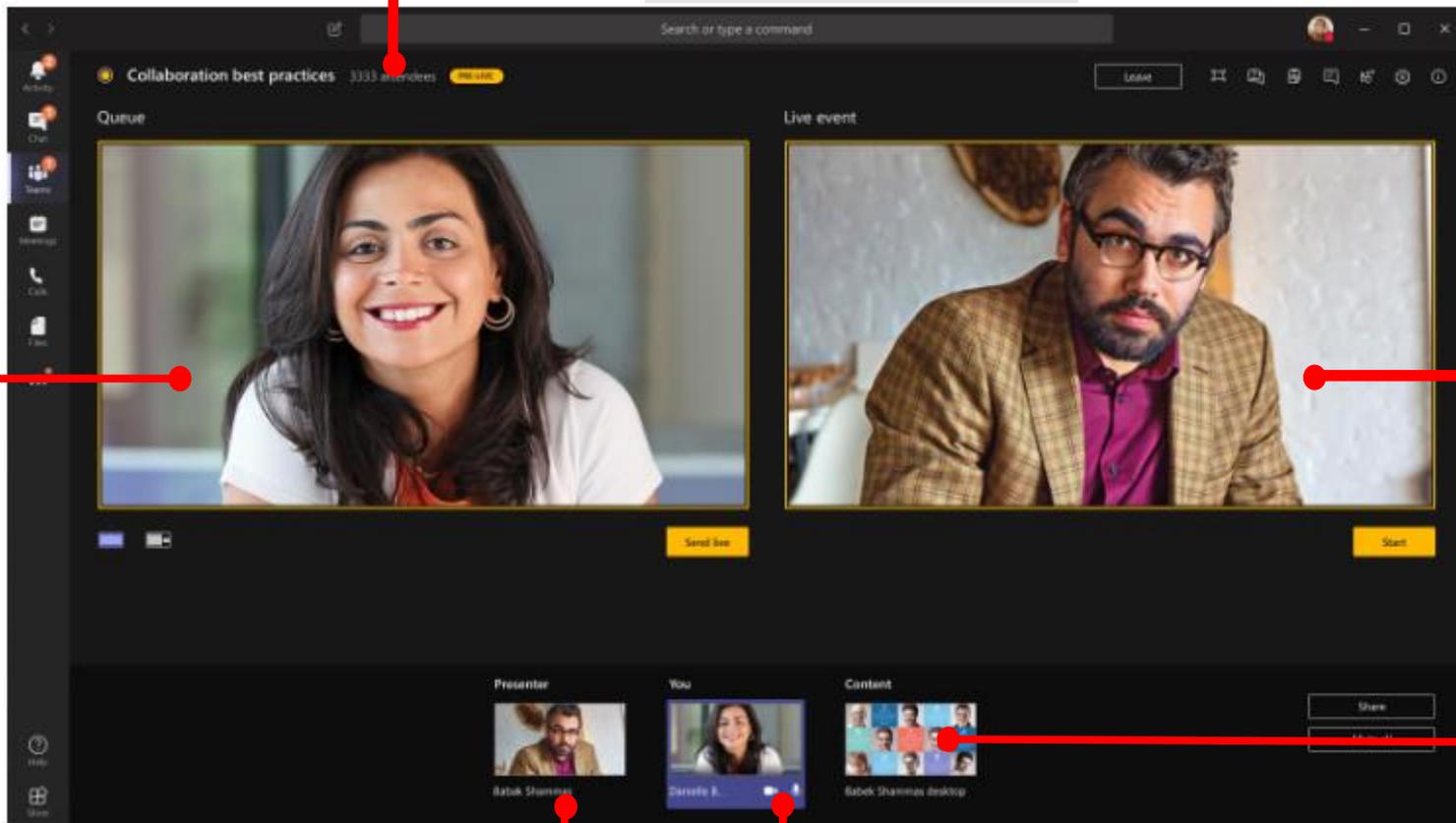


# Microsoft Teams Live Events

## Producer's View Overview

**Monitor the number of attendees connected to the live event**

Display the attendee indicator throughout the session



**Manage the content before sending to the Live event**

Manage the content to be presented on the Live event before sending and send the content to the Live event screen when you're ready.

**See the Live Production Screen**

Send content to the Production screen and select Start event when you're ready to start.

**Decide what content you're sharing at the event**

Select the content that you want to share. It can be a Document or an app to perform a live demo

**Share your screen with the team of presenters/Moderators and with the Attendees**

View people who have connected to the Moderator or Products role to the event. If they turn on their camera, you can see their image.

**Enable your Camera and/or microphone to comment with the team of presenters/Moderators and with attendees**

Share with the team of presenters and moderators before launching the event live, and with attendees once the event is live.

# Microsoft Teams Live Events

Producer Controls – Q&A, Chat, Devices, etc...

Search or type a command

Microsoft

Activity 1

Chat 3

Teams

Meetings

Calls

Files

...

Queue

TEst 02:13 0 attendees PRE-LIVE

Leave

Send live

Start

Live event

The live event hasn't started

Presenters

You

Greg Yavello

J.C. Layton III

Aaron Porzo...

Share

Mute all

People

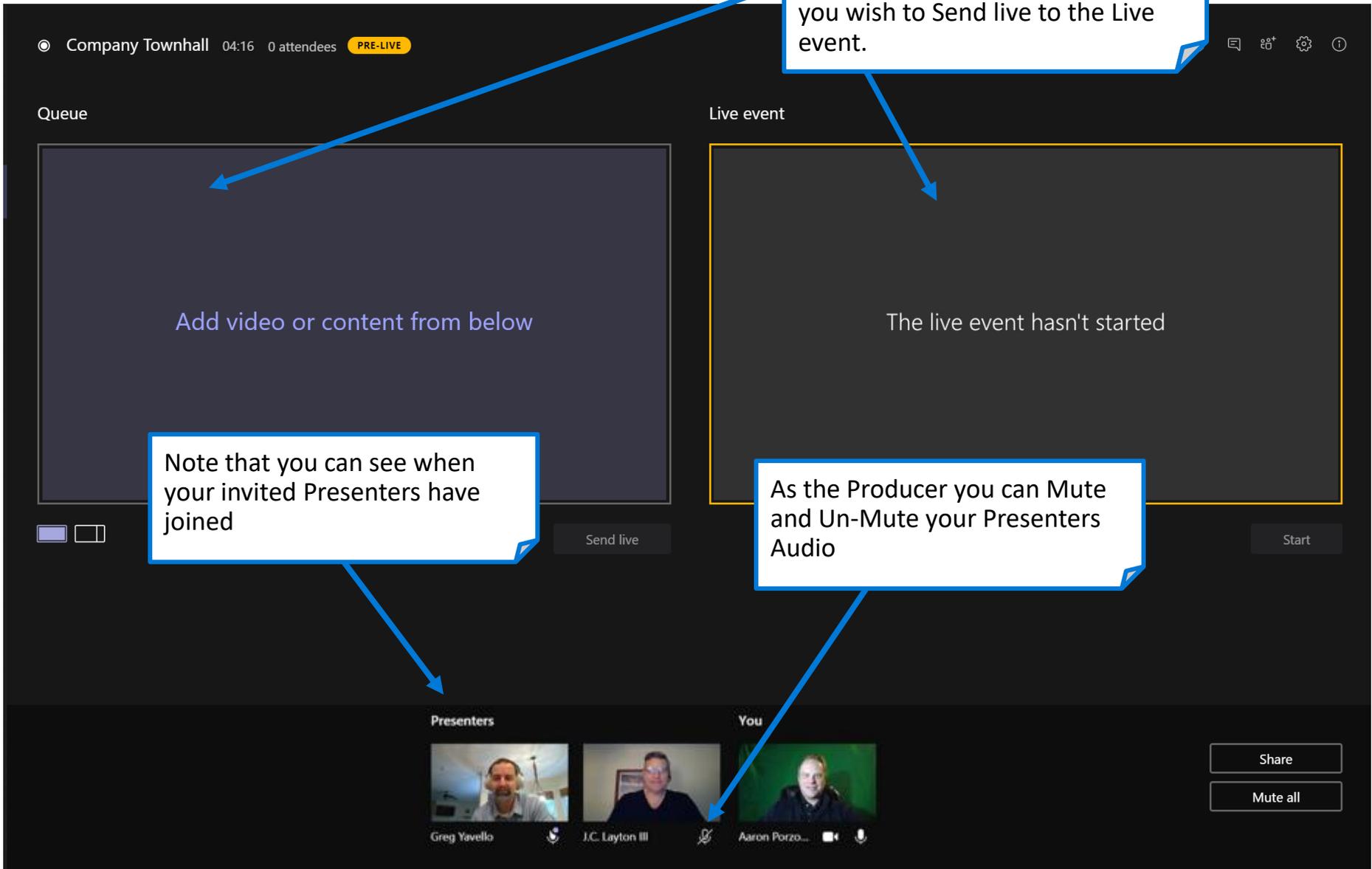
Your right pane

1. Meeting health
2. Q&A Manager
3. Meeting notes (Event Team only)
4. Chat with Event Team members during the event (not visible to the Attendees)
5. List of Event Team members
6. Device controls
7. Meeting information for Event Team only.

# Microsoft Teams Live Events

## Producer's View – Pre-Live Screen

The **Queue** and **Live Event** windows allow you to prepare the Video (Camera) and Content that you wish to Send live to the Live event.



Note that you can see when your invited Presenters have joined

As the Producer you can Mute and Un-Mute your Presenters Audio

# Microsoft Teams Live Events

## Producer View – Managing Presenters

Access your Producers and Presenters list here...

The screenshot shows the Microsoft Teams Producer View interface. At the top, there is a search bar and a 'Leave' button. The main area is divided into two sections: 'Queue' on the left and 'The live event hasn't started' on the right. The 'Queue' section contains a large box with the text 'Add video or content from below'. The 'The live event hasn't started' section contains a 'Start' button. On the right side, there is a 'People' panel with a list of participants. The list includes 'Currently in this meeting (3)' and 'Others invited (1)'. The 'Others invited' section shows 'Tim Hadley Accepted' with an 'Ask to join' button next to his name. At the bottom, there is a 'Presenters' section with three video thumbnails for 'Greg Yavello', 'J.C. Layton III', and 'Aaron Porzo...'. There are also 'Share' and 'Mute all' buttons at the bottom right.

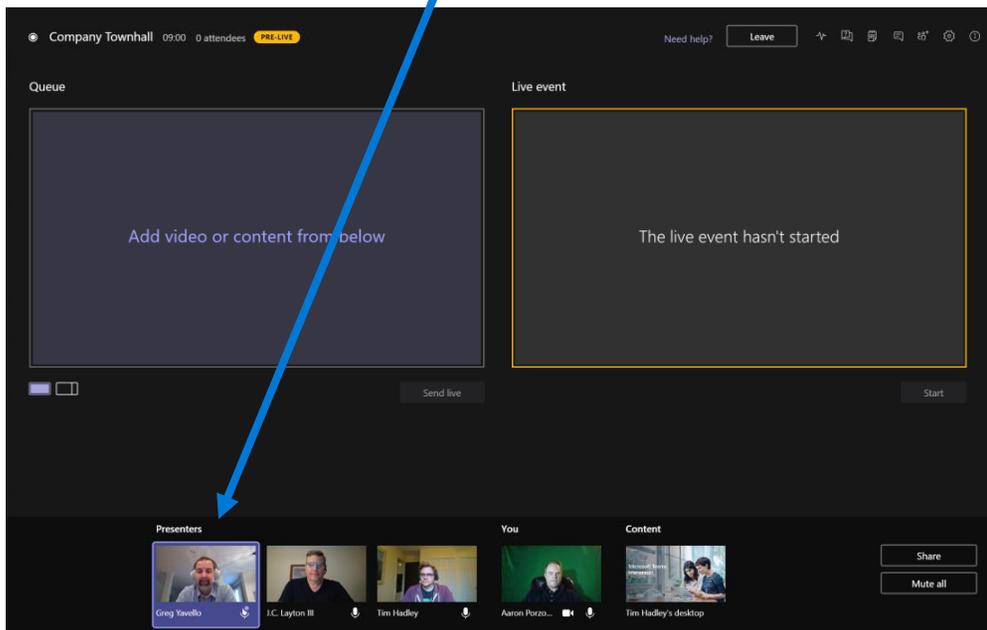
Need to add a Presenter ad-hoc, you can do that here...

Is one of your invited Presenters late? Ask them to join the meeting by clicking the menu next to their name and select "Ask to Join"

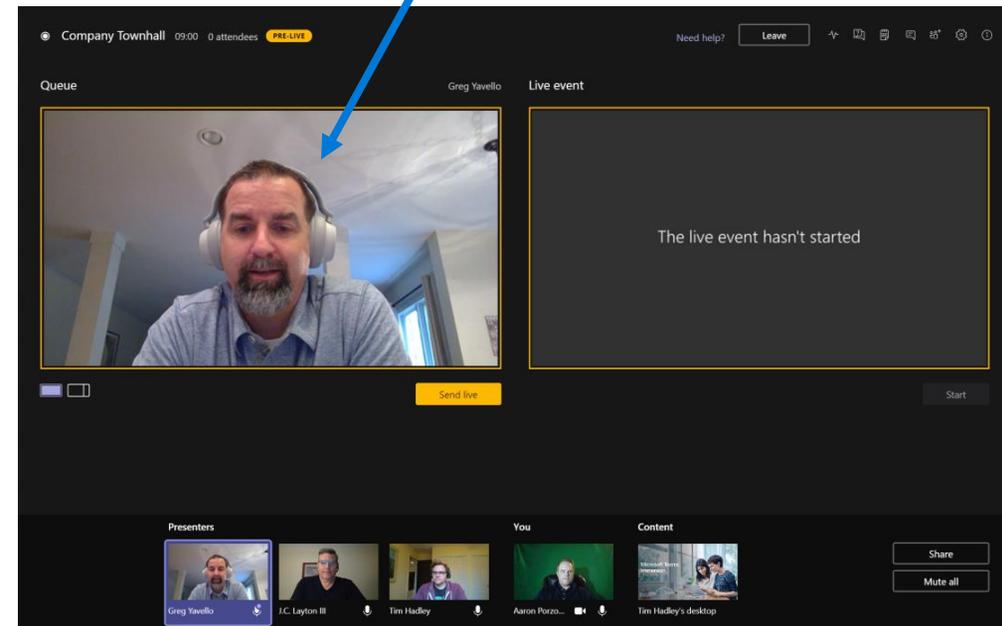
# Microsoft Teams Live Events

## Producer's View – Preparing Speakers and Content

Step 1 – Ask your Presenter to turn on their Video (Camera) and then select them to add them to the Queue window



Your Presenters Video (Camera) will then appear in the Queue window



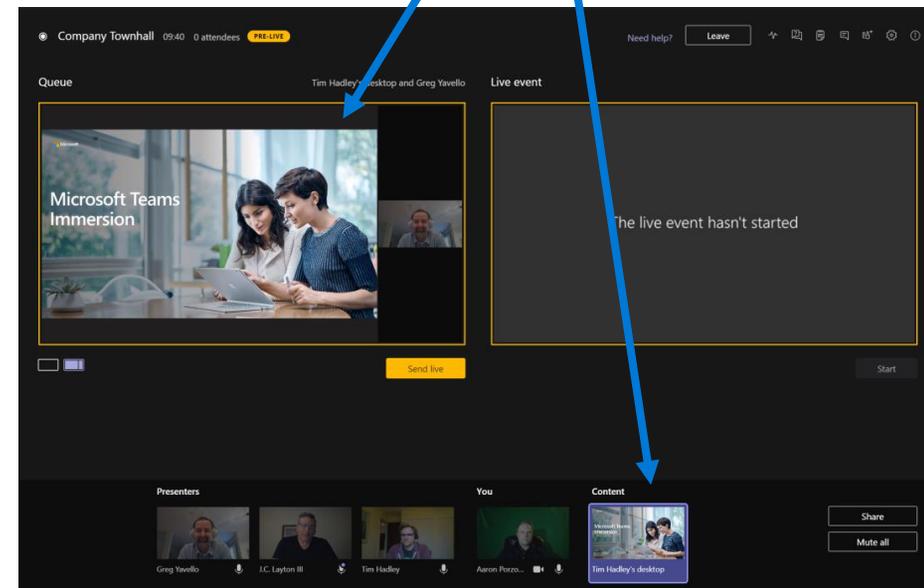
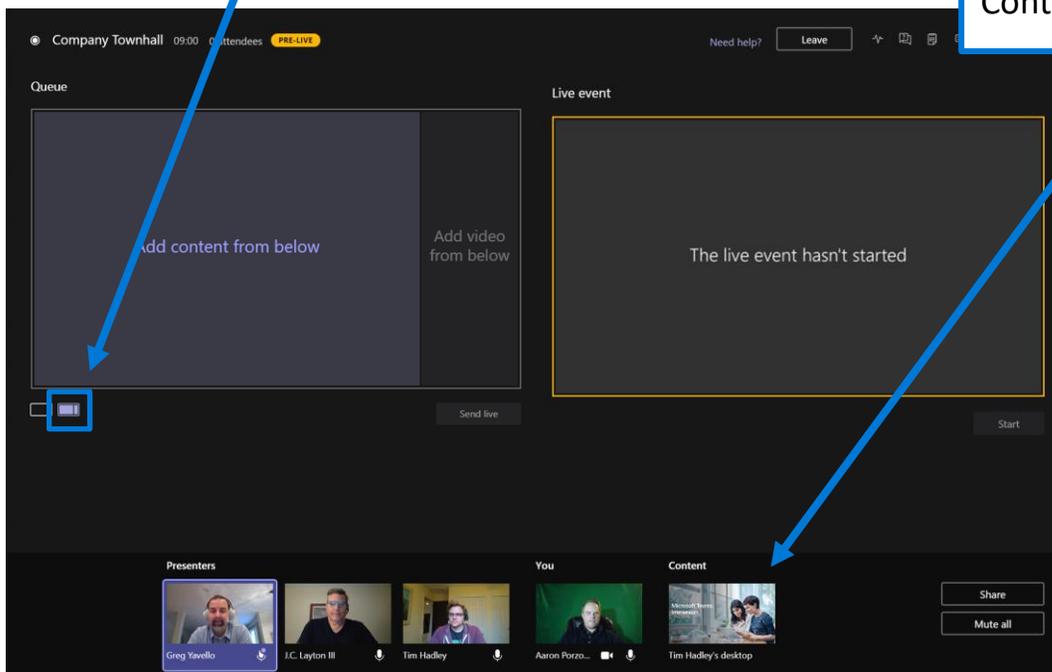
# Microsoft Teams Live Events

## Producer's View – Preparing Speakers and Content

To present both Content (PowerPoint, etc...) and a Speaker's Video, change to this Layout...

To present Content, for example a PowerPoint presentation, ask your Presenter to share their screen. Their shared screen will then appear in the Content tray at the bottom.

Once both the Speaker and the Content is selected, both will appear in the **Queue** window.

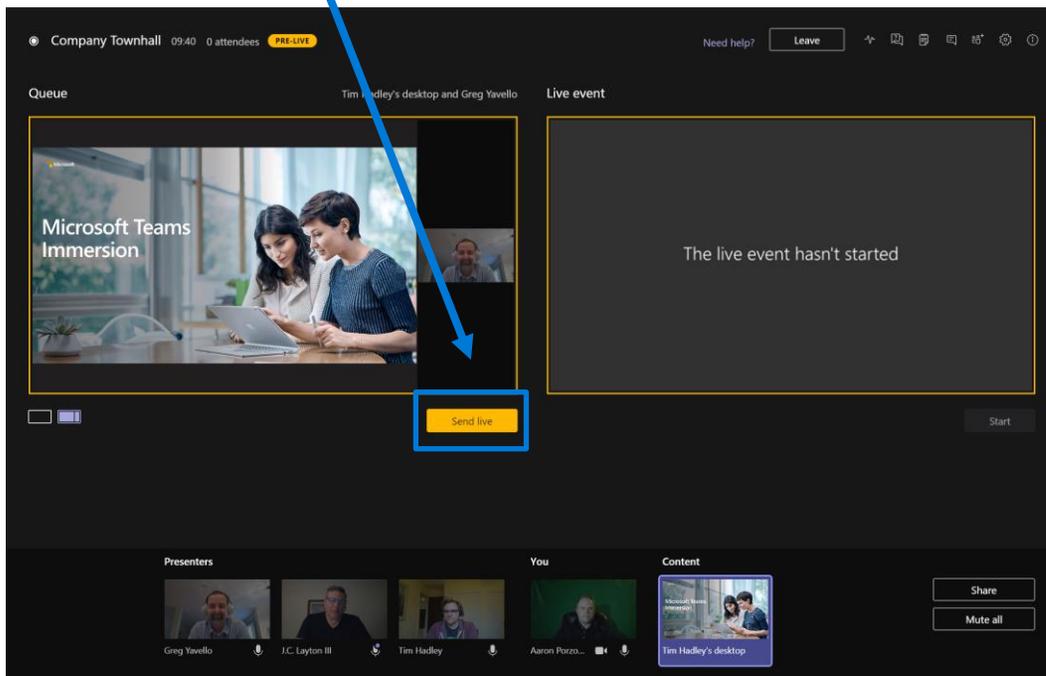


**Important Note** – Any of the event Presenters can share their screen during the Live event and their screen will override the active Presenter. It is therefore important to coordinate any change of Content presenters during preparation for the Live event.

# Microsoft Teams Live Events

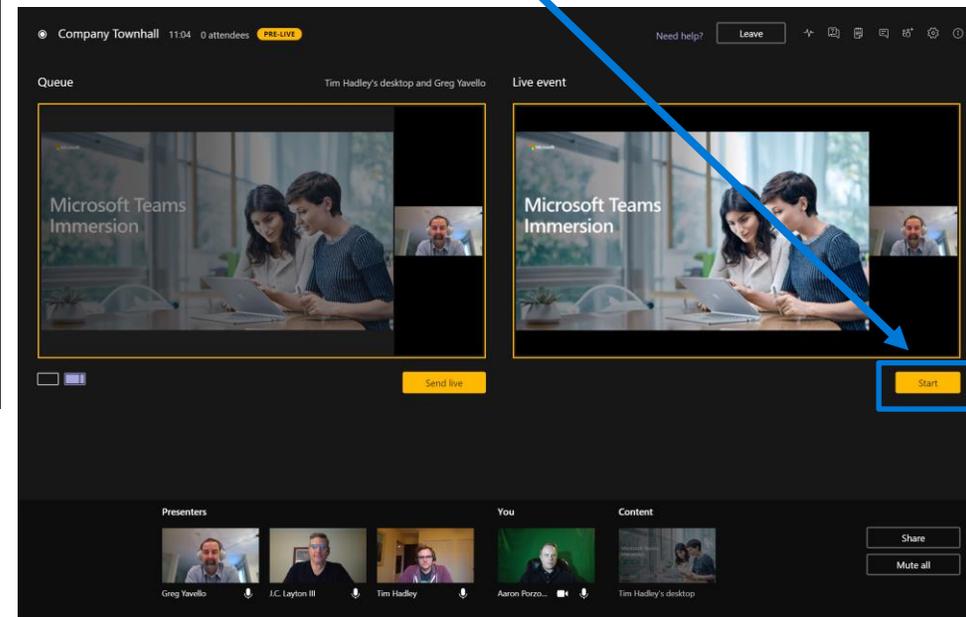
## Producer's View – Sending Speaker and Content to the Live event

Now that you have your Speaker's Video and Content in the Queue window, you can now press the **Send live** button to send to the Live event window



The contents of the **Queue** window have now been transferred to the **Live event** window.

You are now ready to start the Live event. By clicking the **Start** button, the Live event will begin broadcasting your speakers Audio, Video and Content to all of your attendees.



# Microsoft Teams Live Events

## Producer's View – Starting your Live event

The screenshot shows the Microsoft Teams interface in Producer's View. At the top, the meeting title is "Company Townhall" with a time of 12:40 and 795 attendees. A red "LIVE" badge is visible next to the attendee count. The main content area is split into two windows: "Queue" on the left and "Live event" on the right. Both windows display a slide titled "Microsoft Teams Immersion" and a small video thumbnail of a presenter. A yellow "Send live" button is located below the Queue window, and a red "End" button is below the Live event window. At the bottom, the "Presenters" section shows three video thumbnails: Greg Yavello, J.C. Layton III, and Tim Hadley. The "You" section shows a video thumbnail of Aaron Porzo... The "Content" section shows a video thumbnail of Tim Hadley's desktop. On the right side, there are "Share" and "Mute all" buttons. A blue callout box points to the "795 attendees" text, stating "Attendee count is displayed as well". Another blue callout box points to the "LIVE" badge and the "Live event" window, stating "Your Live event is now running, evident by the Live label at the top and red boxes around your Live event window and the windows of your Speaker and Content." A third blue callout box points to the "Presenters" section, specifically to Greg Yavello's video thumbnail.

Company Townhall 12:40 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley's desktop and Greg Yavello Live event Tim Hadley's desktop and Greg Yavello are live

Microsoft Teams Immersion

Attendee count is displayed as well

Send live End

Presenters You Content

Greg Yavello J.C. Layton III Tim Hadley Aaron Porzo... Tim Hadley's desktop

Share Mute all

Your Live event is now running, evident by the Live label at the top and red boxes around your Live event window and the windows of your Speaker and Content.

# Microsoft Teams Live Events

## Producer's View – Switching to a new Speaker's Camera

The screenshot displays the Microsoft Teams Live Event Producer's View interface. At the top, it shows the event name "Company Townhall", duration "35:42", and "795 attendees". A "LIVE" indicator is present. On the right, there are icons for volume, chat, calendar, messages, settings, and help, along with a "Leave" button. The main area is divided into a "Queue" window on the left and a "Live event" window on the right. The "Queue" window shows a video feed of a presenter, Tim Hadley, with a "Send live" button below it. The "Live event" window shows a shared screen titled "Microsoft Teams Immersion" with a small video inset of the current speaker. At the bottom, there is a "Presenters" section with thumbnails for Tim Hadley, J.C. Layton III, and Aaron Porzo..., a "You" section with a thumbnail of the producer, and a "Content" section with a thumbnail of the current shared screen. There are also "Share" and "Mute all" buttons. On the right side, there is a "Live event Q&A" panel with a search bar, filters for "New (1)", "Published (0)", and "Dismissed (0)", an "Open" toggle, and a "Publish" button. Below this, there is a Q&A entry from an anonymous user asking "When will Teams be rolled out to us all?".

Company Townhall 35:42 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley Live event Tim Hadley's desktop and J.C. Layton III are live

Microsoft Teams Immersion

Send live End

Presenters You Content Share Mute all

Tim Hadley J.C. Layton III Aaron Porzo... Tim Hadley's desktop

Live event Q&A

New (1) Published (0) Dismissed (0)

Open

Dismiss Publish

Anonymous 11:41 AM  
When will Teams be rolled out to us all?

Private reply

Make an announcement

If you wish to switch to the Camera of a different Speaker, you can easily do that in the **Queue** window by selecting your desired Presenter's Camera. In this example, we also changed the layout to just the Camera feed and not the Shared Screen (Content). By clicking **Send live**, we would replace the current feed with the items from the **Queue** window.

# Microsoft Teams Live Events

## Producer's View – Chatting with Presenters during Event

The screenshot displays the Microsoft Teams interface for a live event. At the top, it shows "Company Townhall" at 13:59 with 795 attendees and a "LIVE" indicator. The main area is split into two video feeds, both showing "Microsoft Teams Immersion" content. The left feed has a "Send live" button, and the right feed has an "End" button. On the right side, a "Meeting chat" window is open, showing a conversation between Tim Hadley and Aaron Porzondek. A blue box highlights the chat icon in the top right toolbar, and a blue arrow points from this box to the chat window. A callout box with a blue border and a drop shadow contains the following text:

If you need to Chat with your fellow Producers or Presenters, you can do that via the Chat window. **Note** - These chats are **not** visible to your attendees.

At the bottom, the "Presenters" section shows thumbnails for Greg Yavello, J.C. Layton III, and Tim Hadley. The "You" section shows a thumbnail for Aaron Porzondek. The "Content" section shows a thumbnail for "Tim Hadley's desktop". To the right of these thumbnails are "Share" and "Mute all" buttons. The chat window at the bottom right has a text input field with the placeholder "Type a new message" and various icons for actions like copy, paste, and emojis.

# Microsoft Teams Live Events

## Producer's View – Moderating attendee Q&A

The screenshot displays the Microsoft Teams Live Event Producer's View. At the top, it shows the event title "Company Townhall", duration "39:52", and "795 attendees" with a "LIVE" indicator. A "Need help?" link and a "Leave" button are also present. The main content area is divided into two sections: "Queue" (showing a video of Tim Hadley) and "Live event" (showing a slide titled "Microsoft Teams Immersion" with a small video of Tim Hadley). Below the "Live event" section, there are "Send live" and "End" buttons. On the right side, the "Live event Q&A" panel is visible, showing a list of questions. The "Published (1)" tab is selected, showing a question from "Tim Hadley (Moderator)" at 11:46 AM: "Teams is coming next week." The "New (0)" and "Dismissed (0)" tabs are also visible. A blue box highlights the "Q&A" icon in the top right corner, and a blue arrow points from this box to the "Published (1)" tab. A blue callout box is overlaid on the bottom right of the screen, containing text explaining the Q&A moderation process.

Company Townhall 39:52 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley Live event Tim Hadley's desktop and J.C. Layton III are live

Send live End

**Live event Q&A** (1)

New (0) Published (1) Dismissed (0)

Open Most recent

**Anonymous** 11:45 AM 1 When will Teams be rolled out to us all?

**Tim Hadley (Moderator)** 11:46 AM Teams is coming next week.

Reply

Presenters

Tim Hadley J.C. Layton III Aaron Porzo... Tim Hadley's desktop

Share Mute all

Make an announcement

If you enabled **Q&A** when setting up your Live event, your attendees will be able to post questions. The **Producers** and **Presenters** can then review those questions in the **Q&A Manager**. New questions will appear in the **New** area. You can then reply privately to those and/or Publish them and then reply to them in the **Published** area. You can also Dismiss messages which will then moved them to the **Dismissed** area.

# Microsoft Teams Live Events

## Presenter's View – While Speaking and Presenting

The screenshot shows the Microsoft Teams interface in Presenter's View. The main content area displays a slide titled "Microsoft Teams Immersion" with the Microsoft logo. A red border highlights the slide content. A blue callout box with a white background and a blue border contains the text: "The red border indicates to the Presenter who's Camera is enabled and whose Screen is being shared". Two blue arrows point from this callout box to the red border: one points to the bottom-left corner and the other points to the bottom-right corner. The bottom of the screen shows a gallery view of four other participants. The first participant on the left is labeled "Tim Hadley" with a red "LIVE" indicator. The fourth participant on the right also has a red "LIVE" indicator. The left sidebar contains icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help.

Microsoft Teams Immersion

Tim Hadley LIVE

The red border indicates to the Presenter who's Camera is enabled and whose Screen is being shared

# Microsoft Teams Live Events

## Presenter's View – Additional Details

The Presenter role participates in the event with the ability to speak and present content and moderate Q&A (there will likely be multiple Presenters invited to the event. Presenters have access to a private chat during the event with the other Presenters and the Producer. This chat is not visible to the Attendees of the event.

### Enable Chat Private to interact with the Team of Moderators/Producers

Keep this chat open throughout the event to coordinate with the team of Producers and Presenters privately. This chat will not be visible to attendees.

### Enable your microphone and/or camera to interact with the other Presenters and Producer

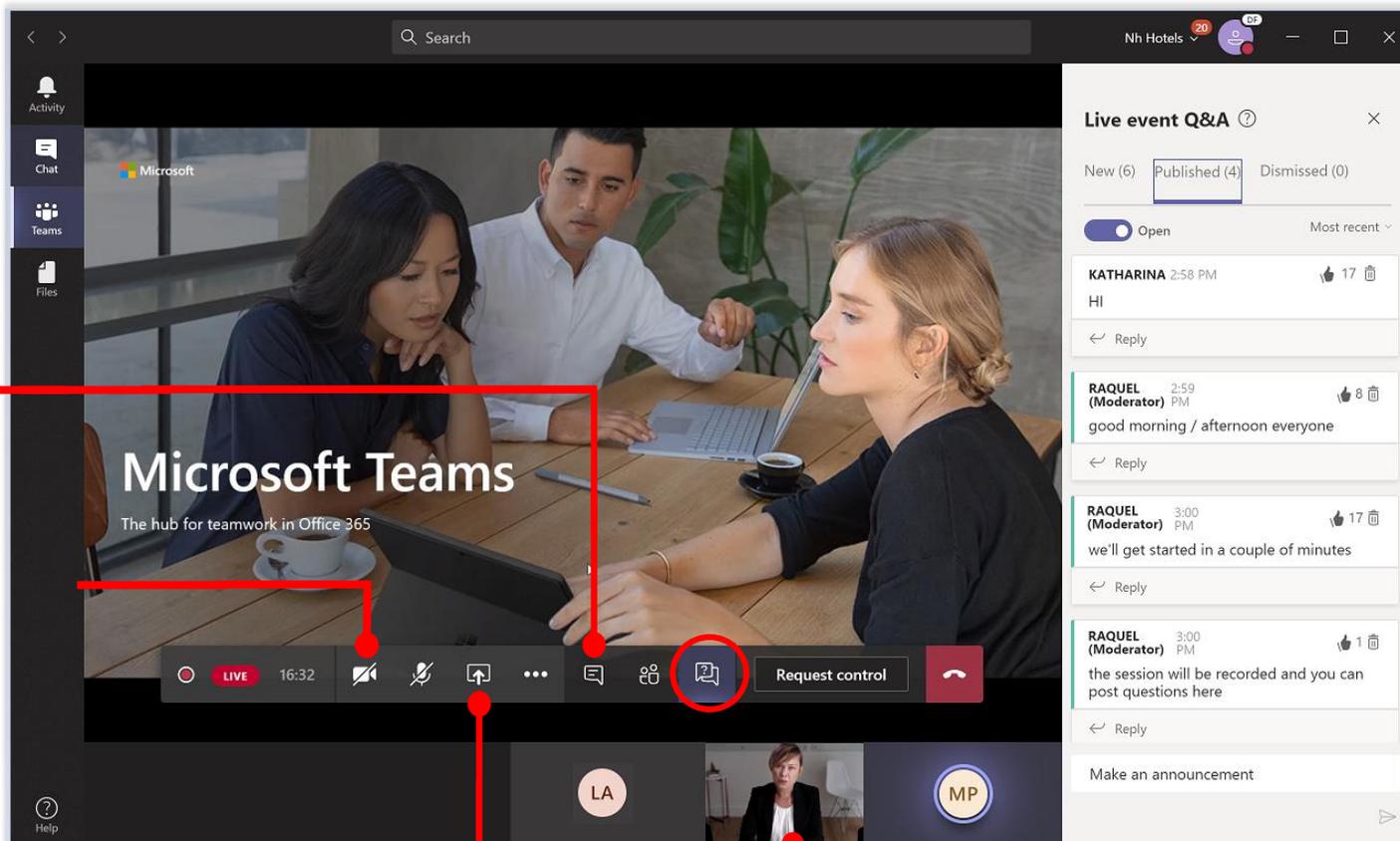
View people who have connected to the Presenter or Producers role to the event. If they turn on your camera, you can see your image.

### Share your screen with the Producer

Share your screen with the presenter to finalize the event details. The Presenter may present his/her screen at the live event if he/she wishes.

### See the Producer and other Presenters

View people who have connected to the Producer or Presenter role to the event. If they turn on their camera, you can see their image.



### Moderate the Attendees' Q&A window

This window will display questions from attendees during the event. Remember that attendees do not have access to the microphone.

The questions of attendees will be deployed in the New tab and you will be able to decide to publish it to the entire group of attendees with what they will move on to the Published tab, or keep your answer private.

You can also rule out those redundant or out-of-context questions, which will move on to the Discarded tab.

# Microsoft Teams Live Events

## Producer's View – Ending your Live event

Company Townhall 12:40 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley's desktop and Greg Yavello Live event Tim Hadley's desktop and Greg Yavello are live

Microsoft Teams Immersion

When you are ready to end your end, mute everyone's Audio, wait about 20 - 30 seconds and then select **End**. This will allow your final closing remarks to reach your attendees.

Send live End

Presenters You Content

Greg Yavello J.C. Layton III Tim Hadley Aaron Porzo... Tim Hadley's desktop

Share Mute all

# Microsoft Teams Live Events

## The Attendee experience

The Attendee experience includes controls for Pause and Play, you can also Fast Forward through the event. You can also turn on Closed Captioning if it has been enabled for your event. And the Q&A appears on the right.

Microsoft Teams Immersion

Welcome to our Microsoft Teams Immersion live event

0:20:20 / 1:09:01

Live event Q&A

Featured My questions Most recent

**Anonymous** 4/23/2020 11:45 AM 1  
When will Teams be rolled out to us all?

**Moderator** 4/23/2020 11:46 AM  
Teams is coming next week.

Ask a question

The screenshot displays a Microsoft Teams Live Event interface. On the left, a video player shows a scene with two women looking at a laptop. The video title is "Microsoft Teams Immersion" and the subtitle reads "Welcome to our Microsoft Teams Immersion live event". The video progress bar shows 0:20:20 / 1:09:01. On the right, a "Live event Q&A" panel is visible, featuring a "Featured" tab and a list of questions. A question from an anonymous user asks, "When will Teams be rolled out to us all?", and the moderator's response is "Teams is coming next week." At the bottom right of the Q&A panel is a blue "Ask a question" button. A blue callout box with a white background and a blue border points to the Q&A panel, containing text that describes the attendee experience, including controls for video playback and the presence of the Q&A section. Blue arrows also point from the callout box to the video player's playback controls and the video feed area.