Scheduling a Live Event
Microsoft TEAMS

Live events are meant for very large audiences in which various individuals take part in roles listed below.

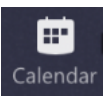| Organizer	Producer
Schedules a live event, ensures the event is set up with the correct permissions for attendees, and manages the event. • Schedules/creates the live event. • Invites presenters. • Sets attendee permissions. • Configures event options (Ex. The moderated Q&A). • Invites attendees; normally by sharing the link to the event. • Manages reports once the event is over. Checklist	As a host, makes sure attendees have a great viewing experience by controlling the live event stream. • Starts and stops the live event. • Shares video. • Shares participant video. • Shares active desktop or window. • Selects layouts.
Presenter(s)	**Attendee**
Presents audio, video, or a screen to the live event; can moderate Q&A if enabled. **Note**: Presenters can only share audio, video, or a screen (desktop or window) in live events produced in Teams.	A viewer that watches the event logs in anonymously or with their district account for authentication. Can participate in Q&A if the option is enabled.

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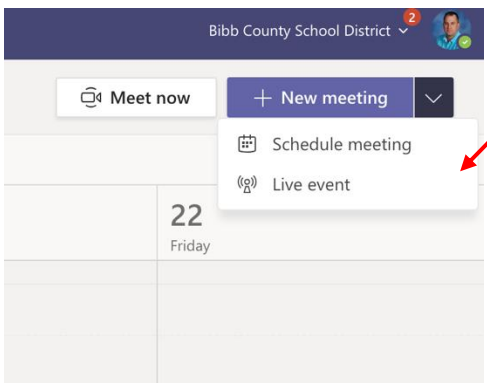|	
1. Log into the **downloaded** Microsoft Teams App. All roles listed above (excluding the Attendee) must use the **downloaded Microsoft Teams App**.	**Recommendation:** It is strongly recommended that the **Producer** and all **Presenters** of the Live Event be on **WIRED connections** versus WIFI.
2. Once in MS Teams, click on the **Calendar** icon on the left of the screen.	3. In the top, right corner, select **Live event** from the dropdown menu.
4. A) Add a relevant **Title**, **Start/**End **time**, and any other necessary **Details.** B) Invite all **Presenters**. C) Select **Next.** **Note**: You will be sharing the link to the scheduled live event with your participants; mostly likely via email.	

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5. Select who will be able to **view** the live event.	6. Select from the list how you will produce your live event.
	  If the **Q&A option** is enabled, it is recommended to have a designated **moderator(s)** selected. Select the **Schedule** button**.**

For additional support: https://support.office.com/en-us/article/get-started-with-microsoft-teams-live-events-d077fec2-a058-483e-9ab5-1494afda578a