

Scheduling a Live Event

Microsoft TEAMS

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

<p>Organizer</p> <p>Schedules a live event, ensures the event is set up with the correct permissions for attendees, and manages the event.</p> <ul style="list-style-type: none">• 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. <p>Checklist</p>	<p>Producer</p> <p>As a host, makes sure attendees have a great viewing experience by controlling the live event stream.</p> <ul style="list-style-type: none">• Starts and stops the live event.• Shares video.• Shares participant video.• Shares active desktop or window.• Selects layouts.
<p>Presenter(s)</p> <p>Presents audio, video, or a screen to the live event; can moderate Q&A if enabled.</p> <p>Note: Presenters can only share audio, video, or a screen (desktop or window) in live events produced in Teams.</p>	<p>Attendee</p> <p>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.</p>

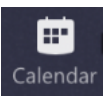
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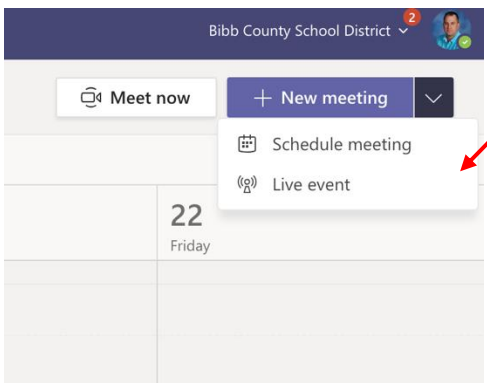
1. Log into the **downloaded** Microsoft Teams App.
All roles listed above (excluding the Attendee) must use the **downloaded Microsoft Teams App**.

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.

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 *
Awards Day

Location
[Empty field]

Start May 20, 2020 3:30 PM **End** Mar 11, 2021 4:00 PM

Details
High school awards day for Seniors.

Invite people to your event group
Invite presenters

Organizer
Lewis, Bobby (Producer)

Event group
Ray, Bethany (Presenter)

Close Next

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5. Select who will be able to **view** the live event.

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)

6. Select from the list how you will produce your live event.



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

Some of these options have not been enabled by your IT admin

An external app or device

You plan to use another tool to share content. [Learn more](#)

Support

Give attendees access to support info for your organization.

URL

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>