

Creating a Teams Live Event

There is a way inside of Teams that allows you to do a Few→Many type meeting (like a webinar, large group teaching, etc).

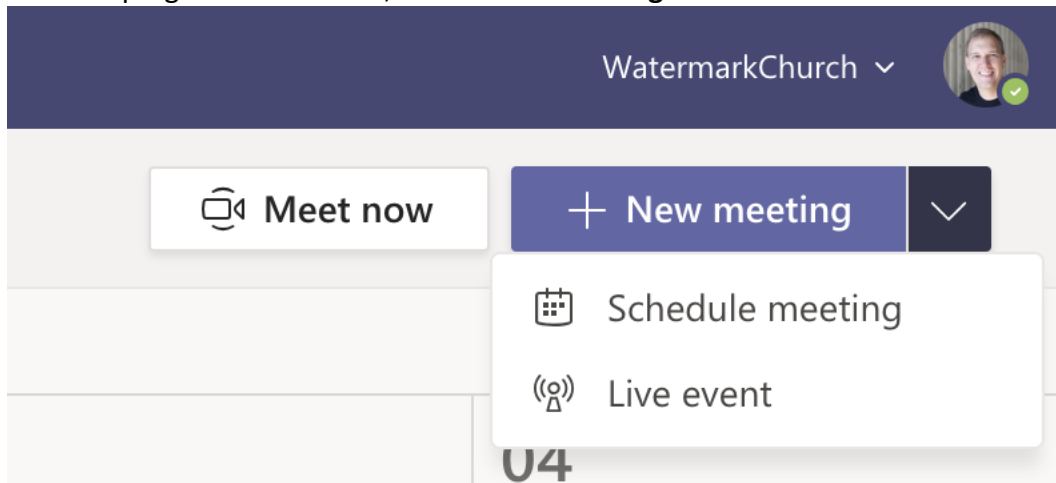
This functionality is known as a Teams Live Event.

[You can watch a helpful overview training video here](#)

How to setup a Teams Live Event


Go to the calendar section inside of Teams.

At the top right of the screen, select **New Meeting > Live Event**.



Add the meeting title, date and time information, and other details.
You will need to invite Producers and Presenters. Producers can update what people can see on the live event, and presenters can share content (video, screen, etc).

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


Start

End









Invite people to your event group

Invite presenters

Organizer

 Scott Miller
Producer

Details

B *I* U ~~S~~     Paragraph     ...

Provide info about the live event


Close


Next


Click Next and adjust settings. Org-wide will be people inside of our staff, Public means that anyone can join.

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

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](#)

The options listed above do the following:


| Setting | Description |
|--|--|
| 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. |

Click [Schedule](#) to schedule the Teams Live Event

Once you are done scheduling, you want to copy the attendee link that you will send out to participants who will be watching online. This is the link that you will distribute (via email, a link on the website, etc) to your attendees. Your attendees will be able to watch the event in Teams—desktop (Windows or Mac), web, or mobile. If they don't have Teams, they can also use a browser (Chrome, Firefox, or Edge).

Producers and Presenters will get meeting invite in their calendar just like a regular teams meeting. They want to use THIS CALENDAR LINK (not the attendee one) to join the event.

Live Event Discussion - Scott Miller, John Grubbs, and John Elmore



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

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


Monday, March 30, 2020
2:00 PM - 2:30 PM (30 minutes)
Online

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


[Cancel meeting](#)


Live event resources [Refresh](#)

Organizer

 **Scott Miller**
Producer, Organizer

Event group

 **John Grubbs**
Presenter

 **John Elmore**
Producer

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

Large live streaming events typically have several people working behind the scenes—the *event group*—to make them successful.

| Role | Responsibilities |
|-----------|--|
| Organizer | <p>Schedules a live event and ensures the event is set up with the right permissions for attendees and the event group, who will manage the event.</p> <ul style="list-style-type: none">▪ Creates the live event.▪ Sets attendee permissions.▪ Selects production method.▪ Configures event options (for example, the moderated Q&A)▪ Invites attendees.▪ Selects event group members.▪ Manages reports generated after the event is over. <p>For more info, see the organizer checklist.</p> |
| Producer | <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 own video.▪ Share participant video.▪ Shares active desktop or window.▪ Selects layouts. |
| Presenter | <p>Presents audio, video, or a screen to the live event, or moderates Q&A.</p> <p>Note: Presenters can only share audio, video, or a screen (desktop or window) in live events produced in Teams.</p> |
| Attendee | <p>A viewer. Watches the event live or on-demand, using DVR controls, either anonymously or authenticated. Can participate in Q&A.</p> |

Additional details and training about producing and presenting Teams Live Events are located here:

[Produce a Live Event using Teams](#)

[Present in a Live Event in Teams](#)

Listed below are the differences in the roles:

| Capability | Producer | Presenter |
|--|----------|-----------|
| Select video feeds of other presenters and send to event | Yes | No |
| Start live event | Yes | No |
| End live event | Yes | No |
| View event preview (stream that's sent to attendees) | Yes | No |
| Manage recording and reports | Yes | Yes |
| Join as attendee | Yes | Yes |
| View live attendee count | Yes | Yes |
| Chat with other producers and participants | Yes | Yes |
| Share screen into the live event | Yes | Yes |
| Invite users to join as presenters | Yes | Yes |
| Mute all other presenters | Yes | Yes |
| Moderate Q&A | Yes | Yes |