Teams Live Events

For the Commonwealth of Massachusetts

Welcome to Teams Live

Microsoft Teams live events are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences!

Did you know...

You can use Teams live events for public hearings? In fact, many modern governments use Teams Live for hosting public hearings as well as other large gatherings.

What's included in this guide?

This guide provides quick tips on how to use Microsoft Teams live events. We recommend starting with an overview, such as this one on Microsoft 365's YouTube channel: how to produce a live event in Microsoft Teams.

If you prefer to learn in greater detail, there are Microsoft-certified training materials at support.microsoft.com. We have provided links at the bottom of each page below, corresponding with the related topic of that page.

Event Group Roles

Organizer

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.

- Creates the live event.
- Sets permissions.
- Selects production method.
- Configures event options (i.e. the moderated Q&A)
- Selects event group members.
- Shares invitation link.
- Manages any reports generated after the event is over.

Producer

As a host, this role makes sure attendees have a great viewing experience by controlling the live event stream.

- 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.

Attendee

A viewer. Watches the event live or on-demand, using DVR controls, either anonymously or authenticated. Can participate in Q&A.

Find out more at Microsoft Training for Event Roles.
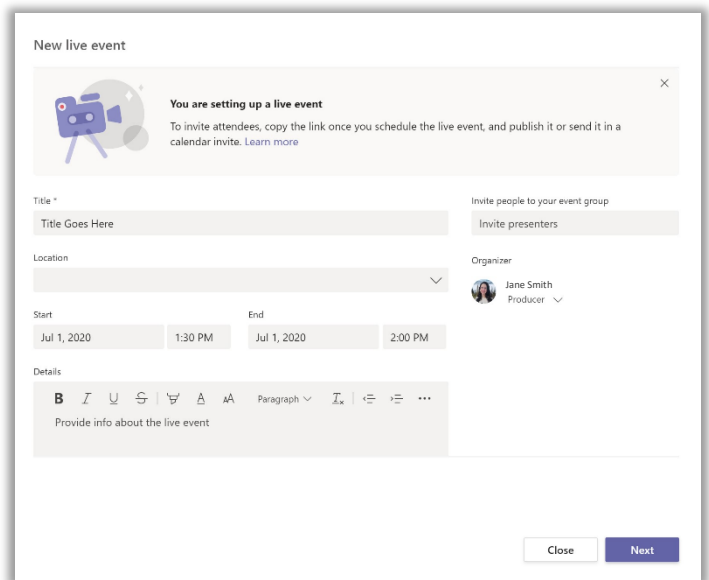
Schedule a Teams Live Event

Note: Q & A is **not** on by default. When setting up your live event, you must turn it on in the settings. You may have to scroll down for this option.

1. In Teams, select the **Calendar Meetings button** 📅 on the left, then **New meeting**.

2. On the top-right of your calendar window (next to **Meet Now**), select **New meeting** > **New live event.**
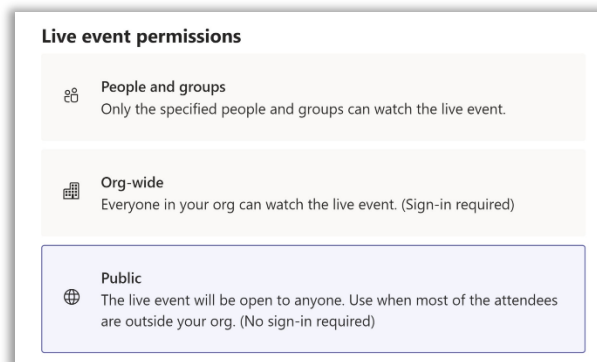
3. Add the meeting title, date and time information, and other details.

4. In the **Invite people to your event group** box, add the names of your event group (learn more about types of roles in event groups below). Just don't invite attendees at this point—you'll get a link to share with them later!

5. Select **Next**.

6. Under **Live event permissions**, choose **Public**. This will allow anyone who has the link to join the event without having to sign in to anything.

7. Select **Schedule** to add the event to your event group's calendars.

8. Once the event is scheduled, be sure to make any changes to it in Teams. Don't edit this event in Outlook.
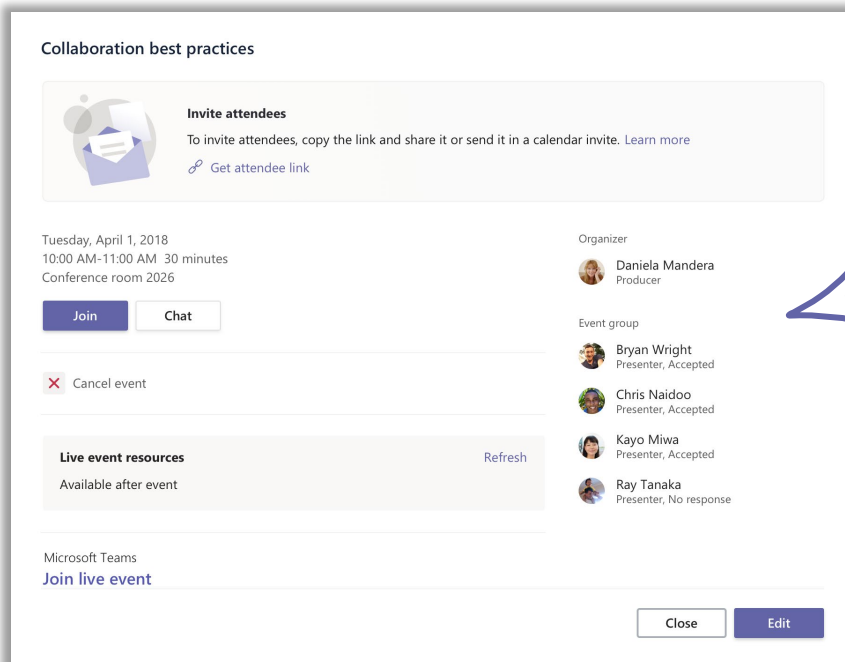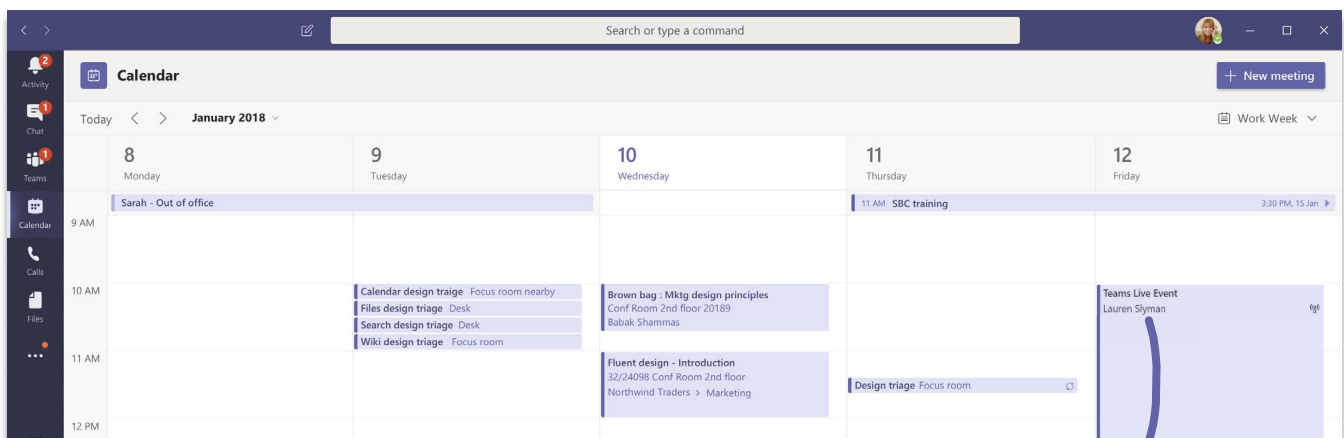
Find out more on [Microsoft Training for Scheduling Events](#).

Invite Attendees

1. Select the **Calendar Meetings button** 📅 to get to your Calendar, if not already there from the previous step.
2. Find the live event in your calendar, hover over the event and double-click it.
3. Select **Get attendee link**, in the light gray box at the top that reads "Invite attendees".
4. Copy the live event link so you can share it with attendees. Anyone who has this link will be able to join the event, with or without an Office 365 subscription.

   Note: there is no dial-in option with live events. Attendees must join by link.

Find out more at [Microsoft training for Inviting Attendees](#).

Present a Teams Live Event

As a [presenter](#), you'll join the inner Teams meeting that makes up the live event.

The producer can ask someone to join as a presenter, either during the meeting or before.

In Teams, you would select **Join** to join the event as a presenter. From outside of Teams, you can also join through the "attendees link".

Presenters can speak, share their screen, participate in the event group's meeting chat, and moderate the Q&A. However, presenters don't have as much control over the video feeds, or the live event itself, as the producer.

Presenters can:

- Select video feeds of other presenters and send to event
- Start live event
- End live event
- View event preview (stream that's sent to attendees)
- Manage recording and reports
- Join as attendee

- View live attendee count
- Chat with other producers and participants
- Share screen into the live event
- Share system audio
- Invite users to join as presenters
- Mute all other presenters
- Moderate Q&A

Find out more at [Microsoft training for Presenting a Live Event](#).

Producing Live Events

Note: if you organize/create the event, you are automatically a "Producer", but have the option to join as an attendee. You **must** join from the Teams desktop app instead of the web as a Producer.

Know Your Environment

Select **Calendar** ⊞, double-click on the event, select **Join**. Once in the production environment, you will see two windows:

Queue (left): This is where you can preview everything before your audience sees it. All content you select will go here first. This is not viewable to the audience.

Live event (right): This is what your audience will see. Any time you press "Send live", whatever content you have in the Queue window will go to the Live event window. Content in this window is viewable to the audience once live.
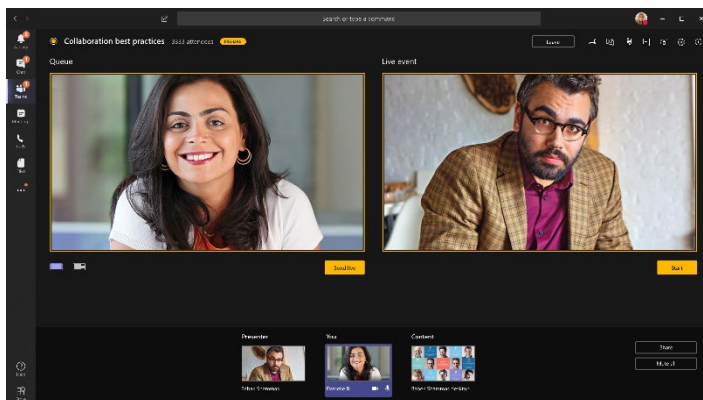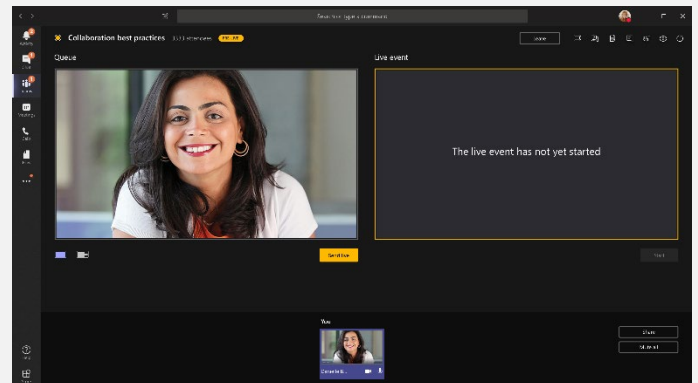
Make it Live

Select **Start** to start broadcasting live to your attendees.

Note: if you stop sharing video (by turning off your camera, for example), everyone will see a black screen with the message "Live event will resume in a moment".

Additionally, there is a 15– to 60–second delay from the time you broadcast content to when attendees see it.

Share Content

To share desktop: select **Share** > **Desktop** > **Content** > **Send live**.

To share a window: select **Share** and select one of the open windows from the **Windows** section in the source tray. Once the window is shared, select **Send live**. Make sure the window is not minimized to prevent it from not showing up.

Select **Stop sharing** to stop sharing the desktop or window.
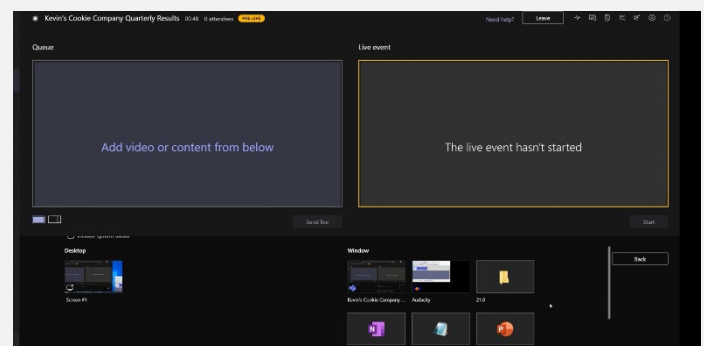
7 Tips for a Successful Event

1. Practice!

Have 2-3 trial runs before going live and watch the attendee experience live and on demand.

2. Don't let it be a "one-man show"

Always have more than one person in the event group – ideally two people as presenters, one as a producer and one person as a normal audience member. This ensures that you won't lose control of the meeting if one of the event group members encounters an issue.

3. Join with ease

Create a custom link (using bit.ly, for example) for the attendee join link. It will be easier to remember and navigate to.

4. Be early, be prepared

Have the event group join about 30 minutes ahead of time. Share a slide with a nice intro, indicating that the event will begin soon. Then, start the live broadcast about 10 minutes early to make sure everything is working. Leave all audio muted until you're ready to go live with your presenter at the start of the live event.

5. Use the inner chat

Plan for your event group communication—real-time communications are critical for live events. The built-in inner chat for those in the event group is a good way to stay in touch.

6. Know your role

Assign roles and responsibilities—know who is responsible for each step of the operation, from camera operators, presenters, and Q&A moderators, to your overall producer or director.

7. Use multiple monitors

If you are the sole event producer, we recommended you use two monitors. This way, you can share the content from the second monitor while producing the event from first monitor.

Find out more at [Best Practices for Teams Live Events](.).

FAQs

Can we use Live Events for Public Hearings?

Yes. The producer/organizer must set the events to **public** when they create the event. Anyone who receives the link to the event will be able to join – no login or Microsoft 365 subscription needed.

How will those without a Teams account be able to join?

If the audience member does not have Teams or Microsoft 365, they will still be able to join **if** the event is set to **public**. However, they will have to join through their web browser if they do not have the Teams desktop app.

How does Teams Live differ from regular Teams meetings?

Teams live is an extension of Teams, enabling users to broadcast video and meeting content to a large online audience (over 250 attendees). These "events" are meant for one-to-many interactions rather than many-to-many or one-to-one interactions in regular Teams meetings. Attendees can watch the live or recorded event in Teams, and/or Stream, and interact with the presenters using moderated Q & A.

STANDARD MEETINGS	LIVE EVENTS
250 maximum people	12,000 maximum people
Collaborative	1 to many
Participants can come off mute	No attendees can share camera, share screen, or come off mute
Participants can ask questions	Questions are vetted by producer and presenter and are only shared if producer or presenter publishes it
Up to 9 people can show camera	Only 3 options - content only, presenter only, content and presenter at the same time
Can be recorded	Can be recorded
No assigned roles other than attendees	Producer role important
Call-in number available with an audio-conferencing license	No call-in number, only link

How many attendees can join an event?

The Commonwealth can allow up to 12,000 people to join a Teams live event.

For the general information on how to get started with Microsoft Teams live events, visit the [Support Site.](#)