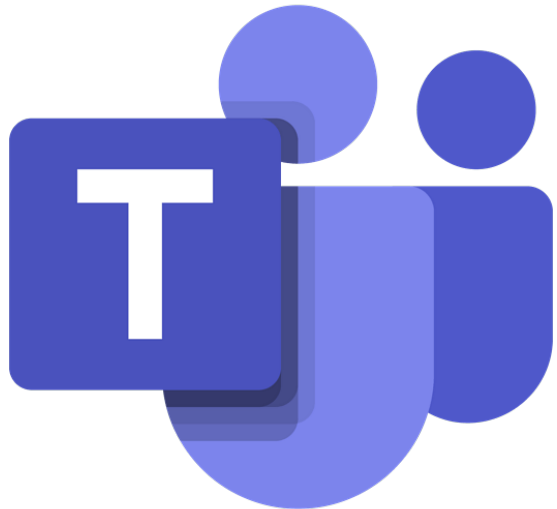



# IT CLIENT SERVICES




Welcome to the  
Microsoft Teams Live  
Event Training

Presented by Humber AV Event Support





# What you will learn

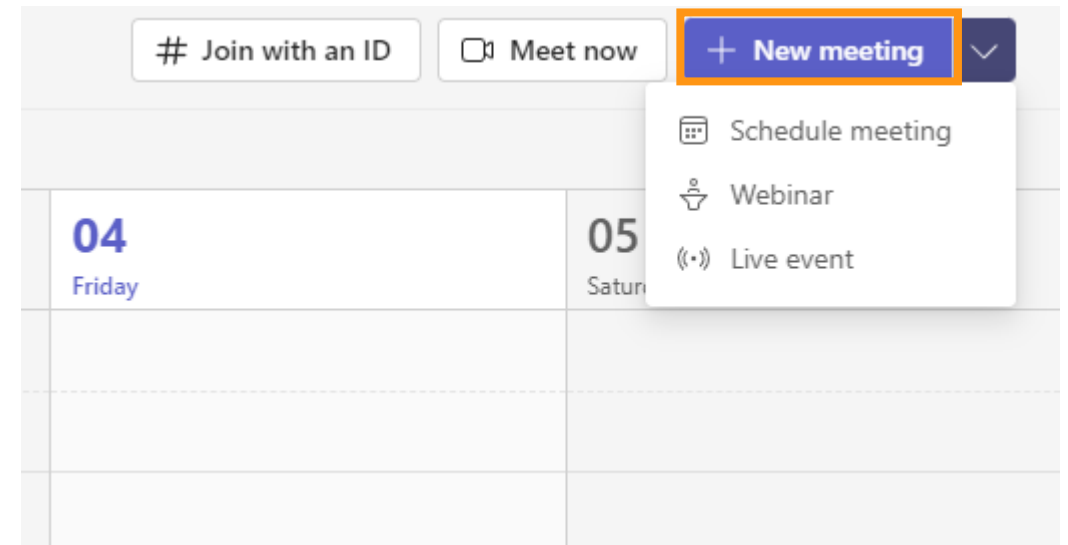
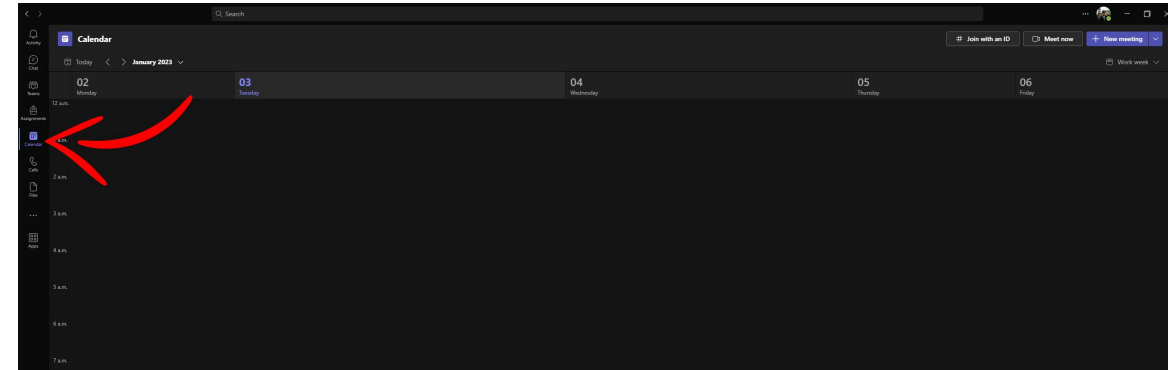
- 
- How to **set up** an event
  - How to **invite** attendees
  - Roles of the **Producer**
  - Roles of the **Presenter**
  - Getting ready in **Pre-Live**
  - Running a **Live** Event

# Introduction

With Microsoft Teams Live Events, you can hold large virtual events (up to 20,000 people). To get started, you will need to set-up and schedule an event.

In the Microsoft Teams application, click on the calendar tab on the left side.

Then, at the top right corner, click the drop down arrow beside "New Meeting" and click "Live Event".



# Choosing your Settings

Settings are what determine how your event functions, and the permissions presenter's and attendees will obtain.


First, insert your Event Title. This will be the title everyone attending the event will see.

You can also add a location if you wish to do so for hybrid events.

Choose the start date and time and end date and time of the event as well as your time zone.

You can then add details for attendees to see what the event will be about.

## 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

Oct 26, 2022

11:00 AM

End

Oct 26, 2022

11:30 AM

Time Zone


(UTC-05:00) Eastern Standard Time

Invite people to your event group









Invite presenters

☐ Allow external presenters ⓘ

Organizer

 John Adams  
Producer ▼

Details

**B** *I* U     Paragraph ▼     ...  
Provide info about the live event

Close

Next




# More settings

After clicking next, you will be prompted to view or change the following permissions:

1. Live Event Permissions
2. How will you produce your live event?
3. Event Options
  - Recording
  - Captions'
  - Attendee Report
  - Q&A Feature

1

## 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)

2

## How will you produce your live event?

- ☒ **Teams**  
You plan to use Teams to share content from presenters' webcams and screens.
- ☐ **An external app or device**  
You plan to use an external encoder to produce your event with support for organization only events. [Learn more](#)

3

## Event options

- ☒ **Recording available to producers and presenters**
- ☒ **Recording available to attendees** ⓘ
- ☒ **Captions**
  - Spoken language English (United States) ▾
  - Translate to Choose up to 6 languages ▾
- ☒ **Attendee engagement report**
- ☐ **Q&A**

## Support

Give attendees access to support info for your organization.

URL

<https://support.office.com/home/contact>

# Q&A

Q&A (question and answer), is an option that allows attendees to type questions in a separate chat window which you can then choose to ignore or answer.

This function is helpful in any event in which the presenters would like to answer any questions the attendees have, typically after they're done speaking.

If you want to be able to have this function, make sure to select the "Q&A" Function in the "more settings" tab BEFORE scheduling your event.

**Note:** You will know the setting is selected when you see a blue checkmark on it.

## New live event

### ☐ Teams Encoder

An external encoder connected to Teams to manage the event. Available for org-wide and public events. [Learn more](#)

### ☐ Stream Encoder Available until 9/15/2023

An external encoder connected to Teams to manage the event. Available for org-wide events only. [Learn more](#)

#### Event options

☒ Recording available to producers and presenters

☒ Recording available to attendees ⓘ

☒ Captions

Spoken language English (United States) ▾

Translate to Choose up to 6 languages ▾

☒ Attendee engagement report

☐ Q&A

Close

Back

Schedule

## New live event

### ☐ Teams Encoder

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#### Event options

☒ Recording available to producers and presenters

☒ Recording available to attendees ⓘ

☒ Captions

Spoken language English (United States) ▾

Translate to Choose up to 6 languages ▾

☒ Attendee engagement report

☒ Q&A

Close

Back

Schedule

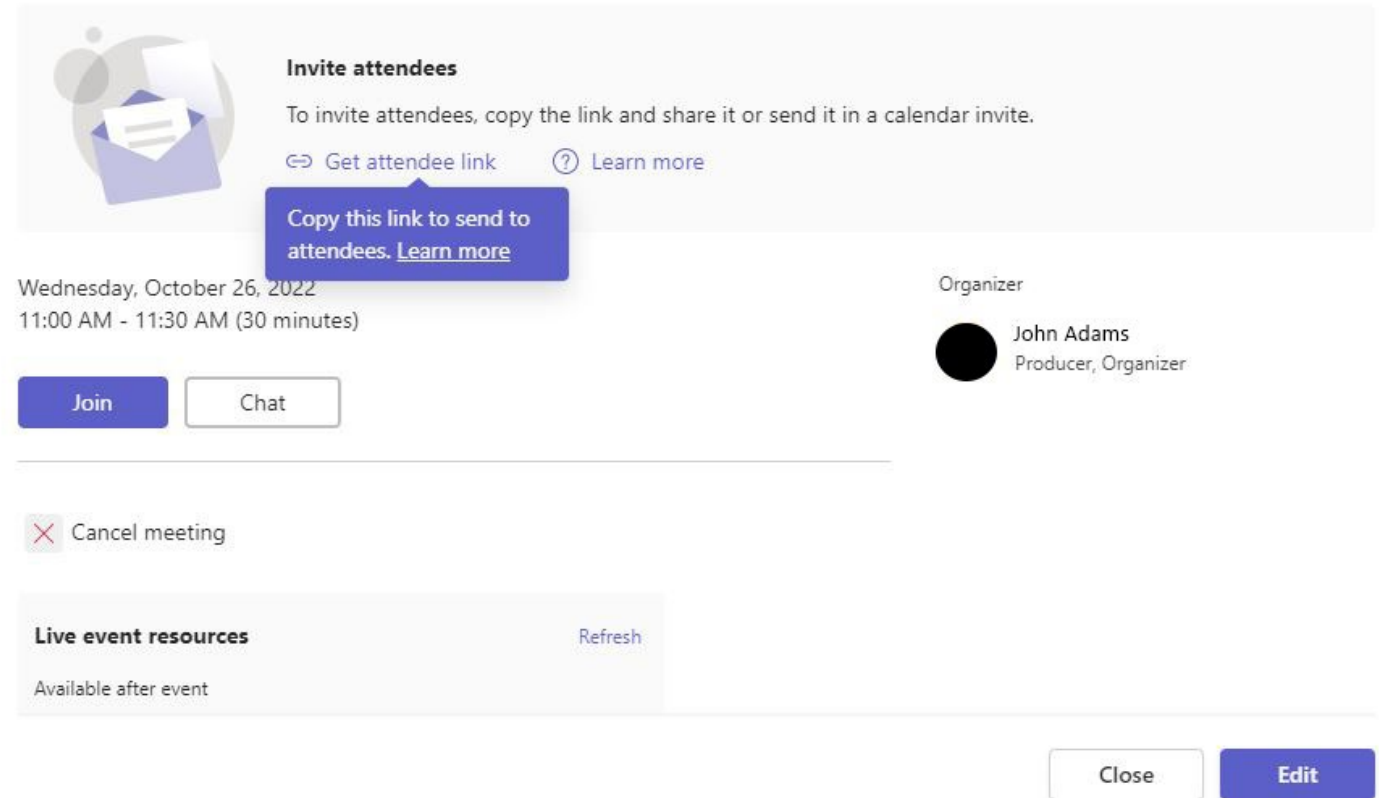
# Sharing your Event

After clicking "**Schedule**" your event will be scheduled and the time and date will be shown on your Team's and Outlook calendars.

This window will now pop up and give you the option to copy the **attendee link** to share or post on social media for people to come watch.

You can copy the link by just clicking on the "**get attendee link**" text.

TEST



**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](#)

Wednesday, October 26, 2022  
11:00 AM - 11:30 AM (30 minutes)

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

[Cancel meeting](#)

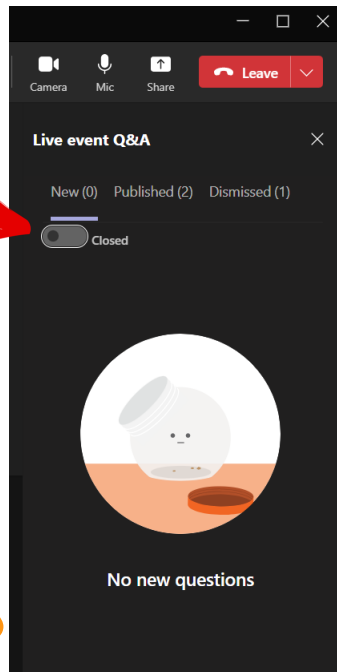
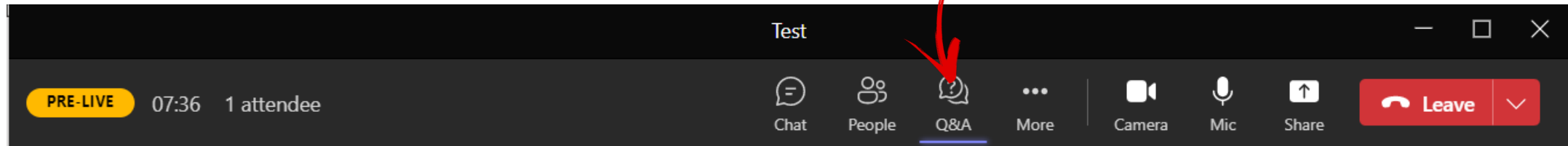
**Live event resources** [Refresh](#)  
Available after event

Organizer  
 John Adams  
Producer, Organizer

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

# Q&A During Event

While in your live event as a producer, you will find the Q&A tab here, between the "People" tab and the "more" tab. Click on it to see any questions asked.



You may wish to have a Q&A period and not allow questions to be asked during Some parts of your event. You will be able to "close" and "open" the Q&A when You click on the tab and hit the "open/close" option. When the Q&A is "closed, attendees will not be able to ask any questions, when It's "Open," Attendees will be able to ask questions. The Screenshot to the left shows the Q&A "closed," Meaning no Attendees will Be able to ask any questions.

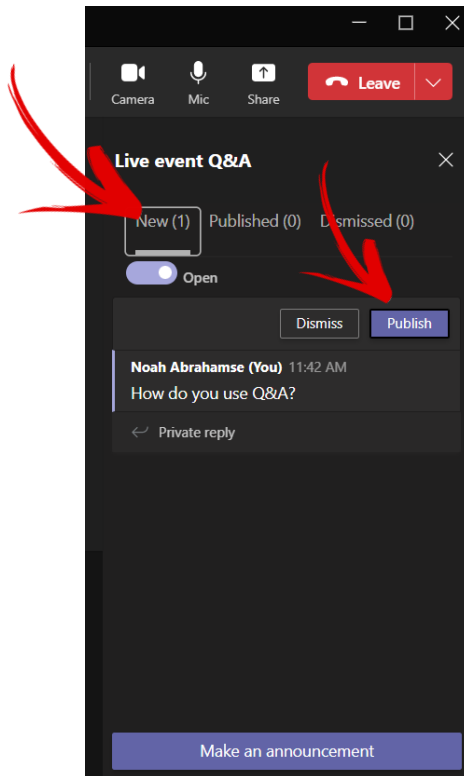
**Note:** The Q&A function is separate from the "Chat" function. Do not try to Communicate with each other through the Q&A function.



# Working The Q&A Function

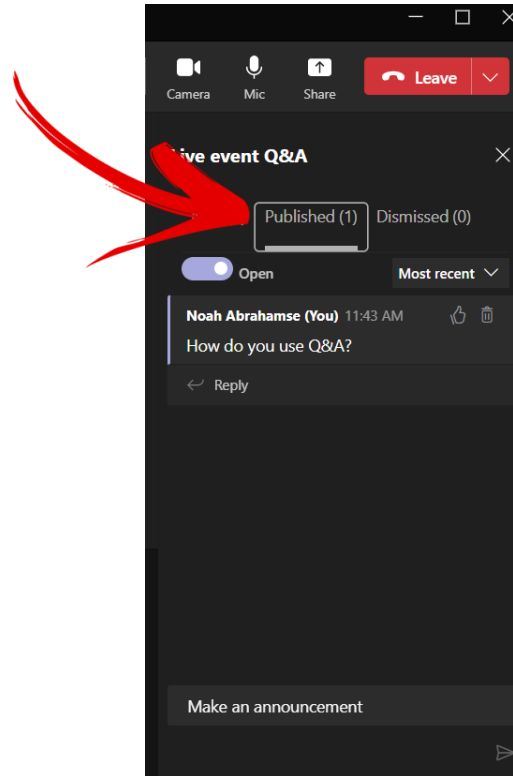
1

When a question is asked, it will appear under the "new" section of the Q&A tab. Here you can decide to "publish" the question, making it visible to all presenters and attendees, or "dismiss" the question, which does the opposite.



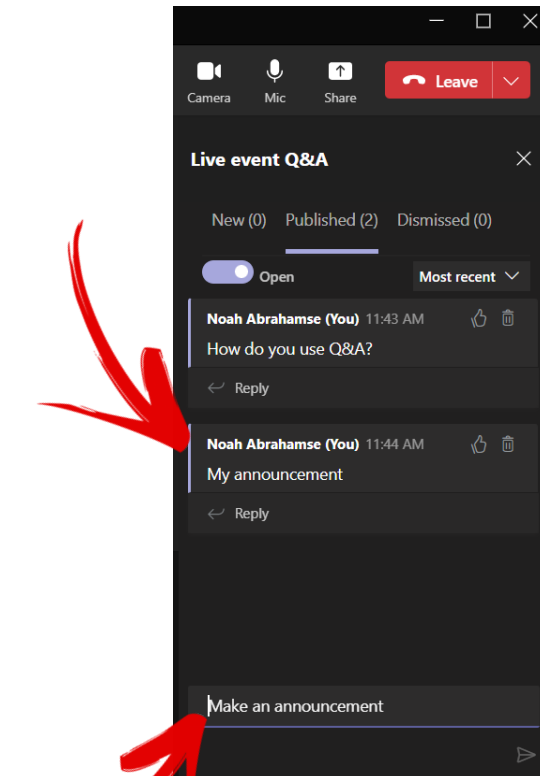
2

After clicking "publish," The question will move over to the "published" section. Everything under this section is visible to attendees. To see it, you must click on the "published" tab.



3

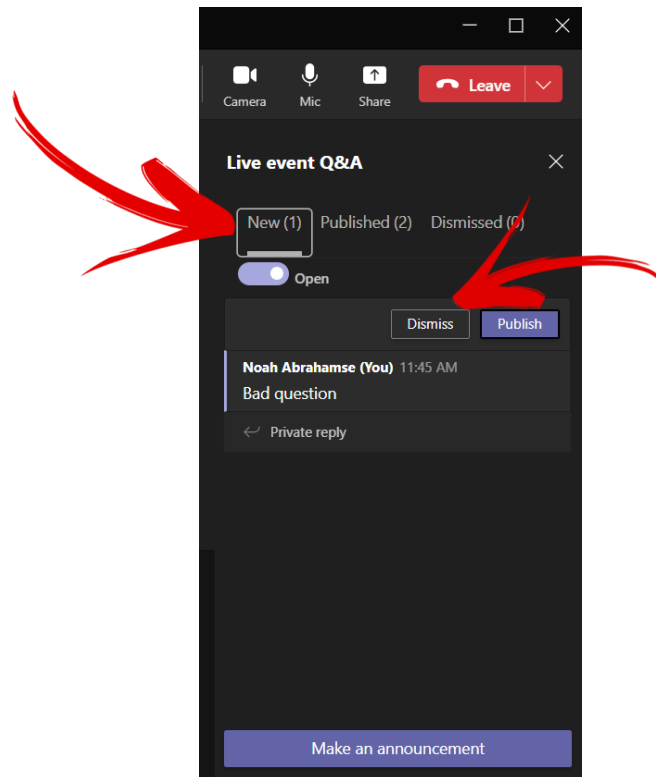
You can also choose to make an "announcement" which will be automatically published to the Q&A for all attendees to see. To do so, simply click on "make an announcement" and type what you want to say. Then, click the "enter" key.



# Dismissing a Question in Q&A

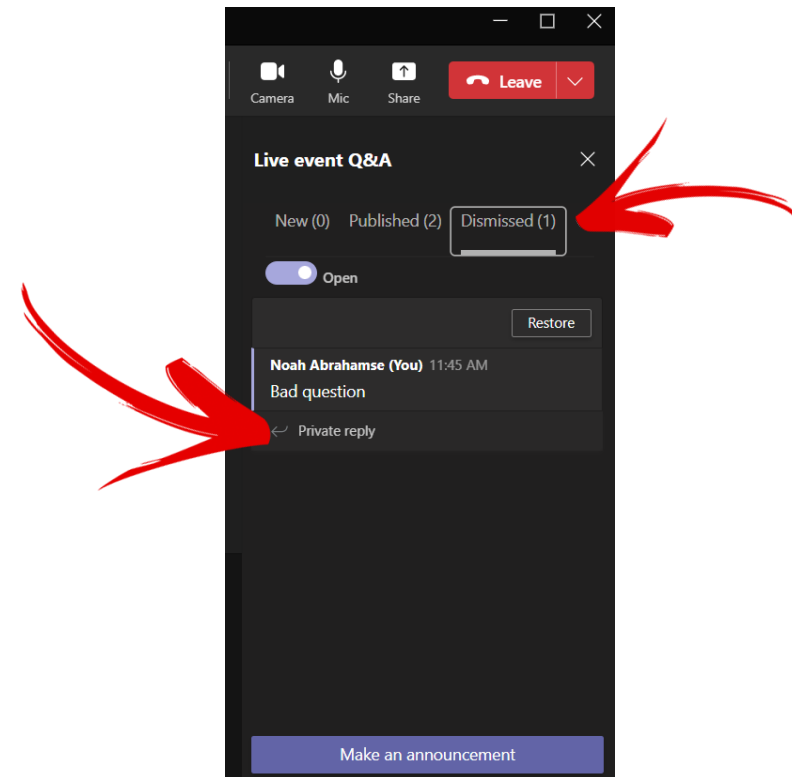
1

To "dismiss" a question, simply click on "dismiss" when the question is still in the "new" tab.



2

When the question is dismissed, it will appear in the "dismissed" tab, where you can reply to the sender as to why their question was dismissed, or if it was a mistake, you can click "restore" and it will be sent back to the "new" tab where you can choose to publish it.



# Pre-Live as Producer

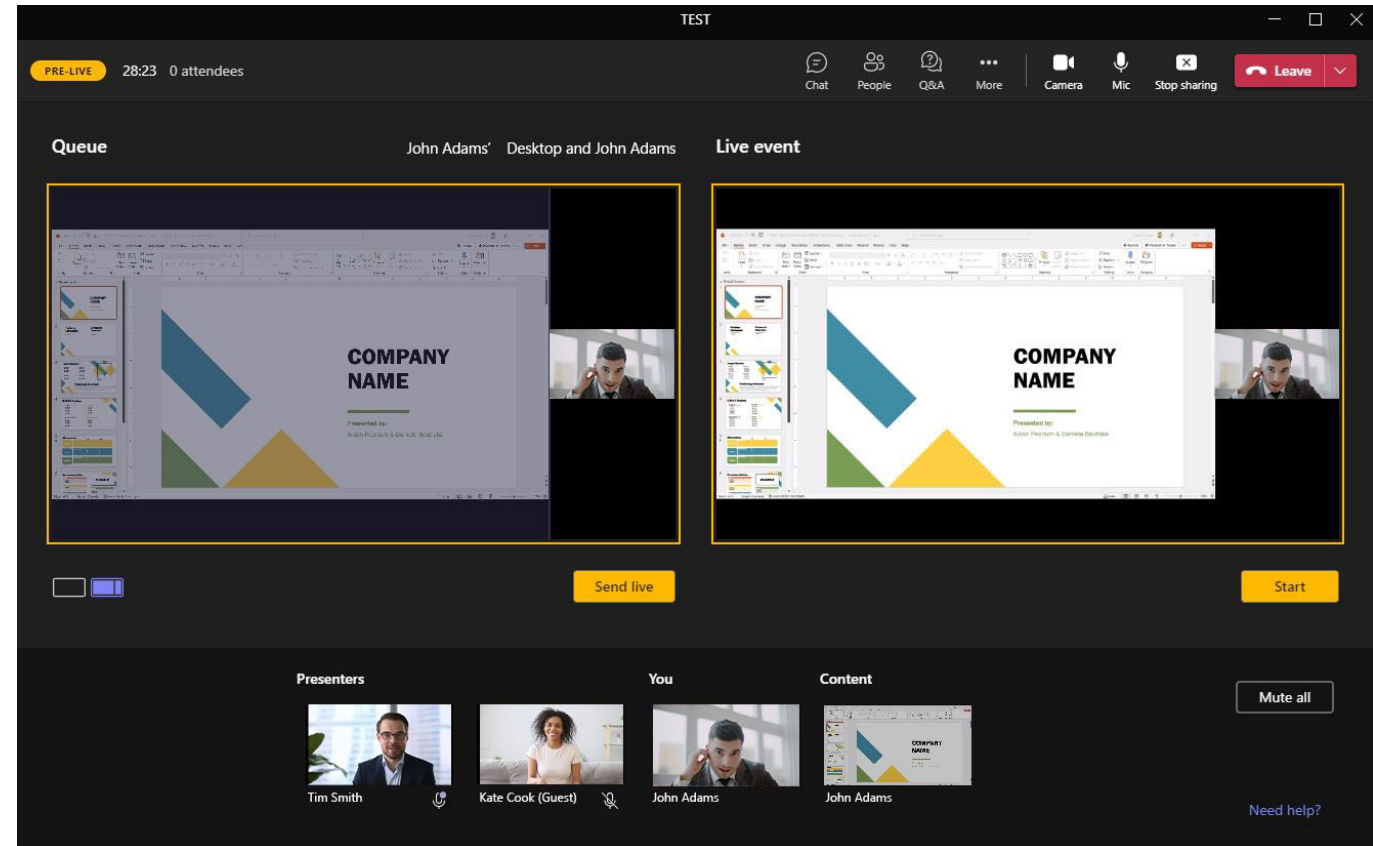
A **producer** has the following permissions:

- Present content such as a PowerPoint, or their desktop screen.
- Choose what content is sent live and shown to the attendees.

Located in the bottom tab are all the presenters, producers and content. The Producer can click on any **content** (shared PowerPoint or screen from a producer/presenter), or **webcams** and share them to the attendees.

After choosing what you want to share, it will be put in the **Queue** window. This allows you to see what will be shown to the audience before they can see it.

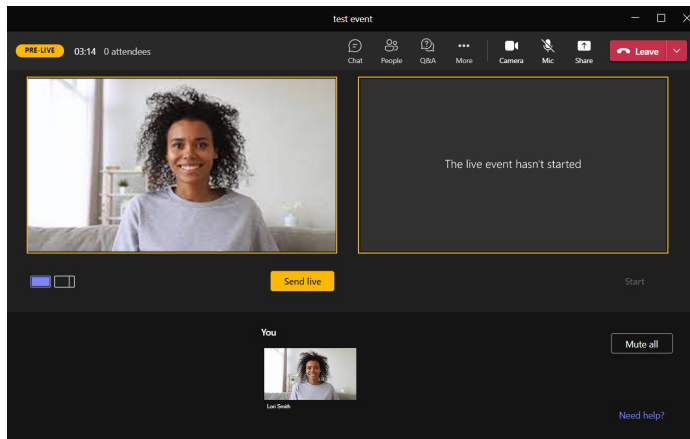
When you are ready to share to the audience, you can click the "**send live**" button.



# Steps to Sharing Camera

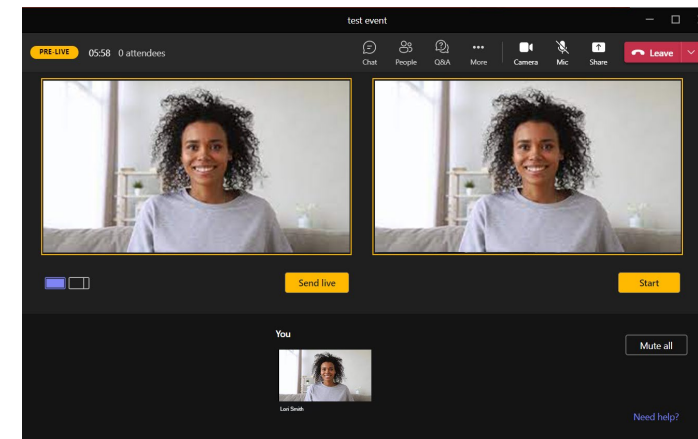
1

Select the camera source at the bottom so that you see it in the left "pre-live" Window



2

When you're ready to "send live" (which shares your source with the viewers), click on the "send live" button. Everything visible to the viewers/audience is in the right window. So, whatever you see in the right window, the audience sees.

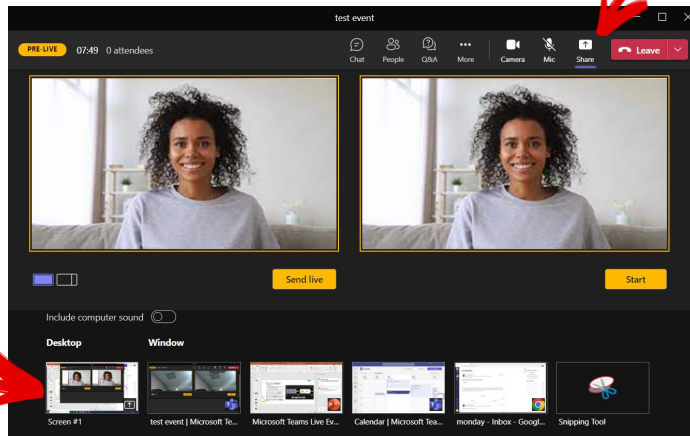


# Sending “content” and Camera Live Simultaneously

1

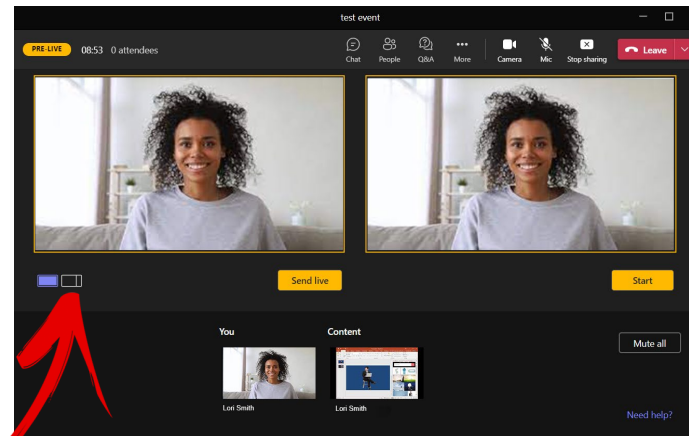
Now that you understand how to share your camera, let's share “content” with it. This could include a PowerPoint presentation, or a YouTube video, or your desktop.

Click on the “Share” button beside the “mute” button to see all your content available to be shared live. Then, click on the content you wish to share.



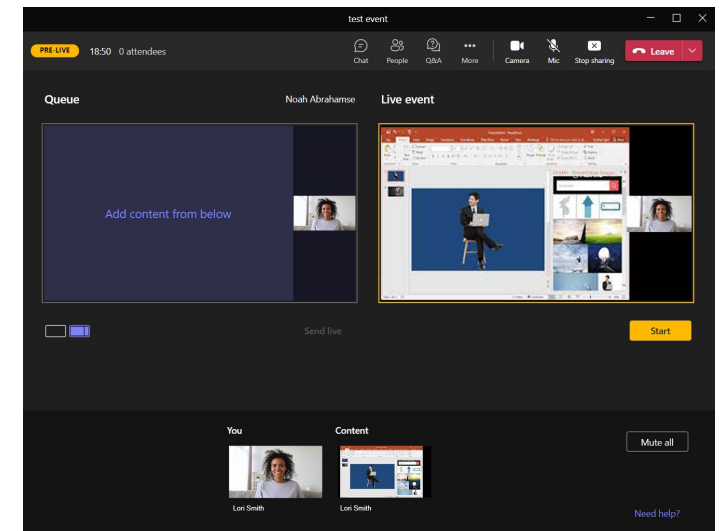
2

Now that you've selected the content you want, it will be shown at the bottom of your Teams window alongside all the other things you can choose to share. To share your content with your camera, select the divider button on the left side right below the “pre-live” view.



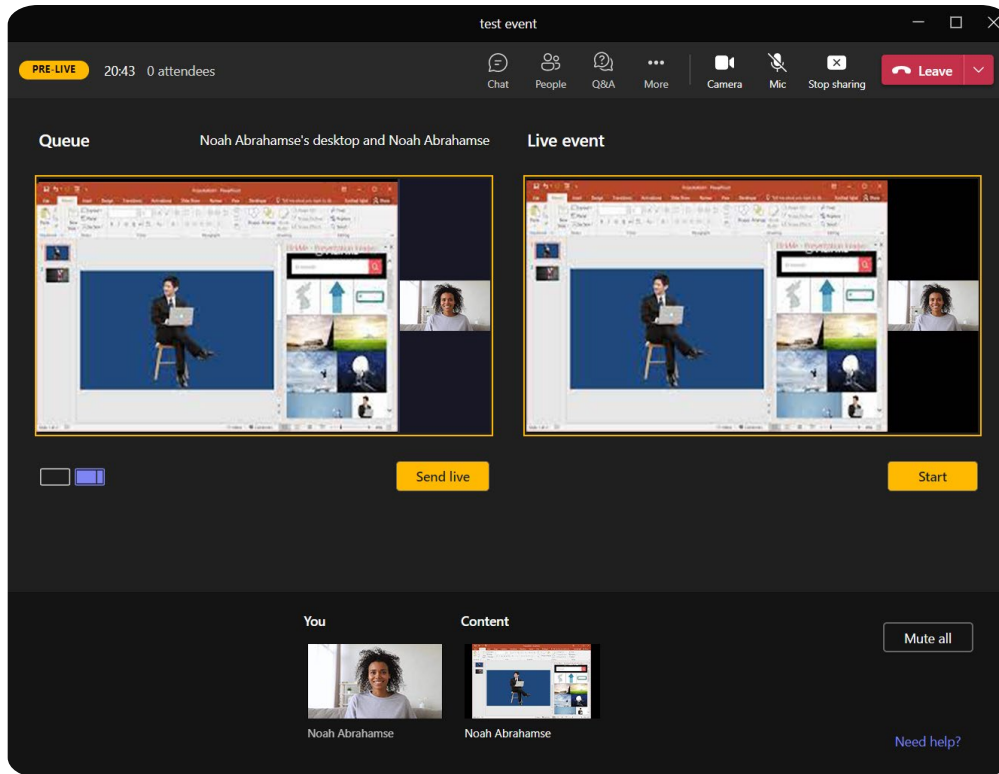
3

Your pre-live view should now look something like this. Click on the content you wish to share alongside your camera from the selection of sources below.



# Send Content & Camera Live!

- Now that the pre-live is all set up, send it live so your audience can see! Congratulations! You now know how to share your content and camera live simultaneously!



## Selecting a Source to Display

When sharing content from your computer to the live event, you will be prompted to choose what to share.

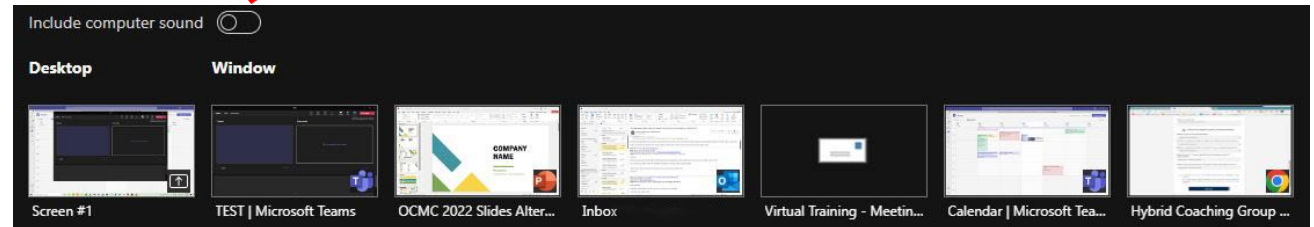
There is always an option to share your full desktop screen. In this case, anything on your computer that you see, others will see.

However, if you just want to show a PowerPoint or a video, click on the specific window on your computer that the content is displayed.

If you as the **producer** are sharing content, you can click the "Stop Sharing" button beside the "Leave" button to stop sharing your content.

**Important!**

Make sure to turn on "include Computer Sound"  
If you wish to share the sound of your shared content!



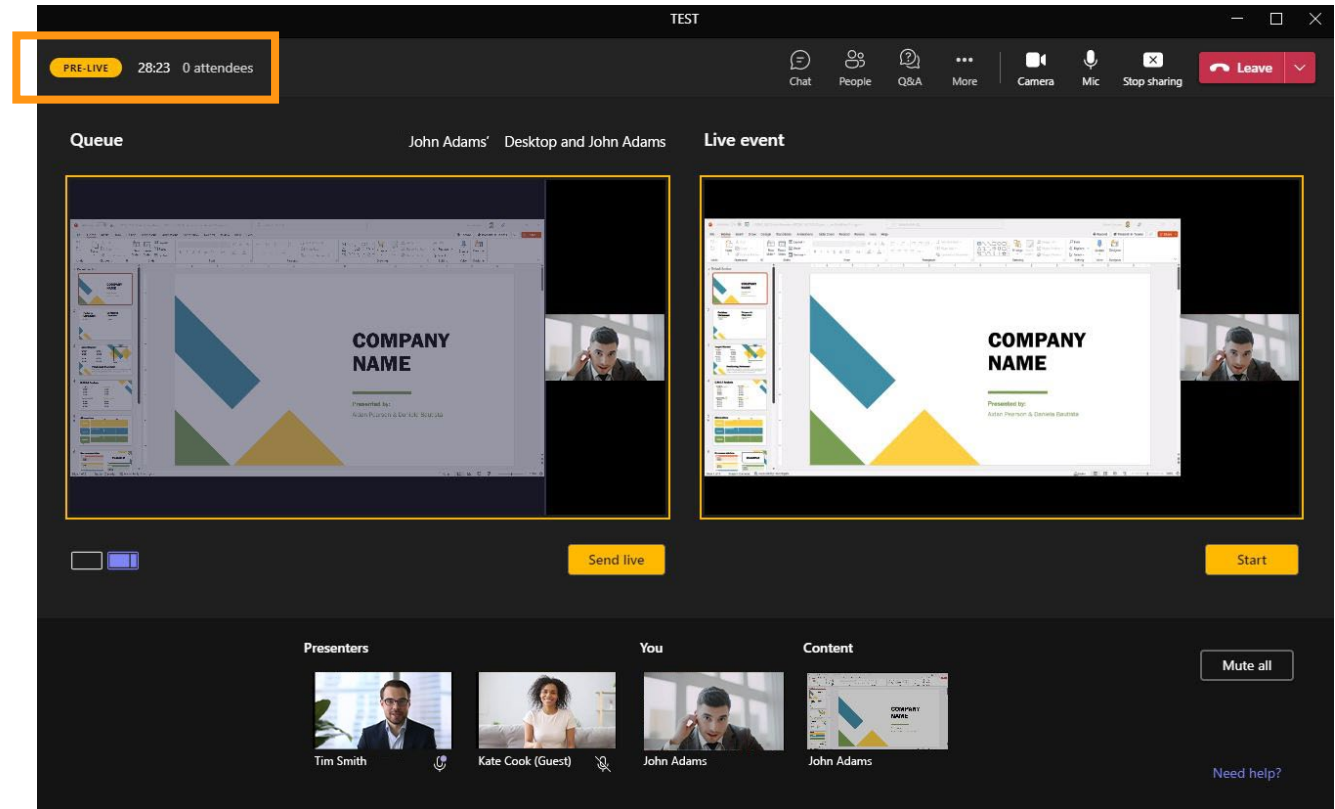


## Pre-Live Vs Live

This example is of the Producer's pre live view before the live event has started.

Everything is still highlighted in **yellow**.

When you are ready to start the event for the attendees, click the "**Start**" button at the bottom right.



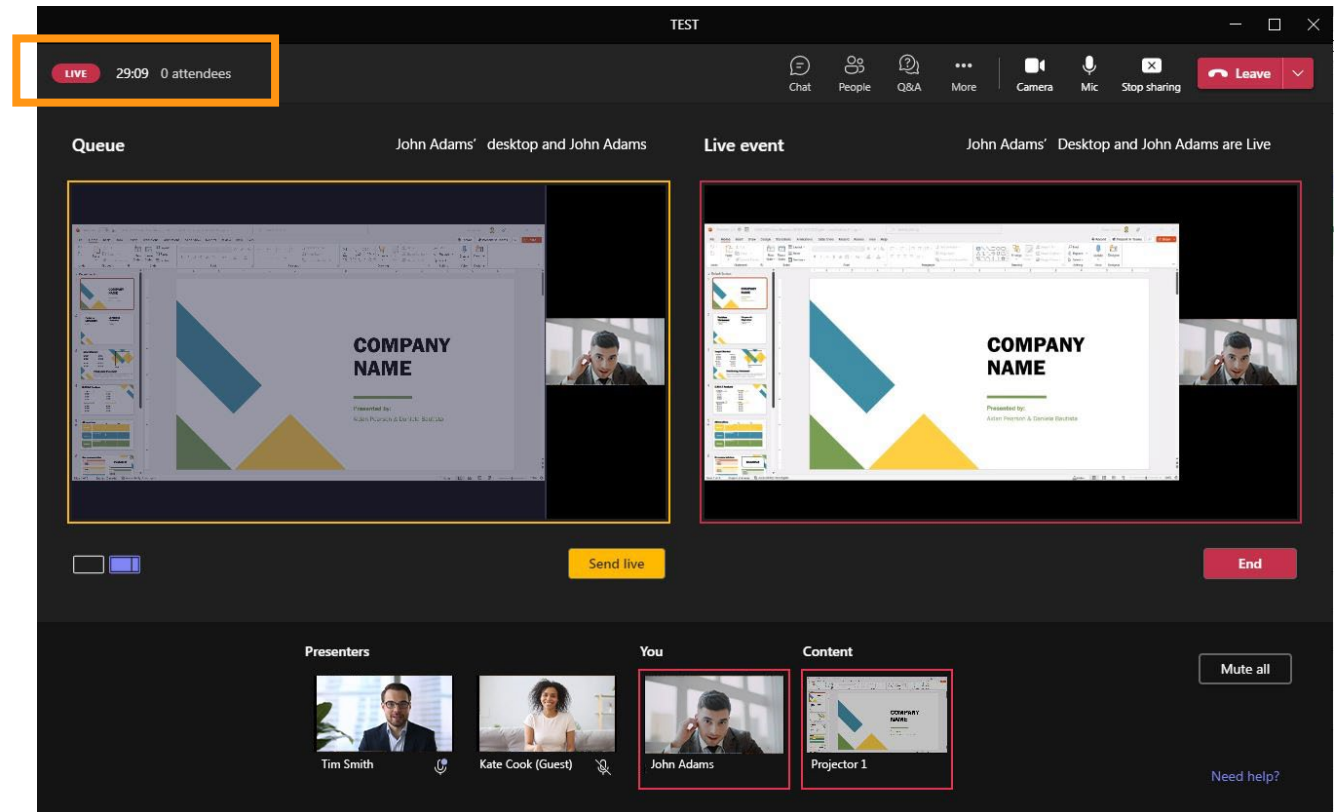


# Live

Now that the event is live, you can see the Live Event tab has turned **red**.

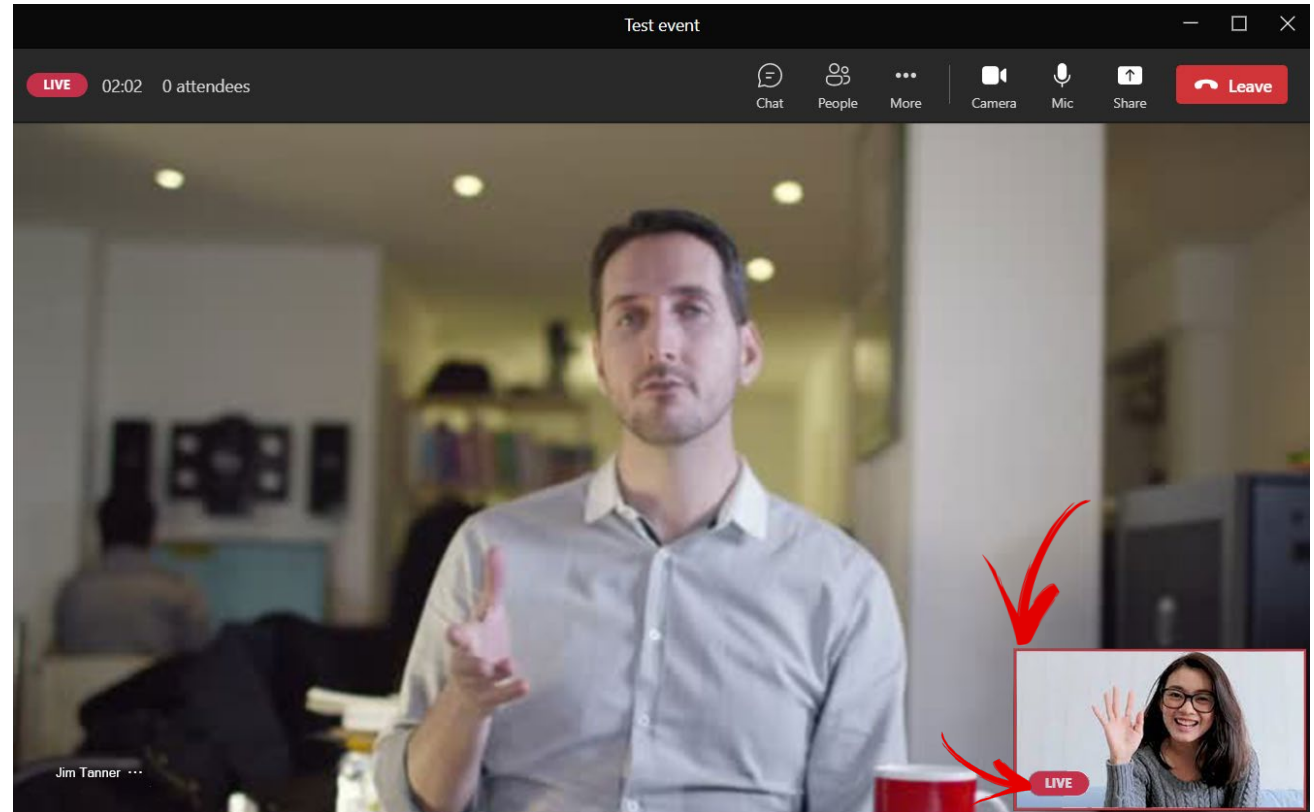
You can also see at the bottom that anything being shared is also red.

**Note:** There is up to a 30 second delay to the audience in all Teams Live Events



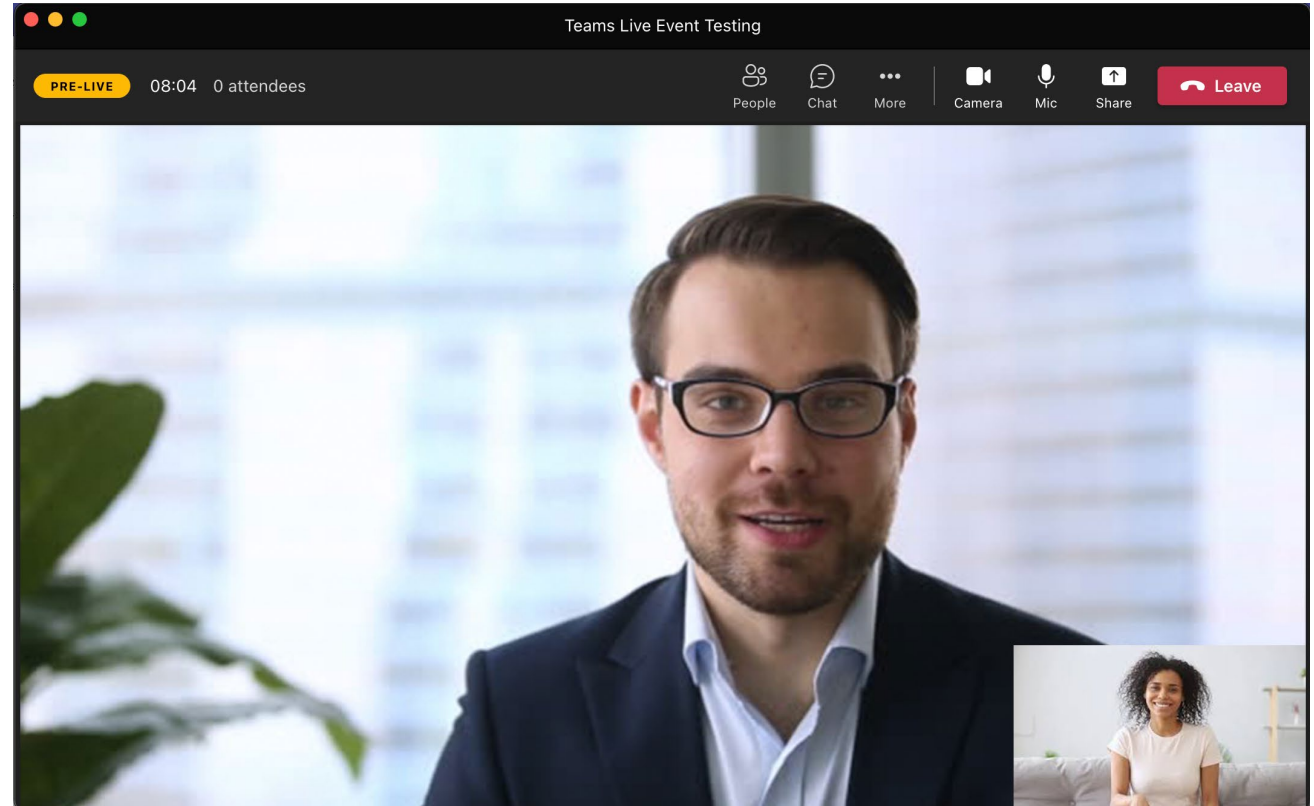
## Presenter View: Camera sent **LIVE**

As a presenter, you will know your camera has been sent **LIVE** and is now visible by the live event attendees when you see a **RED** border around your camera with a **RED** indicator that says **LIVE** on your webcam view.



## Presenter View

A presenter's view looks very similar to a regular teams meeting. You will be able to share your webcam and screen, but it is the Producer who has control to make you and your shared content visible to any attendees.



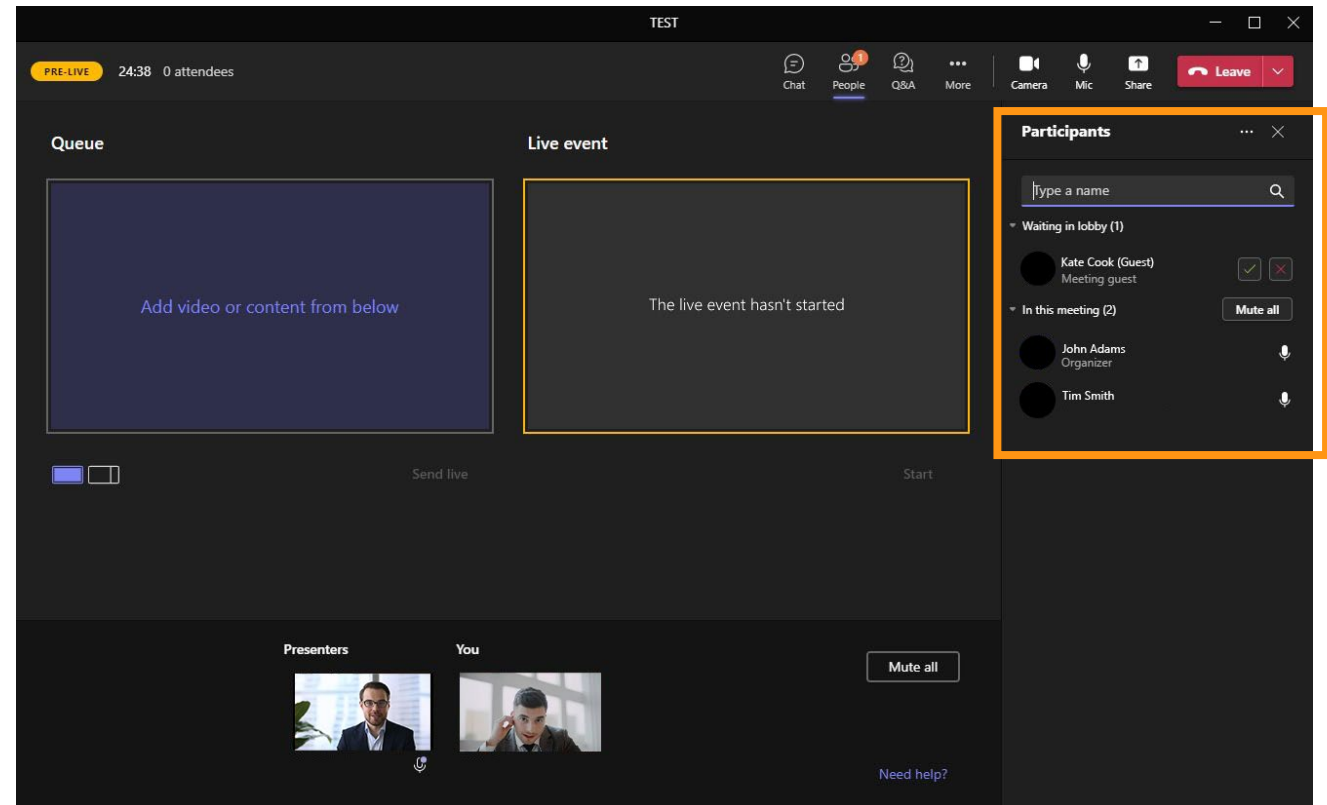
# People View

-When you click on the “people” tab, it will show you all the participants of the meeting. This is also where you can accept or decline people trying to join as (**guest**) presenters.

-A (**guest**) presenter is a presenter from an account not associated with your teams. i.e., someone **external** of Humber.

-The “People” view ONLY includes people invited to present or produce, NOT ATTENDEES.

**Note:** During the live event, if you need to chat with other producers and presenters, use the “chat” function. Do not use your microphone. If you talk, the audience WILL hear you.



# Quick Tips

- Only 9 people can have their camera shared at once.
- There is a 30 second delay in the presentation.
- Make sure all your settings are right BEFORE scheduling your event.
- Make sure to remember the difference between presenter and producer when assigning roles.

# Thank You!

For any more support, please visit [humber.ca/eventsupport](https://humber.ca/eventsupport)

# IT CLIENT SERVICES

