Teams Live Events
Quick Reference Guide

Preamble

Teams Live Events is a platform available for presentations larger than 250 but less than 10,000 participants. It is best suited for broadcasting to large online audiences, as the attendees cannot interact with the presenter, except through the text-based Q & A area.   The event has a duration limit of 4 hours, and attendees may experience a 10-20 second delay. Anyone with an Office365 account at Humber has the ability to create a Live Event. This guide will address how to set up an event. It is strongly suggested that you do a 1:1 coaching session prior to running your event. Submit a session request here:

https://its.humber.ca/Coaching

NOTE: *You must use the desktop Teams app to create a Live Event*

Getting Started

NOTE: *In order to have a successful event, the following are required: desktop Teams app, webcam, microphone, and a stable internet connection.*

Create a live event:
1.   Launch the Teams desktop app. You can find the desktop app by logging into humber.ca/office365 → Teams → click on your profile → Download the desktop app.
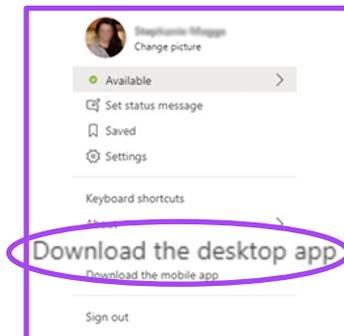
2.   Click on the Teams Calendar and select the drop-down arrow located to the right of the
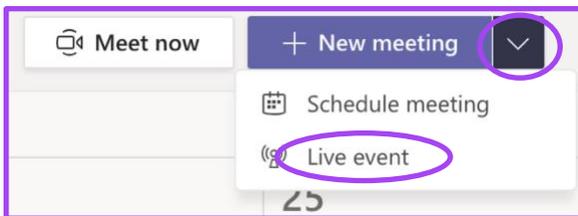
+ New meeting button and choose **Live event**.

3.   The window to set up the live event will appear. Type in a title, choose the date and time and invite people to your event. Once they have been invited, you can assign them roles. You are only inviting presenters or producers at this point. Attendees will only be viewing the event and will access via a link that will be sent later.

Definition of Roles

Organizer is the creator of event and can invite participants and assigns roles.

Producer is similar to an admin and can queue up presenters and controls the flow of the event. They receive notification of the event as a calendar event via email.
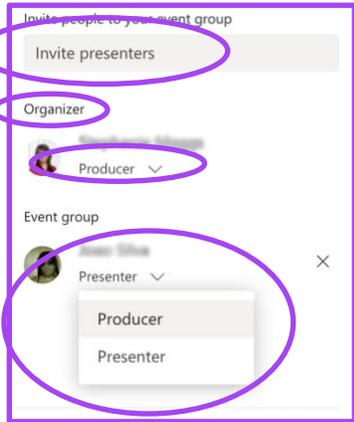
Presenter is presenting content and will be broadcasting to attendees. They receive notification of the event as a calendar event via email.

Attendees will be invited via link.
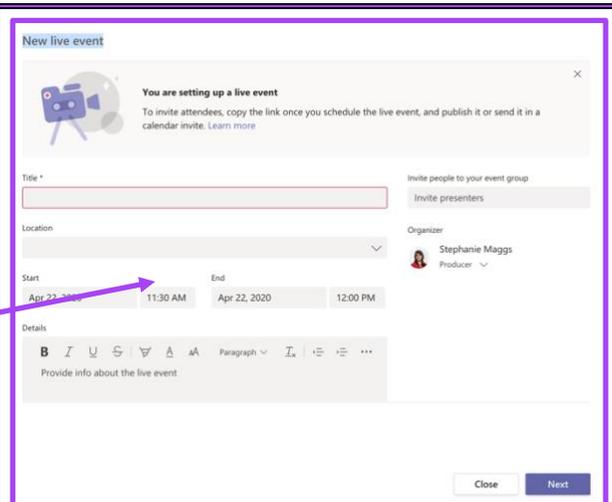
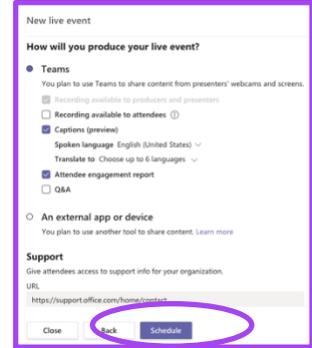| **Assigning Roles**	**Setting up the Production**
When you start typing the names of participants in the calendar window, the names will auto-populate with Humber staff and your contacts. Each person you add will have a drop-down arrow beside their name where you can assign their role. You as the organizer can also be a producer or presenter. You can also change the roles of a participant in this area. When you have finished assigning roles you can click the **Next** button to continue setting up your live event.	Last step is to choose how your live event will be produced. • Recording available to producers and presenters (is on by default and required). • Recording available to attendees. • Captions (is on by default). You can choose the language as well as up to 6 translations. • Attendee engagement report (is on by default). • Q&A (if you want your attendees to be able to interact with presenter through comments). Click **Schedule** to send the calendar invitation to your participants.

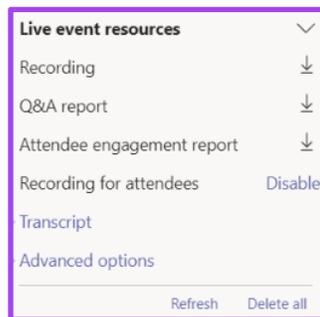| **Selecting the Audience**	**Inviting Attendee**
The next window is where you will determine your audience. The first option is existing groups or people. Start typing the name of the person or group in the area to the right of **People and groups** in the **Give permission to:** area. Select **Org-wide** if attendance is restricted to your org or to specific people and groups. Attendees will need to log in to join. Select **Public** if attendance is not restricted. Anyone who has the attendee link can attend without logging in.	Your calendar event will have all the information about your live event. It will also have the URL link that you will share with your attendees. You will join the event from this window. You can also edit or cancel the event from this area.
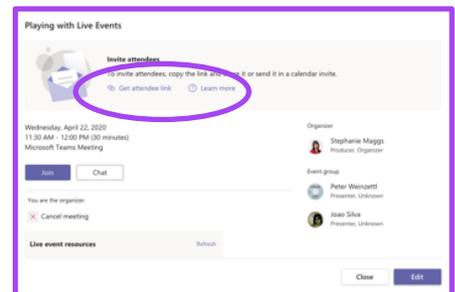
After the Event	**Help & Support**
You can download the Live Event content and materials such as recordings, attendee reports, and closed captioning scripts, by going back into the Teams Live Event calendar entry after the event is complete.	Additional help at: https://support.microsoft.com/en-us/office/produce-a-live-event-using-teams-591bd694-121d-405c-b26d-730315e45a22 Contact the I.T. Support Centre at: ☎ 416.675.6622X8888 💬 humber.ca/techtalk ✉ SupportCentre@humber.ca 🗣 A212 (Lakeshore) or NX210 (North)

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