

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 can 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>

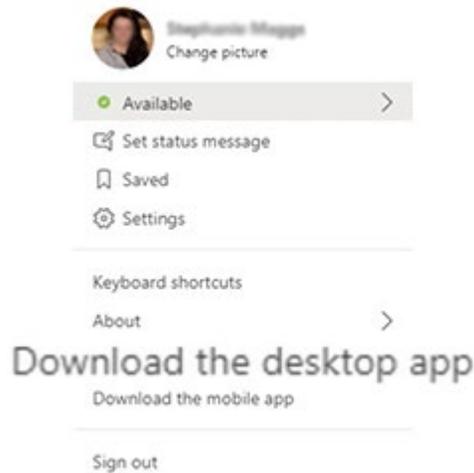
NOTE: You must use the desktop Teams app to create a Live Event.

Getting Started

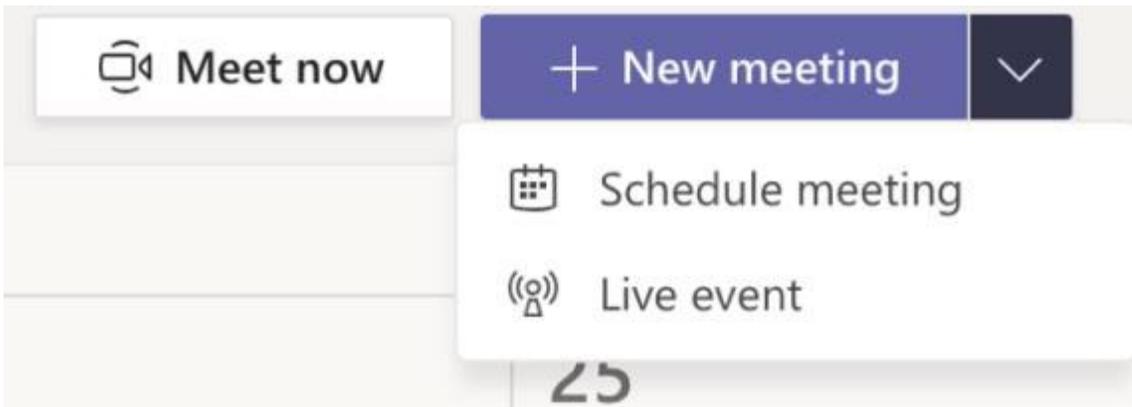
NOTE: In order to have a successful event, the following are required: desktop Teams app, webcam, microphone, and a stable internet connection.

Create a live event:

- 1) Launch the Teams desktop app. You can find the desktop app by logging into humber.ca/microsoft365, then select Teams, click on your profile and select 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.

New live event

A screenshot of the 'New live event' setup window. At the top left is a camera icon. To its right is the text 'You are setting up a live event' and a close button (X). Below this is a message: 'To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)'. The form has several sections: 'Title *' with an empty text input field; 'Location' with a dropdown menu; 'Start' and 'End' with date and time pickers (Apr 22, 2020, 11:30 AM and Apr 22, 2020, 12:00 PM); 'Organizer' showing a profile for Stephanie Maggs with the role 'Producer'; and 'Details' with a rich text editor containing the text 'Provide info about the live event'. At the bottom right are 'Close' and 'Next' buttons.

Definition of Roles

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

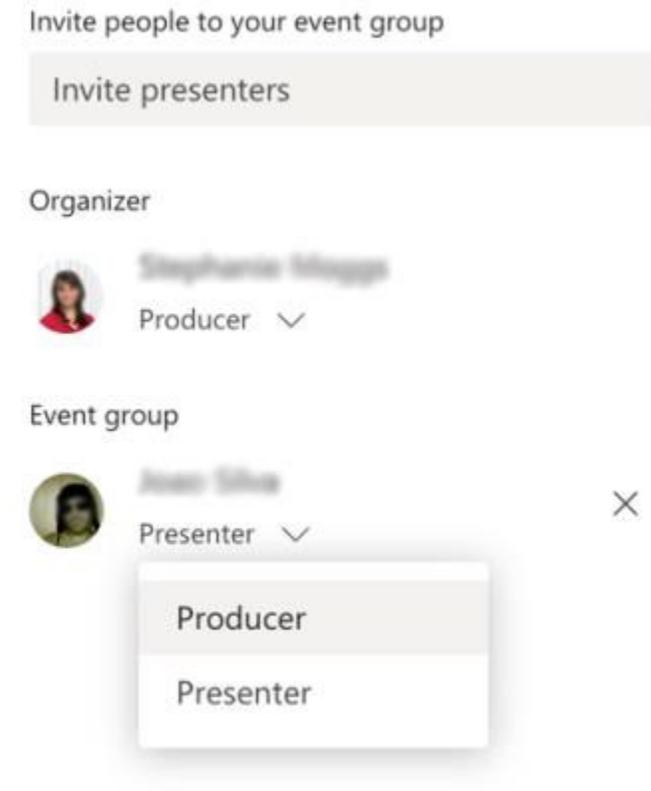
Producer is like an admin and can queue up presenters and controls the flow of the event. They receive notification of the event as a calendar event via email.

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.

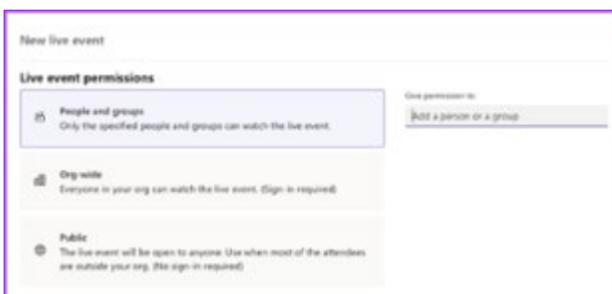
Assigning Roles

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.



Selecting the Audience

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.



Setting up the Production

Last step is to choose how your live event will be produced. These things include:

- 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.

New 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)
 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](#)

Support
 Give attendees access to support info for your organization.

URL

Inviting Attendees

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.

Playing with Live Events



invite attendees

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

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

Wednesday, April 22, 2020
 11:30 AM - 12:00 PM (30 minutes)
 Microsoft Teams Meeting

You are the organizer.

Live event resources

Organizer

 **Stephanie Maggs**
 Producer, Organizer

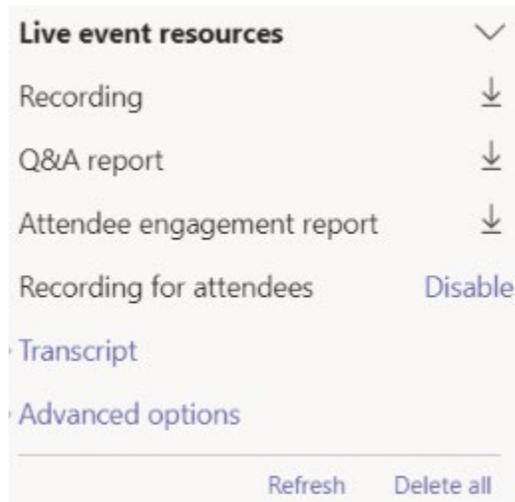
Event group

 **Peter Weinzettl**
 Presenter, Unknown

 **Joao Silva**
 Presenter, Unknown

After the Event

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.



Help & Support

Additional help can be found at:

Microsoft Website: <https://support.microsoft.com/en-us/office/produce-a-live-event-using-teams-591bd694-121d-405c-b26d-730315e45a22>

or the I.T. Support Centre.

Phone: 416.675.6622X8888

Chat: humber.ca/techtalk

Campus Location: A212 (Lakeshore) or Tech Zone – H109 (North)