



Microsoft Teams Live Events

BEN HOWARD
EAS SECTION SUPERVISOR

406-444-0668
Benjamin.howard@mt.gov

What is a Teams Live Event?

Teams Live Events is an internet streamed broadcast of video or content to a large online audience.

Live events allow for higher production quality and capability, when compared to traditional meetings.

Live events are more unidirectional communication, with limited audience participation.

How to Book a Live Event

New meeting ▾

New meeting

New live event

Select a channel to meet in

None (optional) ▾

Location

Invite people

Invite someone

Start

May 26, 2020 12:00 PM

End

May 26, 2020 12:30 PM

Repeat

Organizer

Howard, Ben
CMA486@mt.gov

Scheduling assistant

Details

Type details for this new meeting

Close Schedule



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 *

Test Live Event

Location

Start

May 29, 2020 2:30 PM

End

May 29, 2020 3:00 PM

Details

Provide info about the live event

Invite people to your event group

Invite presenters

Organizer

Howard, Ben
Producer ▾

Close Next

- Teams Live Events must be booked through the Teams Client.
- Access to the Calendar in Teams can be granted by requesting to have your mailbox migrated to Exchange 2019 or with Exchange Online.

How to Book a Live Event – Event Options

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

- Set Permissions for your Live Event

New 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

Close Back Schedule

- Captions, Translations, Reporting and whether you want Q&A.

Invite Attendees

Test Live Event



Invite attendees

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

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

Friday, May 29, 2020
2:30 PM - 3:00 PM (30 minutes)

Organizer
 Howard, Ben
Producer, Organizer

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

[Cancel meeting](#)

Live event resources [Refresh](#)

Available after event

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

- Click on the “Get Attendee Link” to copy the link for the attendees to join.
- Share via a meeting invitation.

Producers and Presenter View

The screenshot displays the Microsoft Teams interface for a live event. At the top, it shows 'Test Live Event' with a duration of 18:50 and 0 attendees. A 'LIVE' indicator is present. On the right, there are 'Need help?' and 'Leave' buttons.

The main area is divided into two views:

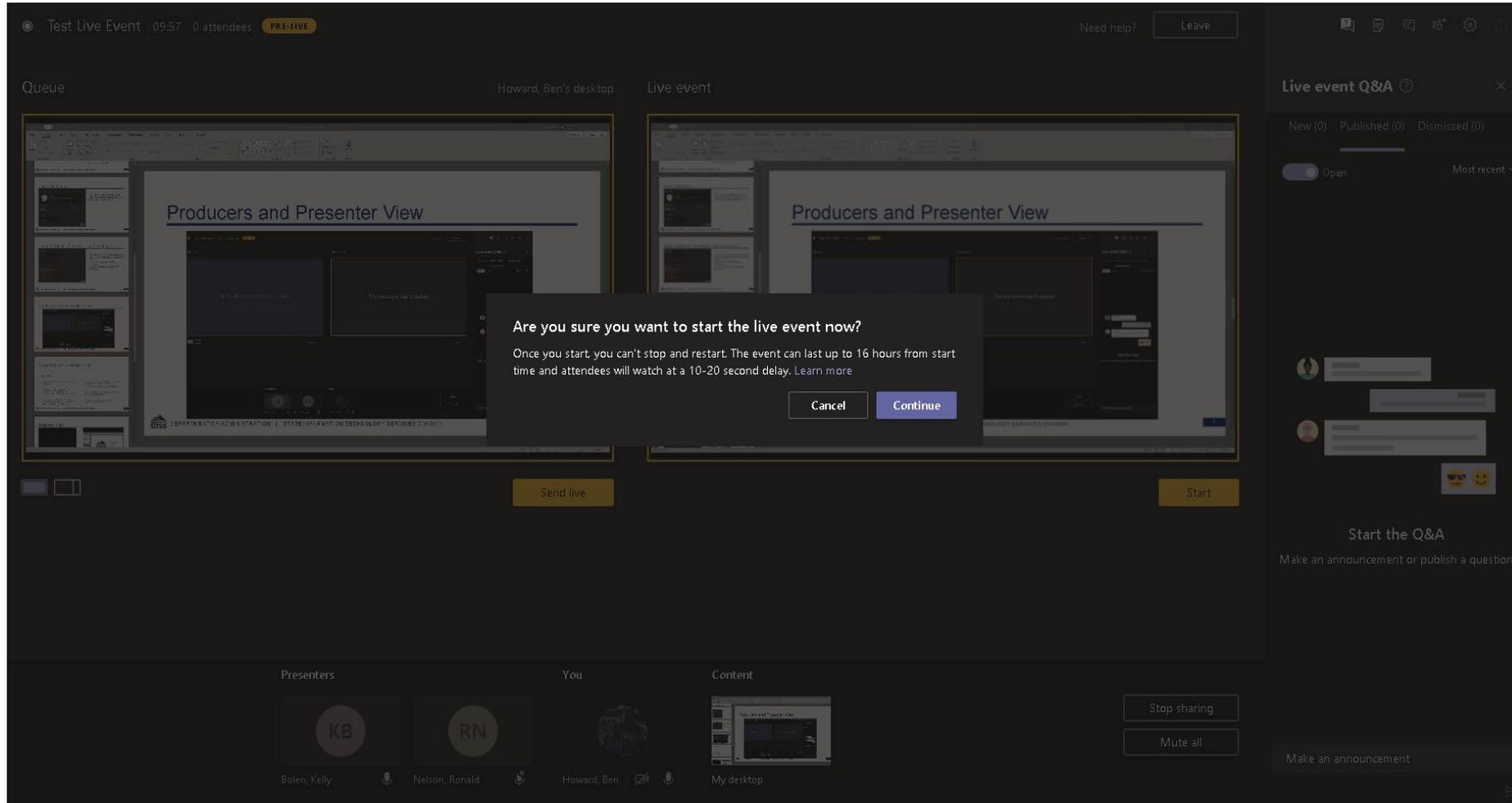
- Queue:** Shows 'Howard, Ben's desktop and Bolen, Kelly'. It features a preview of the shared content, which includes the 'MONTANA SITSD' logo and contact information for Ben Howard, EAS Section Supervisor (406-444-0668, Benjamin.howard@mt.gov).
- Live event:** Shows 'Howard, Ben's desktop is live'. It displays the same shared content as the queue view.

Below the preview windows are controls for 'Send live' (yellow button) and 'End' (red button).

At the bottom, the 'Presenters' and 'You' sections show thumbnails for Bolen, Kelly, Nelson, Ronald, and Howard, Ben. The 'Content' section shows a thumbnail for 'My desktop'.

On the right side, the 'Device settings' panel is open, showing options for 'Audio devices' (Realtek High Definition Audio), 'Speaker' (Speakers (Realtek High Definition Au...)), 'Microphone' (Microphone (Realtek High Definition ...)), and 'Camera' (None). Below this, the 'Live event settings' panel is visible, with 'My live captions' set to 'Off' and 'Attendee live captions' set to 'On' (Enabled: English (United States)).

Producers and Presenter View



Producers and Presenter View

The screenshot displays a Microsoft Teams live event interface. At the top, it shows "Test Live Event" with a duration of 10:43, 0 attendees, and a "LIVE" indicator. A "Need help?" link and a "Leave" button are also present. The main area is split into two desktop views, both titled "Howard, Ben's desktop". The left view is labeled "Queue" and the right view is labeled "Live event". Both views show a slide titled "Producers and Presenter View" with a screenshot of a software interface. Below the left view is a "Send live" button, and below the right view is an "End" button. On the right side, there is a "Live event Q&A" panel with a search bar, a toggle for "Open", and a "Most recent" dropdown. Below this are several question entries with user avatars and a "Start the Q&A" button. At the bottom, there is a navigation bar with "Presenters" (KB, RN), "You" (Howard, Ben), and "Content" (My desktop). There are also "Stop sharing" and "Mute all" buttons, and a "Make an announcement" button.

Producers and Presenter View

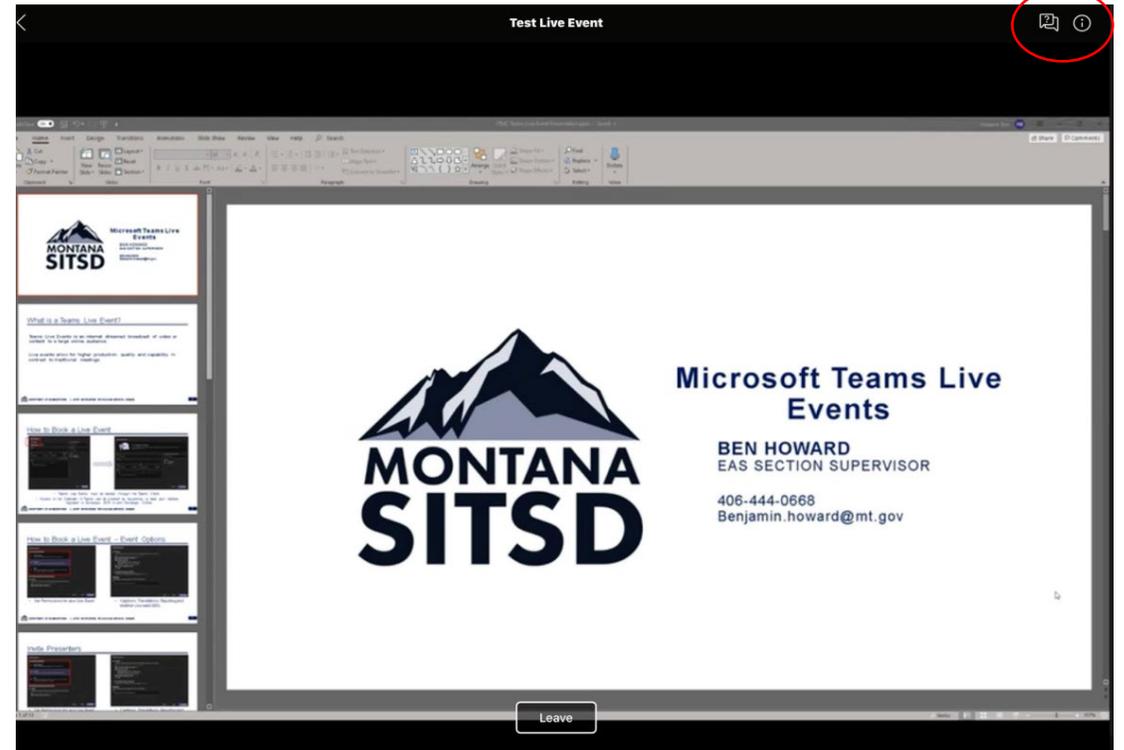
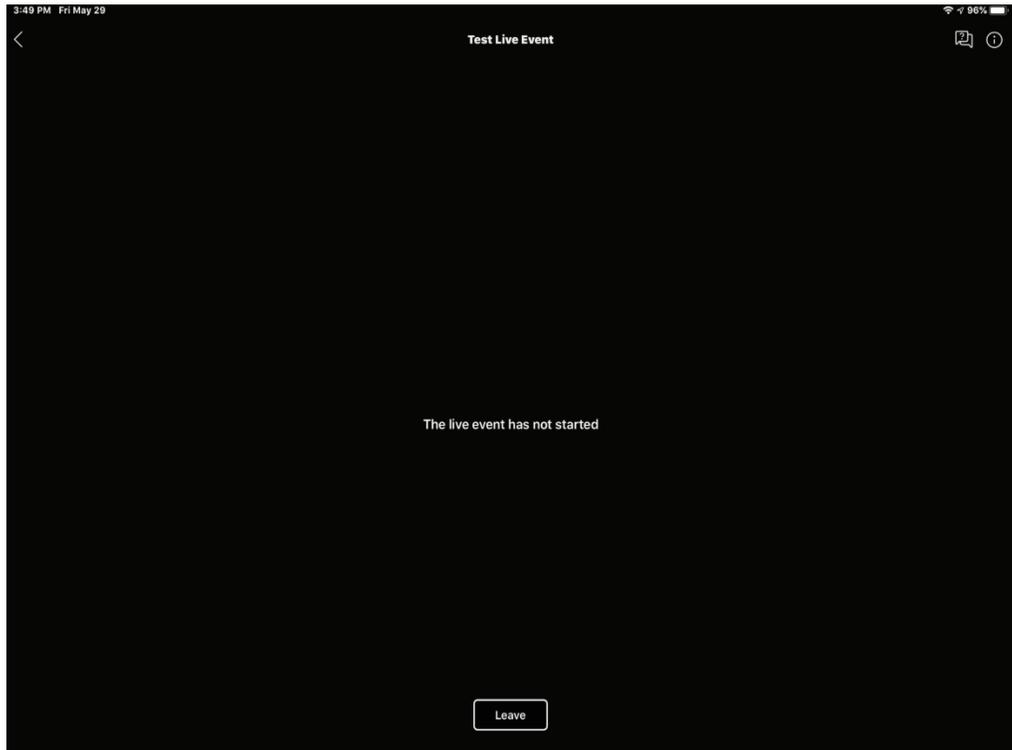
The screenshot displays a Zoom meeting interface. At the top, it shows 'Test Live Event' with a duration of 22:01 and 1 attendee. A 'LIVE' indicator is present. On the right, there are 'Need help?' and 'Leave' buttons. The main area is split into two panels: 'Queue' and 'Live event'. Both panels show a presentation slide titled 'Producers and Presenter View' with a thumbnail of a landscape image. The 'Queue' panel has a yellow border, and the 'Live event' panel has a red border. Below the 'Queue' panel is a 'Send live' button. Below the 'Live event' panel is an 'End' button. On the right side, there is a 'Live event Q&A' panel with a 'New (1)' button, 'Published (0)', and 'Dismissed (0)' counts. It also has an 'Open' toggle, 'Dismiss', and 'Publish' buttons. Below the Q&A panel, an anonymous user has asked a question: 'I have a question about the thing?'. At the bottom, there is a 'Presenters' section with three items: 'Bolen, Kelly' (with a landscape thumbnail), 'Nelson, Ronald' (with a circular icon 'RN'), and 'Howard, Ben' (with a globe icon). There is also a 'Content' section with 'My desktop' (with a thumbnail of the presentation slide). To the right of the presenters are 'Stop sharing' and 'Mute all' buttons. At the bottom right, there is a 'Make an announcement' button.

Producers and Presenter View

Items of Note:

- Recommended to have more than one Producer.
- Assemble presenters early, to address technical issues prior to going live.
- Producers can moderate the Q&A submissions and publish, individually answer or delete submissions.
- Presenters need to use Teams rich client for Live Event video broadcasting.
 - Presenters call in for audio broadcasting with a PSTN license.
- Only Presenters or Producers can speak during the Live Event.

Attendee View



Attendee View

Items of Note:

- Streamed through internet - 10-30 Second delay.
 - Attendees cannot dial into meeting.
- Attendees can view on Mobile, Web and Rich Client versions.
- Cannot communicate verbally with the presenters or producers.
- Attendees can submit questions through the Q&A.

Summary

- Teams Live events are a structured broadcast streamed through Internet.
- Live Events allow for high production values.
- Attendee participation is available through moderated Q&A.
- Live Events can host up to 10,000 attendees.
- Recordings are available for 180 days.

Questions?



Microsoft Teams