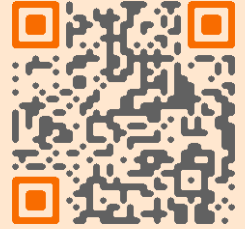




WHAT IS TEAMS LIVE?



Teams Live events are an extension of Microsoft Teams meetings, that allows you to stream live video presentations to sizeable audiences. A Teams Live event is designed to host multiple presenters sharing information with a larger audience in a lecture based format.



✓ SCHEDULE A MEETING

USE TEAMS DESKTOP APP

From calendar, use drop down box by "New Meeting," select "Live Event" & enter details

INVITE PRESENTERS

Invite those that will be hosting the meeting, by adding them as presenters. Producers should be limited to those running the meeting behind the scenes.

PERMISSIONS

Select features- these can not be edited once the meeting is live. Press "Schedule" button

INVITE EVENT ATTENDEES

Copy "Attendee Link" and send invite through Outlook email or Outlook calendar request

✓ QUICK TIPS

OPENING SLIDE

Have a slide at the start of the meeting that shares meeting details and expectations

AUDIENCE PARTICIPATION

Attendees can interact through a moderated Q&A chat

AUDIO TIPS

Audience members must have their device's audio turned on

CLOSED CAPTIONING

Must be selected by an audience member after the meeting starts

USE TEAMS APP OR DIAL IN

Audio will not work on remote desktop, instead, use the desktop app or dial in

Have questions? Contact us. We are here to help.