

Microsoft Teams: Live Events

A Microsoft Teams Live Event enables a user to broadcast video and other content to a large audience of more than 300 and up to 10,000 attendees. The live event can be recorded for viewing, sharing, and archiving after the event has taken place. If the expected audience involves 300 or less attendees, a Teams Online Meeting is the recommended delivery format for this, instead of a Live Event. There are separate guides available for scheduling a Teams Online Meeting, at the following location: <https://www.maynoothuniversity.ie/it-services/microsoft-teams>. This guide is specifically aimed at those who wish to schedule and produce a live event in Teams, with one or more presenters participating via live video feed, whilst also sharing their screen, if required.

A Live Event is a one-to-many communication format; the host of the event broadcasts the communication and the audience primarily views the content being broadcast. It is also possible to host a moderated Q&A section for attendees to participate, if required.

There are various event group roles involved in a live event:

- **Organiser:** schedules the event, assigns roles to event team members, selects a production method, configures event options and invites the attendees
- **Producer** – responsible for the video input, queueing the content and overall, ensuring the event runs to plan against the expected timeline
- **Presenter** – presents audio, video and/or screen shares to the intended audience (only available in Live Events produced in Microsoft Teams)
- **Attendee** – views the video output live or via a media player after the event has been recorded and published, and can participate in Q&A once the organiser has configured this option

A Live Event can be broadcast to specific people/groups, organisation-wide or publicly to those outside of the University. The ability to broadcast to a public audience is not automatically available to all those with a MU account. If you wish to broadcast to a public audience, please contact IT Services by emailing servicedesk@mu.ie.

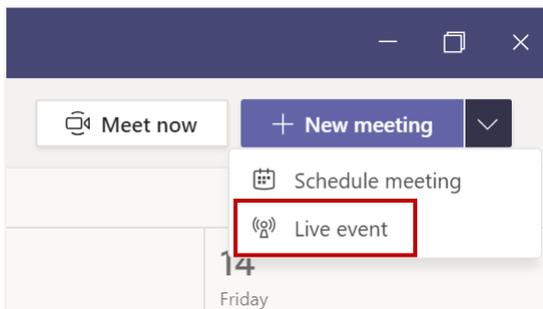
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Scheduling a live event

The organiser of a Live Event is responsible for scheduling the event, assigning roles to event team members, selecting a production method, configuring event options, and inviting the attendees. To schedule a live event:

1. Open Microsoft Teams desktop app. If you do not have Microsoft Teams installed on your machine, navigate to the following link and download the relevant app for your operating system:
<https://teams.microsoft.com/downloads>
2. Select *Calendar* from the navigation panel on the left
3. Select *Live event* from the *New Meeting* drop-down menu



4. Complete the New live event details as required. Invite your event group members by entering their full email addresses in the space provided. Attendees should not be invited at this point. Click *Next*.

A screenshot of the 'New live event' setup form in Microsoft Teams. The form includes fields for Title, Location, Start and End times, and a rich text editor for details. It also features an 'Invite people to your event group' section with an 'Invite presenters' button. The 'Organiser' field is filled with 'Níamh Boldt' (Producer) and the 'Event group' field is filled with 'Test Staff Member' (Presenter). A 'Next' button is highlighted with a red box. Two callout boxes provide instructions: one pointing to the 'Invite presenters' button with the text 'Enter the full email address of additional event group members', and another pointing to the role dropdown menus with the text 'Use the dropdown menu under each of the event group members to assign the required Producer or Presenter role'.

5. Select the relevant level of event permissions required, how you wish to produce your event, and select *Schedule*.

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)

Give permission to:

People and groups: a maximum of 150 email addresses can be entered.

Org-wide: once signed in, everyone (including Guests) in MU and SPCM can view this event.

Public: anyone with the event link can view this 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 organisation.

URL

A recording of a live event is available for download to producers and presenters for 180 days.

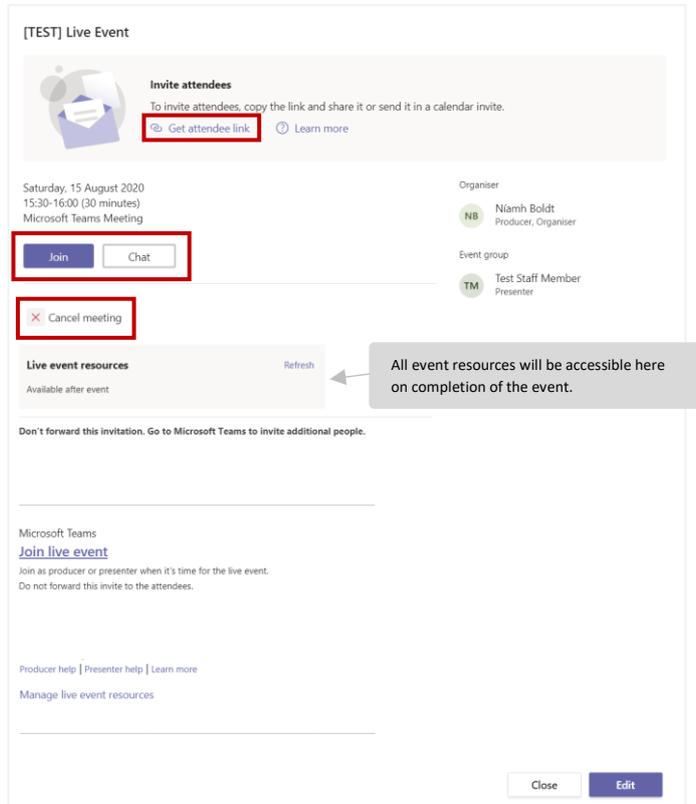
It is advised to uncheck the checkbox next to 'Recording available to attendees' and instead share the recording with attendees afterwards via your preferred content delivery method.

If you wish to offer a moderated Q&A option to attendees, select the Q&A checkbox.

It is possible to produce an event via an external hardware or software encoder. This option is only available for an event which is broadcast to specific people/groups or org-wide.

Please note: if you choose to use an external app or device, the recording of the event will be saved to Stream and will automatically be available to attendees. All attendees must have a Microsoft Stream license to view the event.

6. The event has now been scheduled. Via the below dialog box below, you can:
 - a. Get the attendee link to share with further attendees via email or other means.
 - b. Join the event to get start the production process.
 - c. Select the Chat button to open the event conversation – this chat will be available to view by all event group members and attendees.
 - d. Cancel the event, if required.

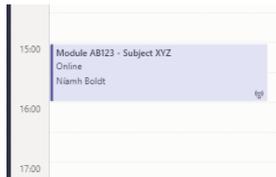


7. The organiser and all event group members will now see this event in their calendar on the selected day and time. To access the event details shown in step 6 above, open Microsoft Teams > Calendar, navigate to the day and time of the event, and select the event in question.

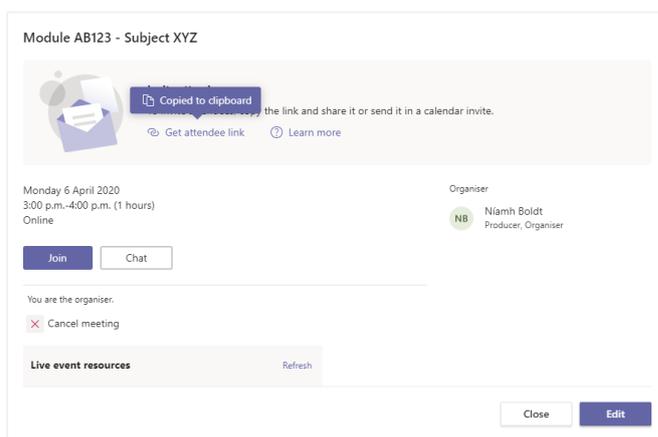
Invite attendees to a live event

Once the event has been scheduled, you will need to invite attendees by sharing a hyperlink of the event in question. To do this:

1. *Microsoft Teams > Calendar.*
2. Select the event in question from the calendar on the date and time the event is due to take place.



3. Select *Get attendee link* – this will copy a hyperlink of the event to clipboard. Click *Close*.



4. Copy, Paste and Share the event link as required.

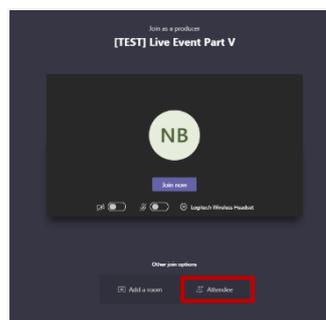
Producing a live event

During the scheduling of the event, the Organiser must choose the preferred production option, i.e. whether to produce the event within Teams or whether to produce the event using an external app or device. Therefore, it is important that the Organiser and Producer discuss these options prior to scheduling the event. A brief overview of these production options is provided below:

1. Event produced with Microsoft Teams:
 - a. This is considered the best and quickest option if using a webcam and microphone connected to your PC, and if remote presenters will be sharing their screen also.
 - b. This option is available for both public (including both internal and external to MU) and private (specific people or groups and/or org-wide events)
 - c. This document provides guidance on this production option only.
2. Event produced with an external app or device:
 - a. This is considered the best option for those with a production crew and/or studio quality equipment for a larger scale event, where a single media stream will be broadcast to the intended audience, i.e. if you wish to broadcast pre-recorded content from one source and not facilitate live participation from presenters.
 - b. This option is available for private (specific people or groups and/or org-wide events) events only.
 - c. This document does not provide any guidance on this production option; due to the many varying production setups available whilst using an external app or device, if you require assistance with this option, you may wish to consider employing the support of a video production specialists/team.

Advice for Event Group Members:

- Rehearsal is crucial before the live event takes place. Rehearse several times with the entire event group.
- Each of the event group should view the rehearsal event from the attendee point of view, at least once. To do this:
 - *Teams > Calendar > select event > Join*
 - Before selecting *Join now*, select *Attendee*

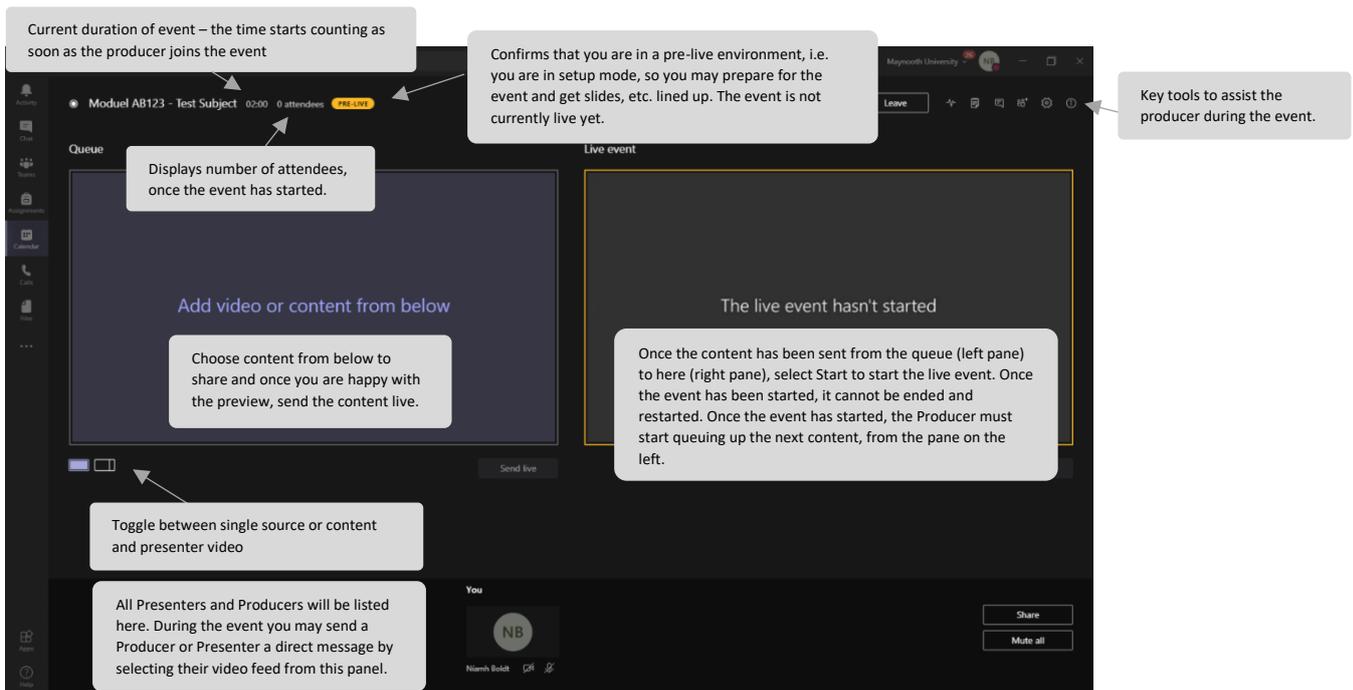


- Before the live event is due to take place, ensure the full event group joins the event at least 30 minutes before the event start time.
- All event group roles should be assigned before rehearsal takes place, e.g. who will start the event, etc.
- Be aware that there is a 20-30 second time delay on the live broadcast
- Ensure that all event group members are familiar with turning their microphone and camera on/off and how to share their screen.

- Most importantly, review the following Microsoft best practices for planning and producing an event: <https://support.microsoft.com/en-us/office/best-practices-for-producing-a-teams-live-event-e500370e-4dd1-4187-8b48-af10ef02cf42>

To produce the event within Teams:

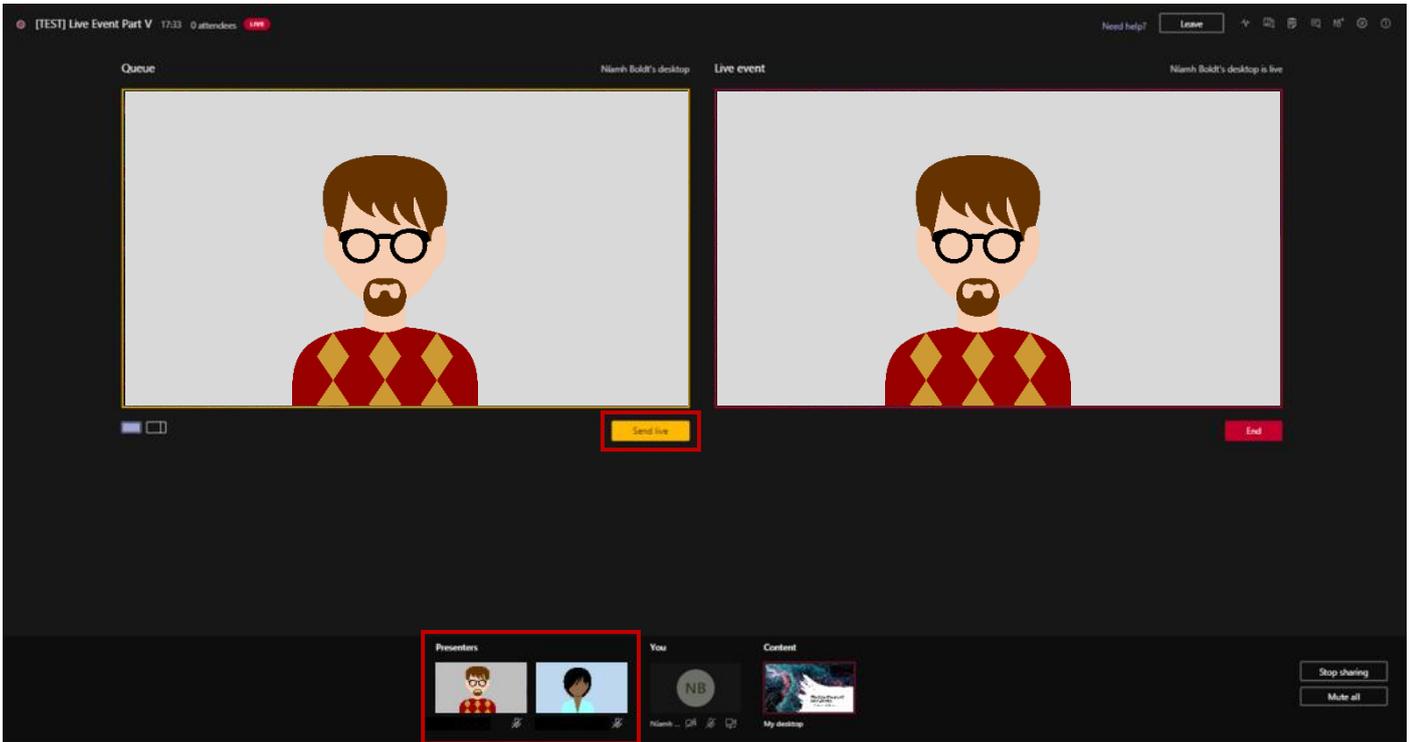
1. The producer/s must use the Microsoft Teams desktop application. If you do not have Microsoft Teams installed on your machine, navigate to the following link and download the relevant app for your operating system: <https://teams.microsoft.com/downloads>
2. Open *Microsoft Teams* > *Calendar* > navigate to the event in question and select *Join*. The below Producer view is what you should see.



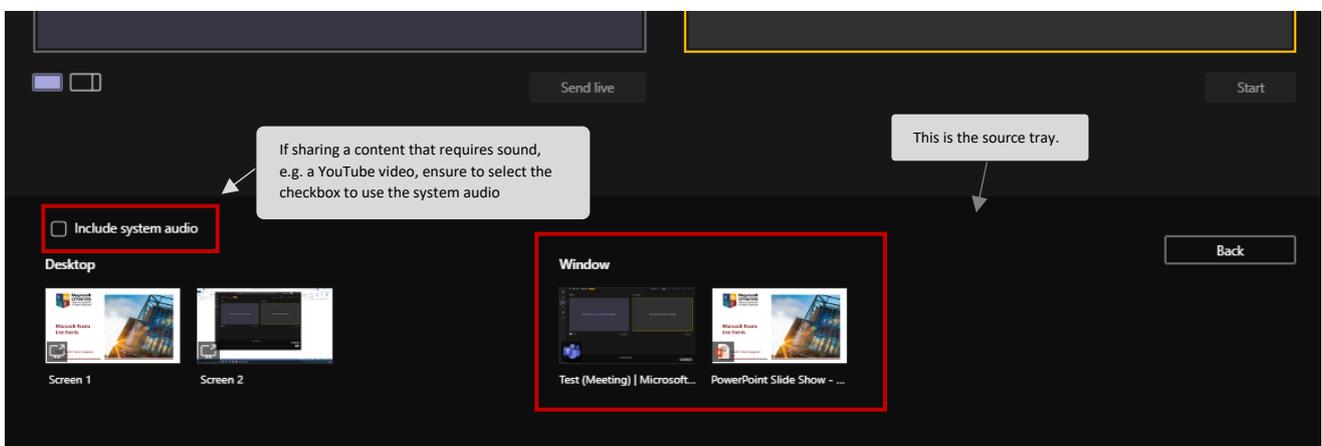
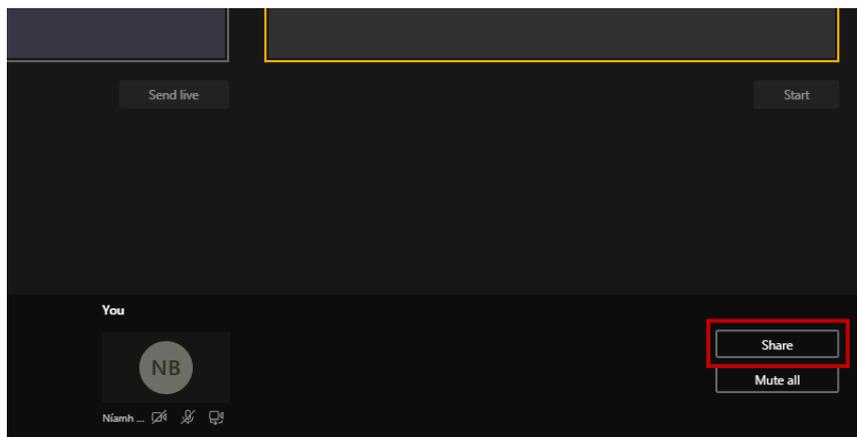
3. As the producer, ensure to turn on your camera, so that you can share your video feed when introducing presenters. Also, ensure to mute all producers and presenters who aren't currently speaking, or their audio will be included in the live feed to the audience.



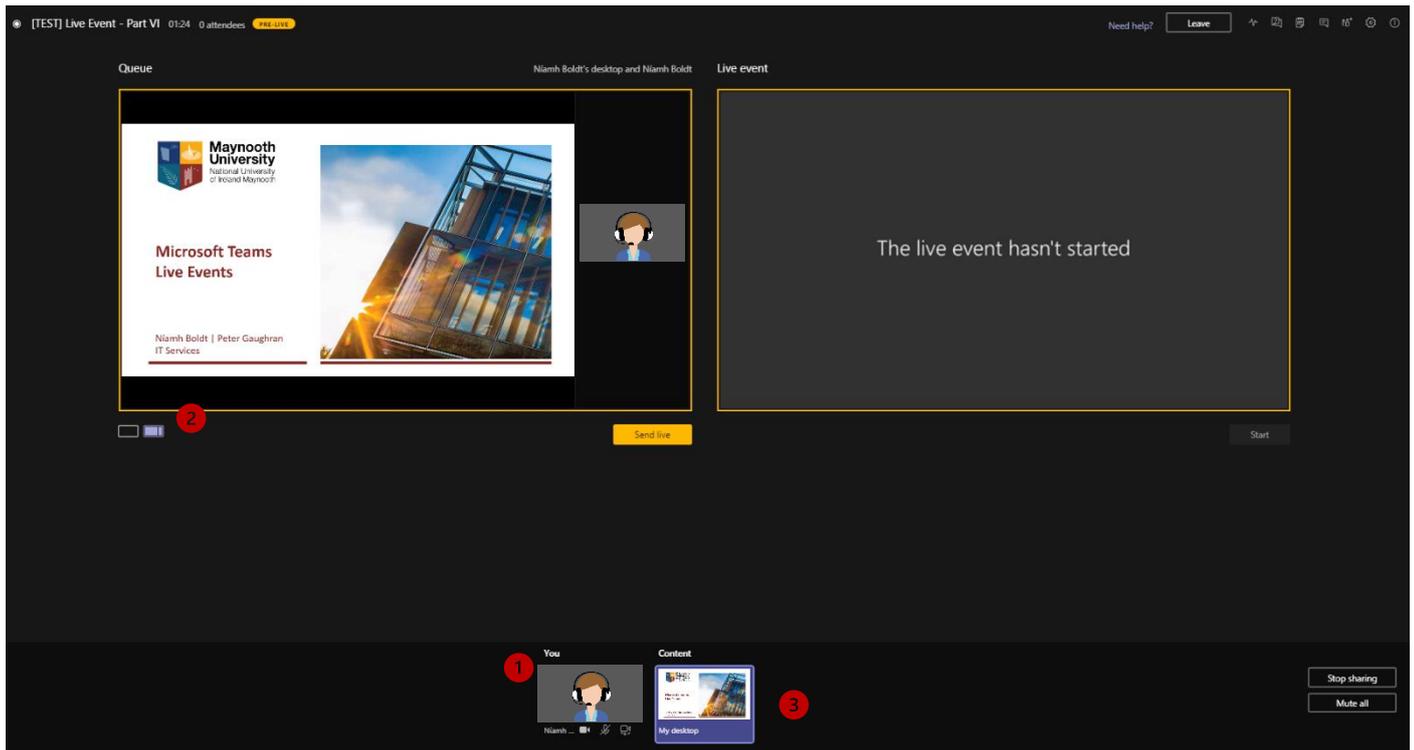
4. To select a Presenter, select their video feed from the Presenters section, as indicated below. Once that presenters feed is queued on the left, select Send live to send the feed from Preview to Live.



5. If you, as the producer wish to share your screen, open the document, browser window, presentation, or other content on your machine. Select *Share* and the source tray will appear. Select the required content from the source tray and this will be sent to the content queue.

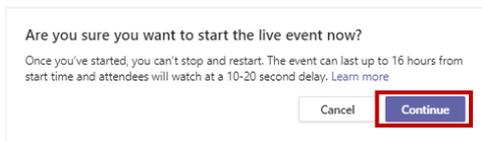


If you would like to display the content and presenters video feed to the audience at the same time: (1) select the presenters video feed, (2) then the *Content Left* icon and finally, (3) select the presenters shared screen content.

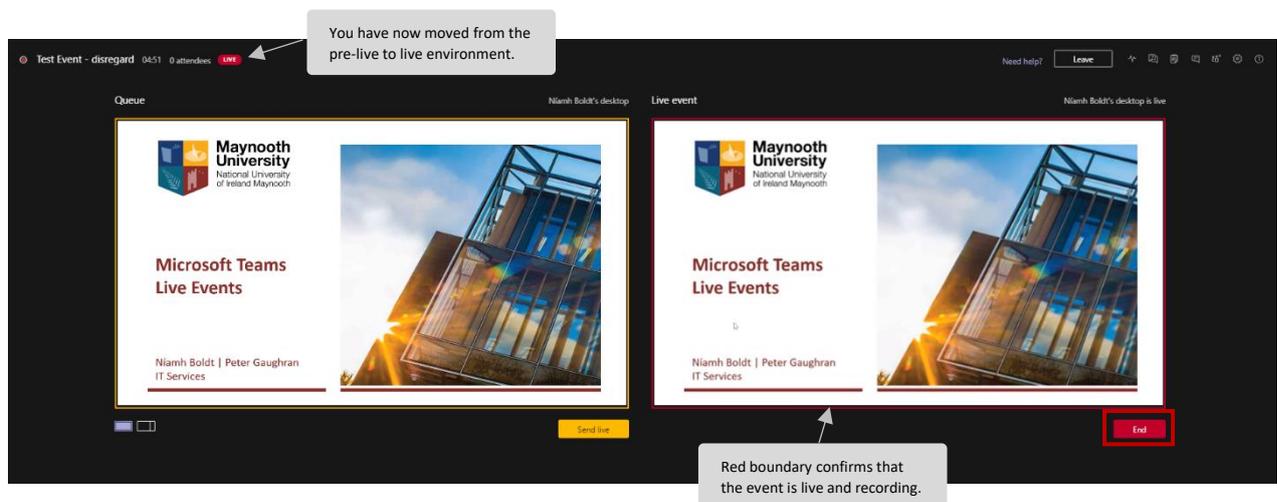


6. On sending content to the live screen and selecting the *Start* button, the following dialog will be displayed. This is an important message to indicate that once the event is started it cannot be stopped and restarted once again, also the audience will watch a 10-20 second time delay on the content being broadcast.

If you are ready to start the event, select *Continue*.



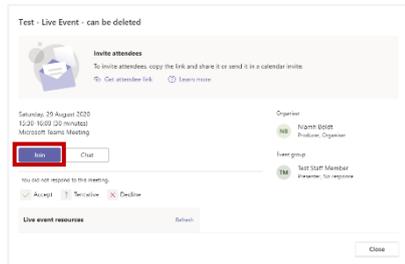
7. Once the event has been started, the red boundary line will indicate that the screen is live and recording.



8. At the end of the event, select *End*.

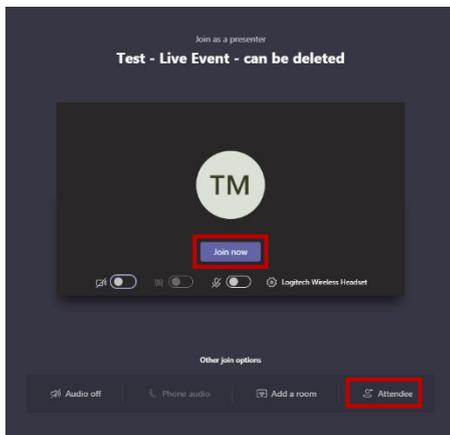
Presenting during a live event

1. When someone is invited to attend an event as a Presenter, they would be assigned the role by the organiser. When the organiser schedules the event, the presenter will receive a calendar invite. To join the event, either as a scheduled rehearsal or for the live event, the presenter must open their Teams desktop application, open their *Calendar*, navigate to the event in question and select *Join*.

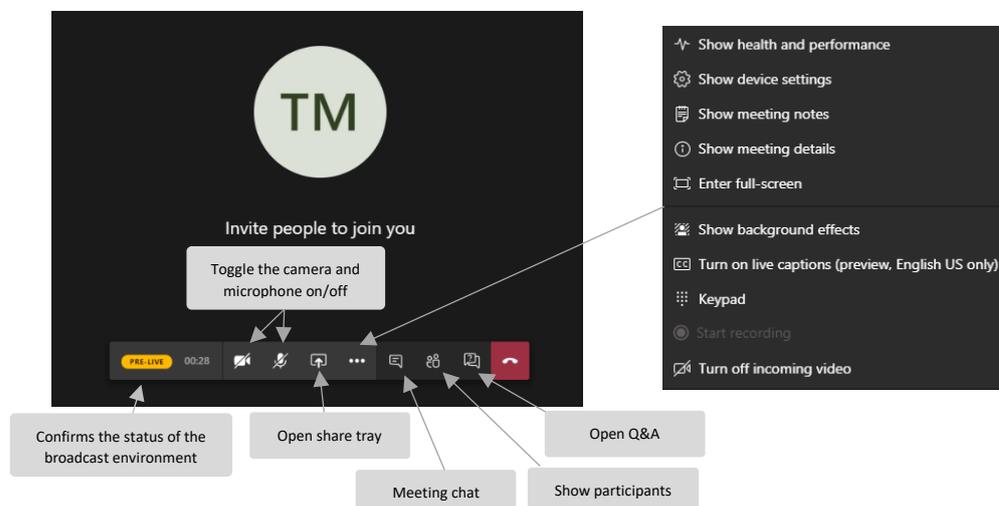


2. When the presenter selects the join button, they get the option to join as a *Presenter* (default option, if assigned the Presenter role) or to join as an *Attendee*, as shown below.

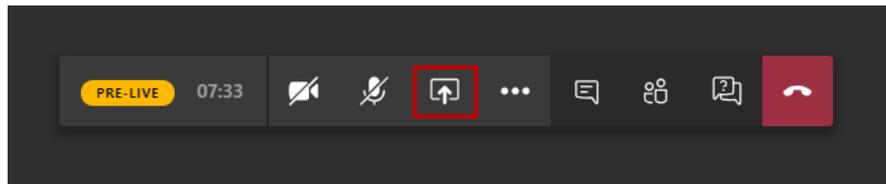
If ready to join as the Presenter, first check the camera and microphone settings and select *Join now*.



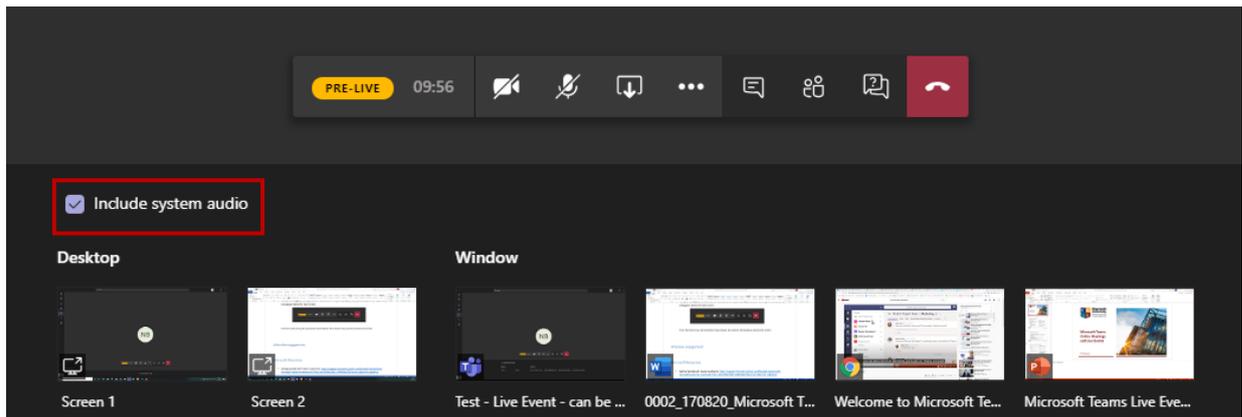
If the event has not yet started, i.e. the event is currently in a pre-live environment, the following screen will be displayed. At this point, the presenter may choose to partake in the Q&A, which will already be available. Or alternatively, if pre-arranged with the producer, the presenter may choose to share their content to ensure there are no issues with sound or video feed.



3. To share content, whether during a pre-live or live environment, the presenter must select the 'Open share tray' icon, at which point the share tray will appear below the main screen.



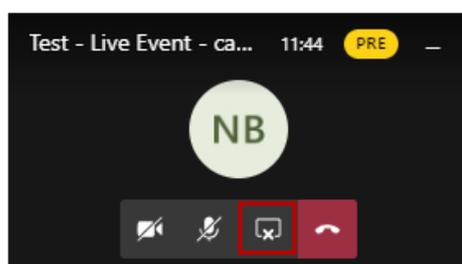
From the share tray, the presenter must choose the content they wish to send to the screen. If sharing video or audio of any type, the presenter must ensure to select the 'Include system audio' option or the audience will not be able to hear any content.



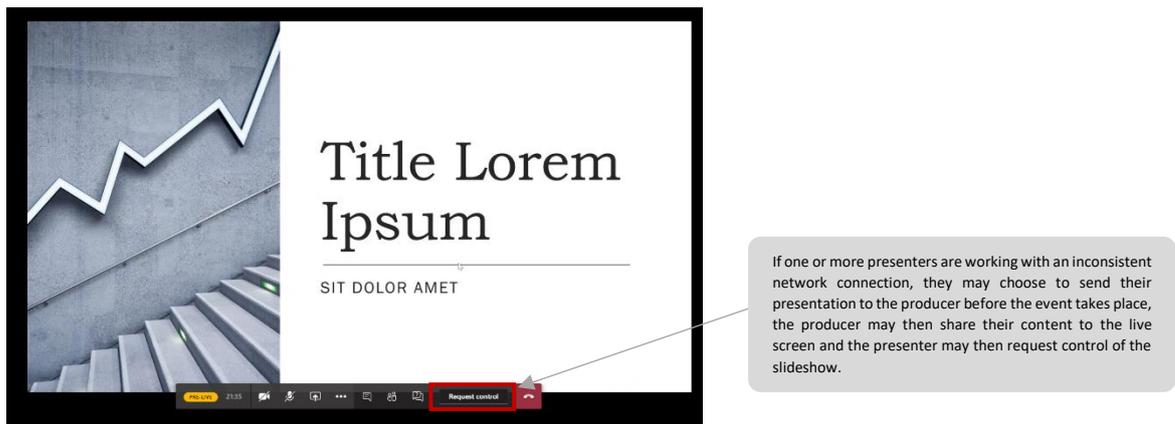
The red borderline around the outside of the screen indicates the content which is being actively shared with one or more people.



If the presenter wishes to stop sharing at any point, they must select the 'Stop sharing' icon.

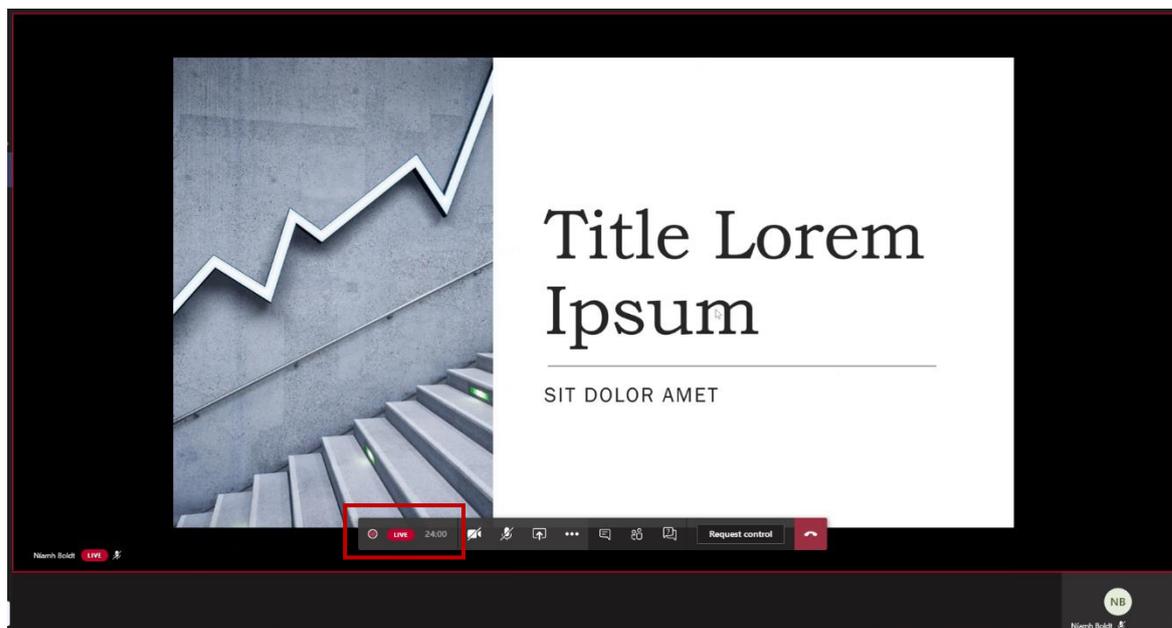


Any content the producer shares in the pre-live environment will be viewable by the presenter, as shown below:



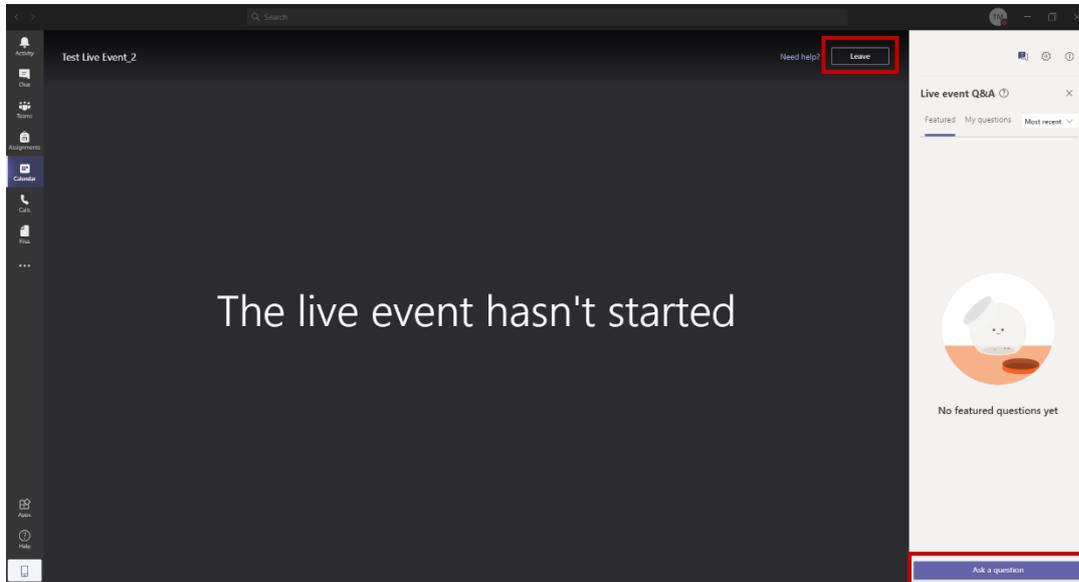
One or more rehearsals of content may be completed in the pre-live environment prior to the event being broadcast in a live situation.

During the live event, this will be the view the presenter can see:

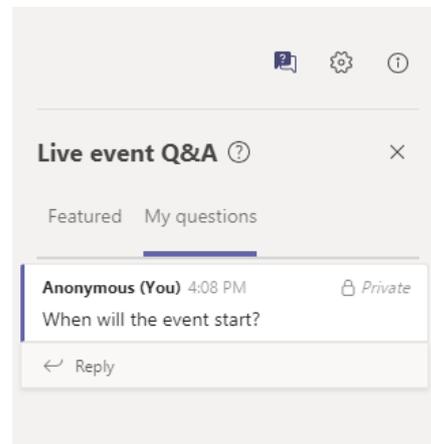
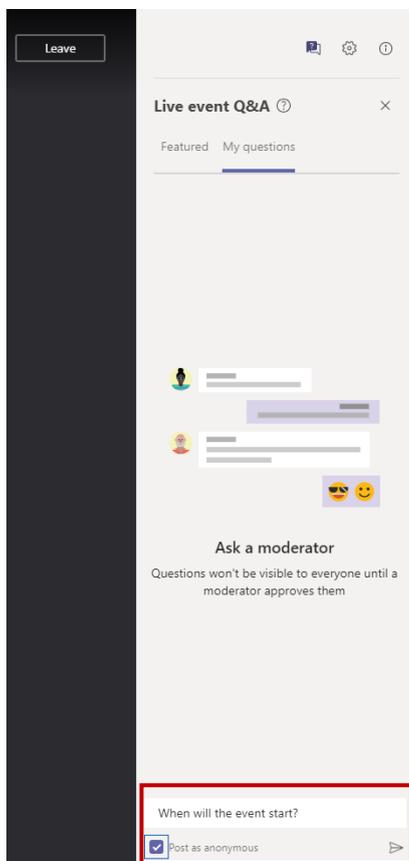


Attendee engagement

Prior to the event being broadcast live and if the attendee has access to the join link, the below is the view that they will see if they join the event early. They may leave and join when the event is due to start or ask a question prior to the event taking place.



Attendees have the option to post a message as themselves or anonymously. These questions are moderated, so even if and when a question receives a reply, this question and answer may not be published for all to see.



This is an example of how an anonymous message will appear.

The below is an example of what the event team will see when someone posts a message to the Q&A. A moderator may choose to privately reply to the message, or if you feel that this question will be asked multiple times, choose to publish the question and answer for all to see

Live event Q&A ?

New (1) Published (0) Dismissed (0)

Open

Dismiss Publish

Anonymous (You) 4:08 PM
When will the event start?

← Private reply

Make an announcement

Live event Q&A ?

New (0) Published (1) Dismissed (0)

Open Most recent

Anonymous (You) 4:10 PM
When will the event start?

Test Staff Member (You) 4:11 PM
This event is due to start at 4:30 today.

← Reply

The above is an example of how a published question and answer will appear to all.

Live event Q&A ?

New (0) Published (2) Dismissed (0)

Open Most recent

Anonymous (You) 4:10 PM
When will the event start?

Test Staff Member (You) 4:11 PM
This event is due to start at 4:30 today.

← Reply

Níamh Boldt (Moderator) 4:12 PM
All presentations will be made available on completion of the event.

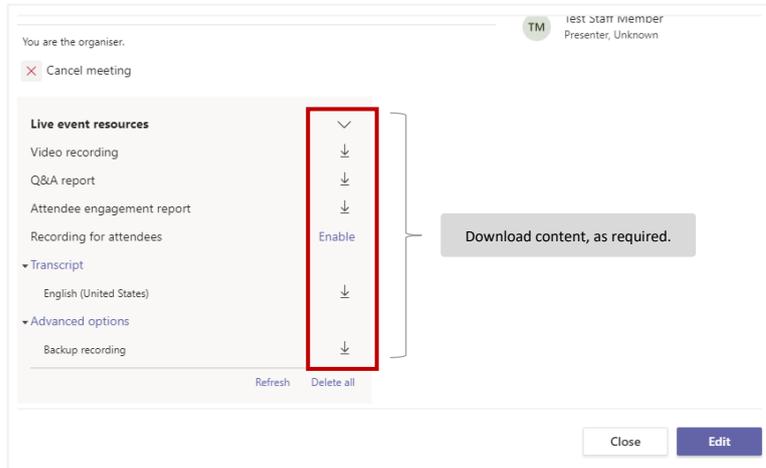
← Reply

This is an example of a moderator announcement.

Accessing live event resources

After the event has taken place, the event team may wish to review, share, or archive the video recording and/or view the Q&A report and/or the attendee engagement report. To do this:

1. Microsoft Teams > Calendar > open the event in question and scroll down to view the 'Live event resources'



Microsoft Resources

- Getting Started with Teams Live Events: <https://support.microsoft.com/en-us/office/get-started-with-microsoft-teams-live-events-d077fec2-a058-483e-9ab5-1494afda578a?ui=en-us&rs=en-us&ad=us>
- Organiser Checklist: <https://support.microsoft.com/en-us/office/teams-live-event-organizer-checklist-44a80886-0fd9-42e5-8e7c-836c798096f8>
- System Requirements and Supported Platforms: https://support.microsoft.com/en-us/office/get-started-with-microsoft-teams-live-events-d077fec2-a058-483e-9ab5-1494afda578a?ui=en-us&rs=en-us&ad=us#bkmk_systemreq
- Best Practice for Producing a Live Event: <https://support.microsoft.com/en-us/office/best-practices-for-producing-a-teams-live-event-e500370e-4dd1-4187-8b48-af10ef02cf42>