

Managing Microsoft Teams Live Events

Scope: CCCs	Revision Date: 5/6/2020
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Overview

Live events are a subset of Teams Meetings and can be scheduled in nearly the same manner. However, Live events have very different uses. While Teams Meetings are designed for collaboration, and to foster discussions amongst participants, Live events are designed for a small set of users to broadcast out presentations and screen sharing to large online audiences.

The ability to create Live events will be limited to approved users, by request.

Live events use 'roles' to categorize users:

Role	Responsibilities
Organizer	Schedules a live event and ensures the event is set up with the right permissions for attendees and the event group, who will manage the event. <ul style="list-style-type: none">▪ Creates the live event.▪ Sets attendee permissions.▪ Selects production method.▪ Configures event options (for example, the moderated Q&A)▪ Invites attendees.▪ Selects event group members.▪ Manages reports generated after the event is over.
Presenter	Presents audio, video, or a screen to the live event, or moderates Q&A.
Producer	As a host, makes sure attendees have a great viewing experience by controlling the live event stream. <ul style="list-style-type: none">▪ Starts and stops the live event.▪ Shares own video.▪ Share participant video.▪ Shares active desktop or window.▪ Selects layouts.
Attendee	A viewer. Watches the event live or on-demand, using DVR controls, either anonymously or authenticated. Can participate in Q&A.

Limitations:

- Audience Size: 10,000 attendees
- Duration of event: 4 hours
- 15 Concurrent live events in an Office 365 organization.
- Microsoft Documentation on Limits

CSCU Settings

Live events will be available for approved users to create private, organization-wide, or completely public events. A Service desk request will need to be made to allow Live events for a user.

Functionality:

Live events require Presenters and Producers to run an installed Teams client. **Web or mobile apps are not supported for these roles at this time.** Attendees can use any method to join a Live event.

Producers are the users who schedule and organize a Live event, meaning they will be able to decide which Presenter’s video is currently live on air.

Capability	Producer	Presenter
Select video feeds of other presenters and send to event	Yes	No
Start live event	Yes	No
End live event	Yes	No
View event preview (stream that's sent to attendees)	Yes	No
Manage recording and reports	Yes	Yes
Join as attendee	Yes	Yes
View live attendee count	Yes	Yes
Chat with other producers and participants	Yes	Yes
Share screen into the live event	Yes	Yes
Share system audio	Yes	Yes
Invite users to join as presenters	Yes	Yes
Mute all other presenters	Yes	Yes
Moderate Q&A	Yes	Yes

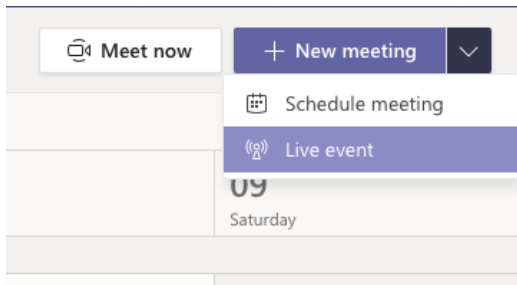
Live events are limited to 1 Presenter + an optional screen sharing component at any given time.

Things to consider

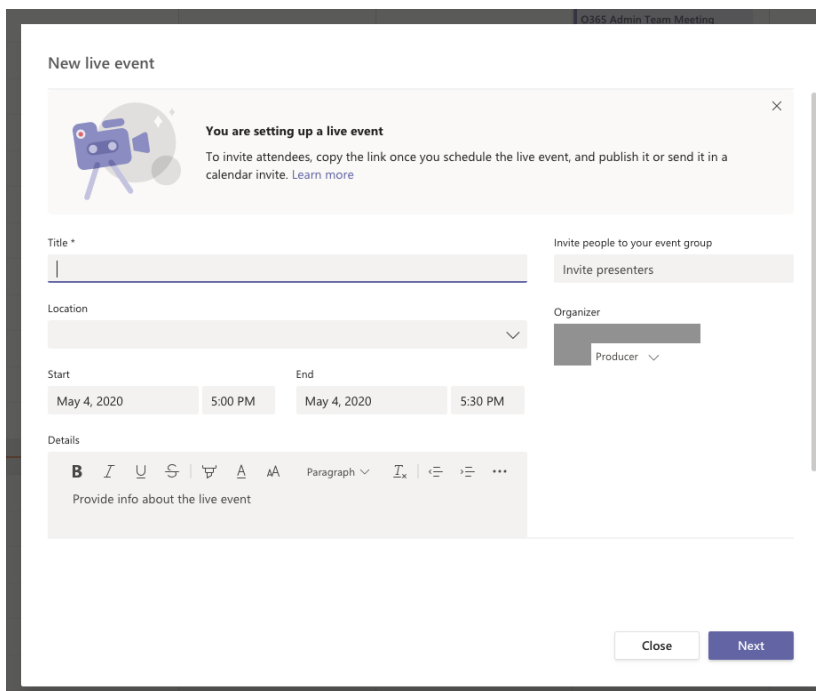
1. The content sharing window is shared amongst *all* presenters. This means any presenter can override existing shared content at any time.
2. While only 1 presenter’s *video* (camera) may be seen at any given time, all presenter’s *audio* streams are sent live to the event, simultaneously. This allows for co-presenting of shared content from multiple Presenters.
3. There is currently no attendee list. Producers may only see total number of active attendees during the Live event. A report is made available only after an event has ended.
4. Attendees cannot participate in video or audio chat, they may only passively watch an event. (unless Q&A is enabled, see below)
5. If a Q&A setting is enabled in Live events, attendees may submit a text-based question in the Live event’s chat window. Presenters/Producers may then choose to make that question publicly visible. Otherwise the question can be replied to by speaking or by typing back in the Q&A window.
6. The Q&A window is NOT the same as the ‘chat’ window. Chat window is for Producers/Presenters to chat amongst themselves. It is not for attendees.
7. Attendees may choose to pause and rewind a live event on their end.
8. Live events can be recorded and shared afterwards. The video can be downloaded by Presenters/Producers, and optionally uploaded to Microsoft Stream for mass distribution.

Scheduling a Live event

As you would schedule a typical Teams meeting, you can schedule a Live event by clicking on your Calendar within Teams, then the dropdown arrow on “+ New Meeting” and then selecting Live event.



Fill in the required information. Here is where you can designate any CSCU user as a Presenter or Producer. **This screen is not for inviting attendees**, that comes next.

A screenshot of the 'New live event' setup screen in Microsoft Teams. The screen has a title bar '0365 Admin Team Meeting'. The main content area is titled 'New live event' and contains a camera icon with the text 'You are setting up a live event'. Below this, there is a text box for 'Title *' and a button 'Invite people to your event group' with a sub-button 'Invite presenters'. There is a 'Location' dropdown menu. The 'Start' and 'End' times are set to 'May 4, 2020' at '5:00 PM' and '5:30 PM' respectively. The 'Organizer' field shows a name and a 'Producer' dropdown menu. At the bottom, there is a rich text editor with a toolbar and a text area containing 'Provide info about the live event'. At the bottom right, there are 'Close' and 'Next' buttons.

Live event permissions and additional settings

Choose the appropriate type of Live event.

- **Private** – only select users.
- **Org-wide** – the entire CSCU organization can attend.
- **Public** – Share a link for non-CSCU users to attend.

Enable Q&A - will create an approval-based text chat window where attendees may submit a question. Producers and Presenters can moderate this chat, and if needed, publish a question to the public chat window.

Support URL – Either leave default, or if you prefer, create a custom web page for your event, and include the URL here. Attendees will see this information when in the meeting.

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

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](#)

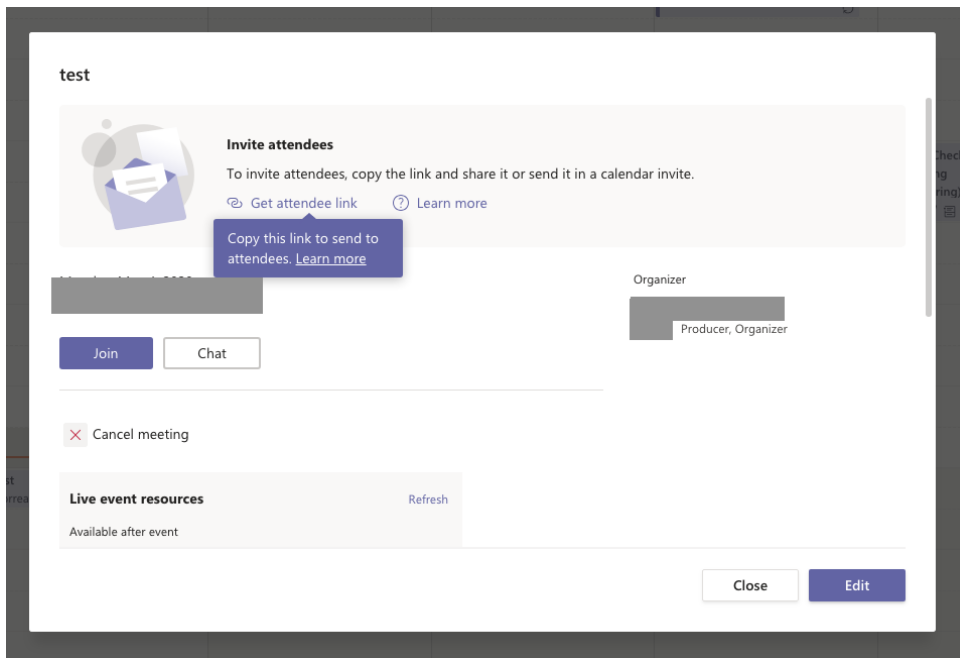
Support

Give attendees access to support info for your organization.

URL

Close Back Schedule

Clicking **Schedule** will add this Live event to your calendar, and automatically send out an invitation link to assigned Presenters and Producers.



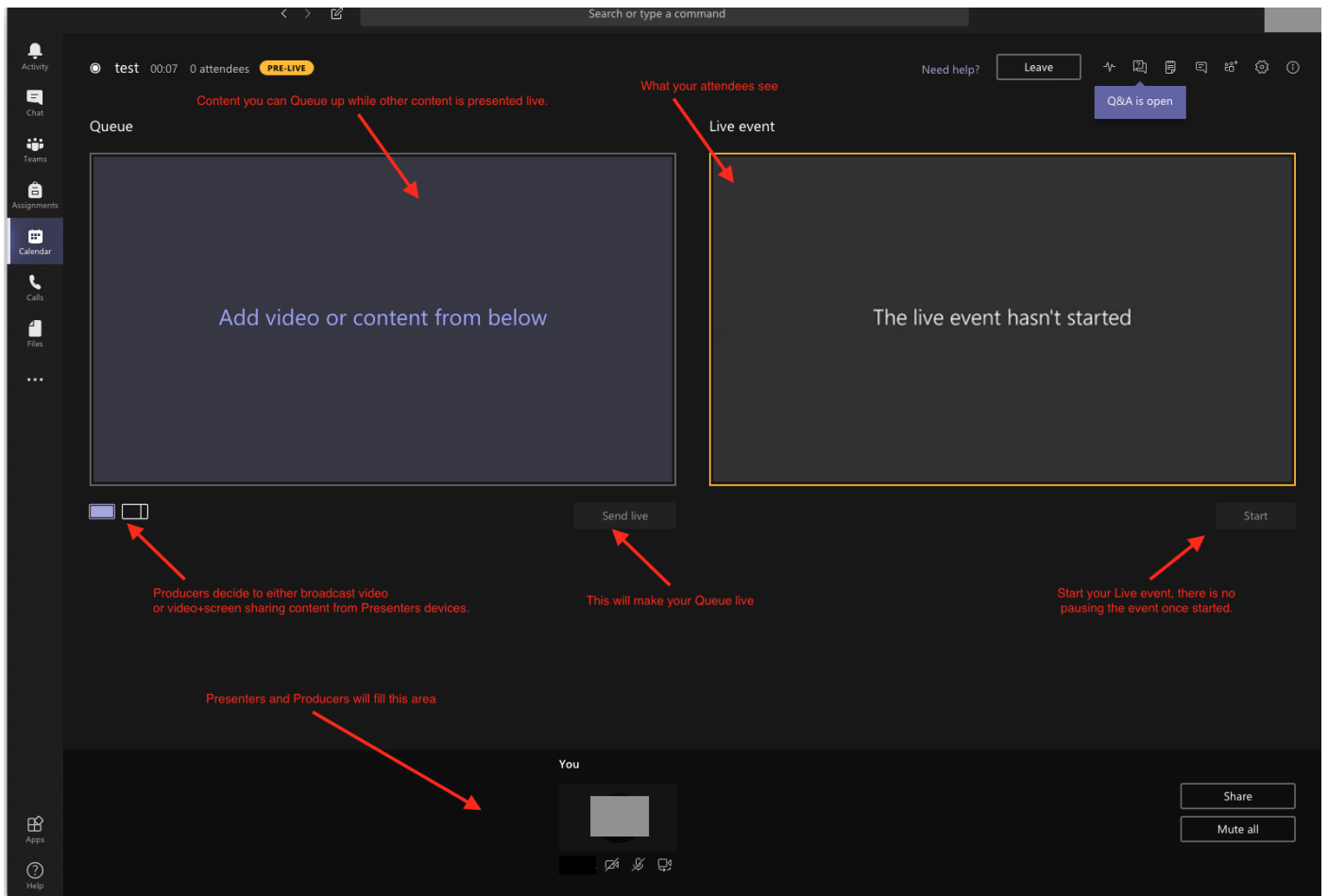
The **Get attendee link** will provide you with the URL that can be published or distributed via other online methods, such as email, websites, or social media.

During the Live event

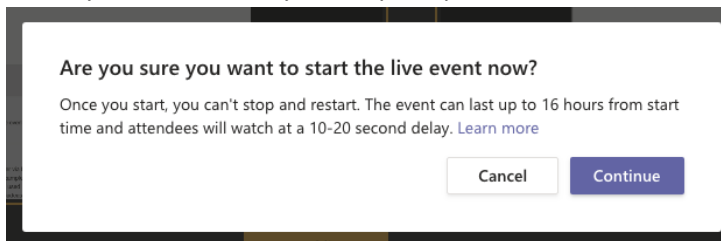
A Producer's view of a Live event shows a Queue preview, Live event preview, a Presenter/Producer row at the bottom, and other settings and tools on the right-hand side.

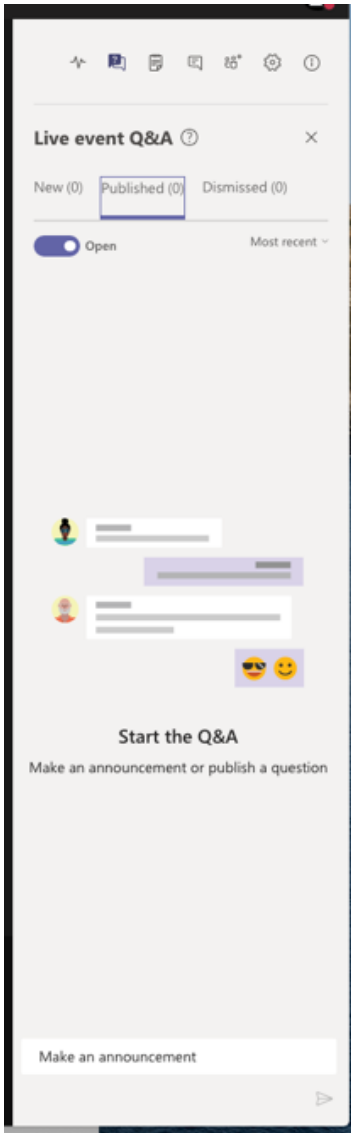
Content must always be Queued before being sent live. Clicking on a Presenter's preview on the bottom row will queue up their video or their content.

Click **Send Live** to broadcast queued content.



When you click "Start" you are prompted to confirm.





Q&A, if enabled, will be available on the right-hand side of the presentation window.

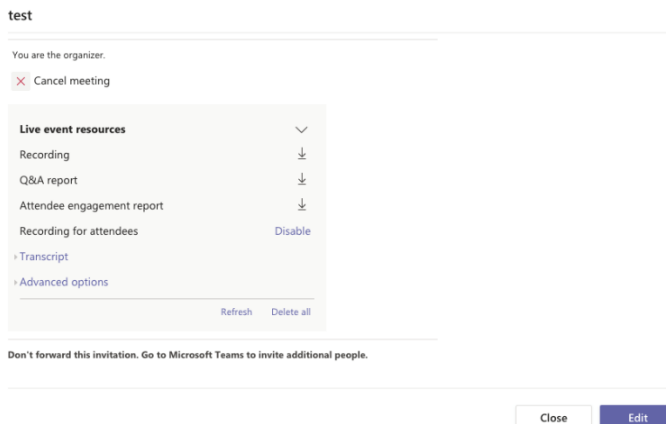
Attendees can submit questions. Presenters and Producers can 'publish' these questions to the public chat window.

Q&A can be closed or opened at any time during the event.

Note: Q&A window is not the same as the 'Chat' window. Chat window is for Presenters/Producers only.

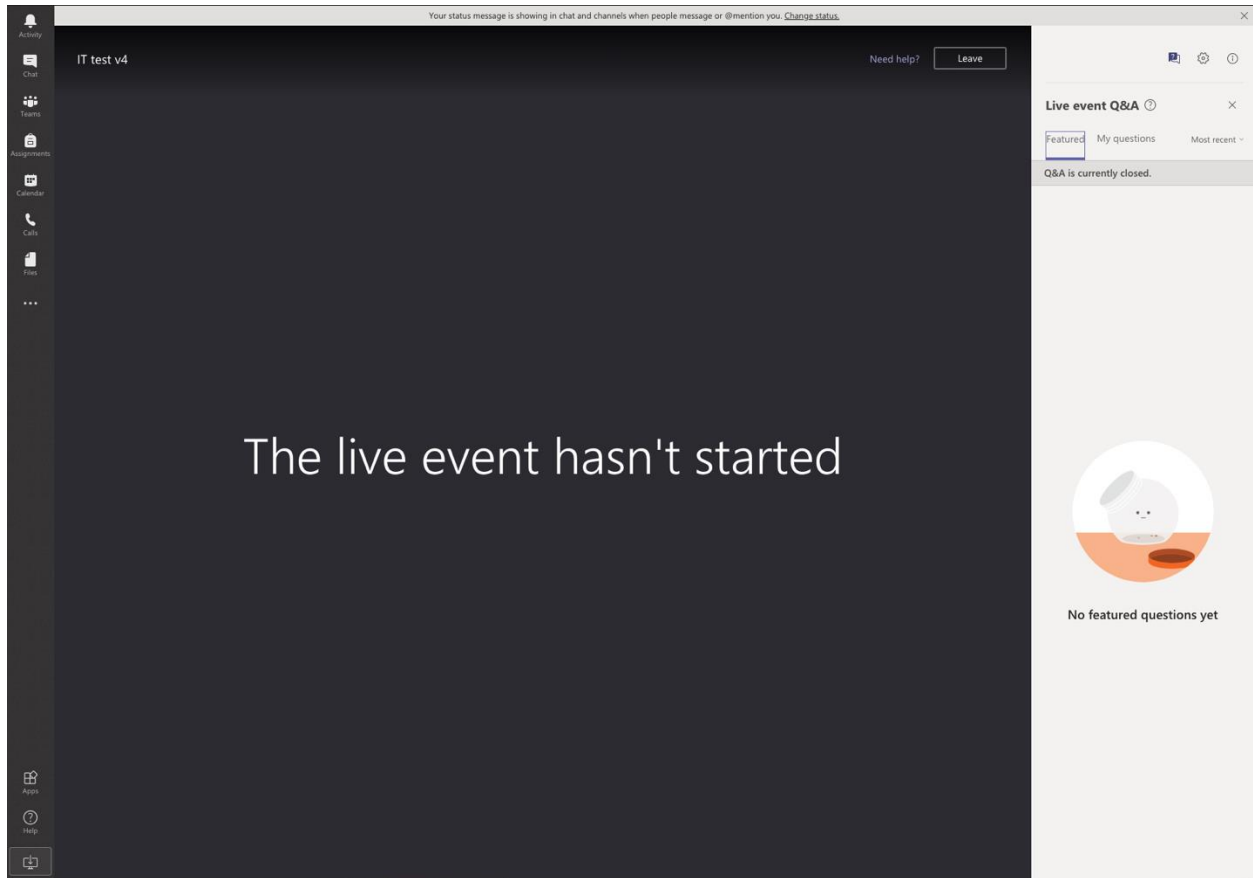
If Recording was enabled in the settings, it will be available after the event has ended in the Meeting Details window, along with Q&A Report, and other metrics.

Note, the recording is not automatically saved in Microsoft Stream, but it can be downloaded and then uploaded to Stream afterwards.



Attendee's View

The attendee's view is a simplified version of a typical Teams Meeting window. The content/video is on the main window, while Q&A, if enabled is on the right-hand column.



Reference

[What are Team Live events?](#)

[Plan for Live events in Microsoft Teams](#)

[Get Started with Microsoft Teams live events](#)

[Manage a live event recording and reports in Teams](#)