MS Teams User Guide:

# How to Create a Live Event

Device Compatibility
Use the MS Teams **desktop app** to create a Live Event.
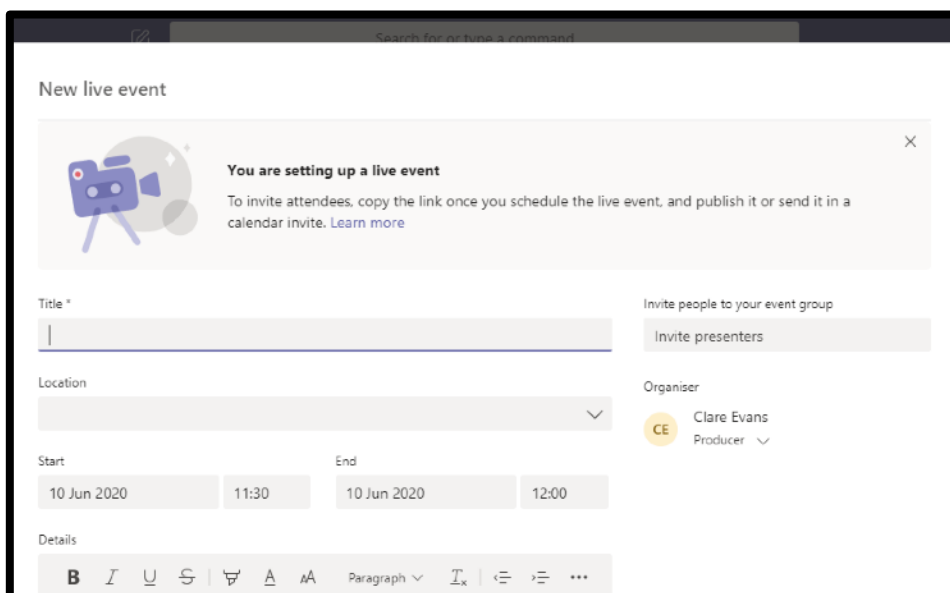Live Events cannot be created via the web browser version of MS Teams nor via the mobile app.

Creating a Live Event

1. Open MS Teams > Select 'Calendar'. Select the drop-down arrow to the right of '+ New Meeting' in the top right hand corner of your screen.

Select the option 'Live Event'
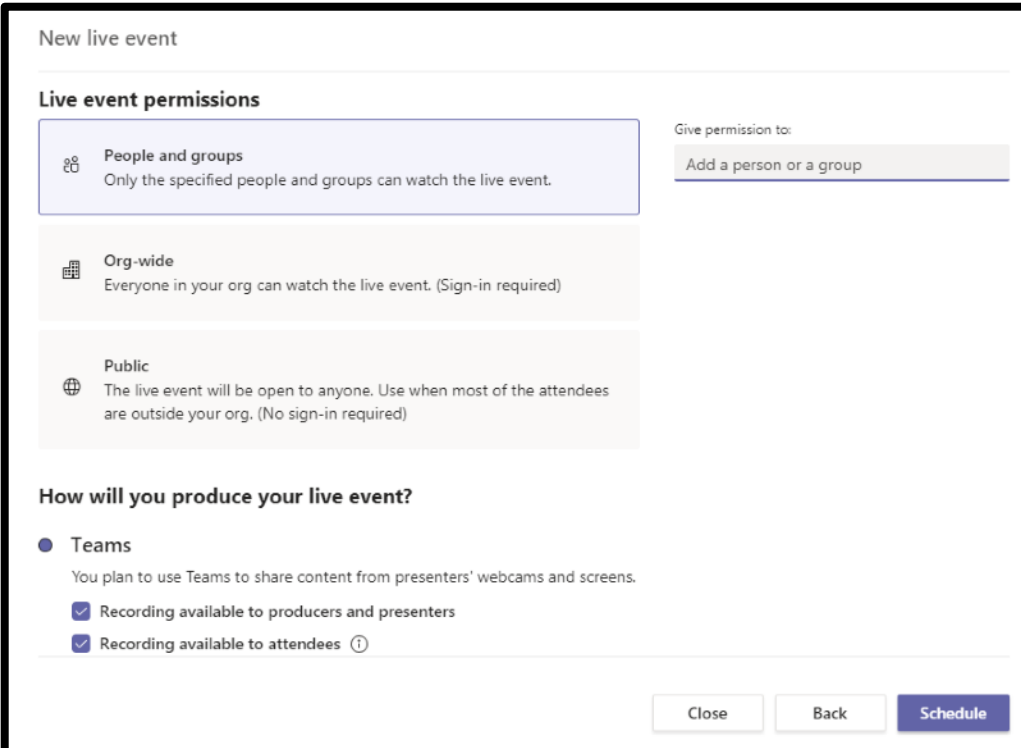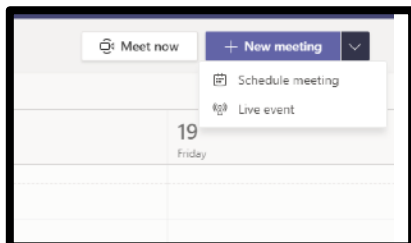

2. The following screen will open:

Complete the event information: Title, time and date.

The person setting up the meeting is the organiser and will have the most control over the event. By default you are also the 'Producer' and moderator.

As a 'Producer' you can also 'present' but additional presenters can be added by entering their email addresses in the 'Invite People to Your Event Group' box. You can then swap roles by selecting the drop down arrow next to the name, however, the event must have at least one 'Producer'.

Details of the event can be added if required. When the information is complete, select 'Next'.

3.At the following screen ensure that the meeting is selected as private and only available to people and groups. Permission can be added here for other people/groups to access the event.
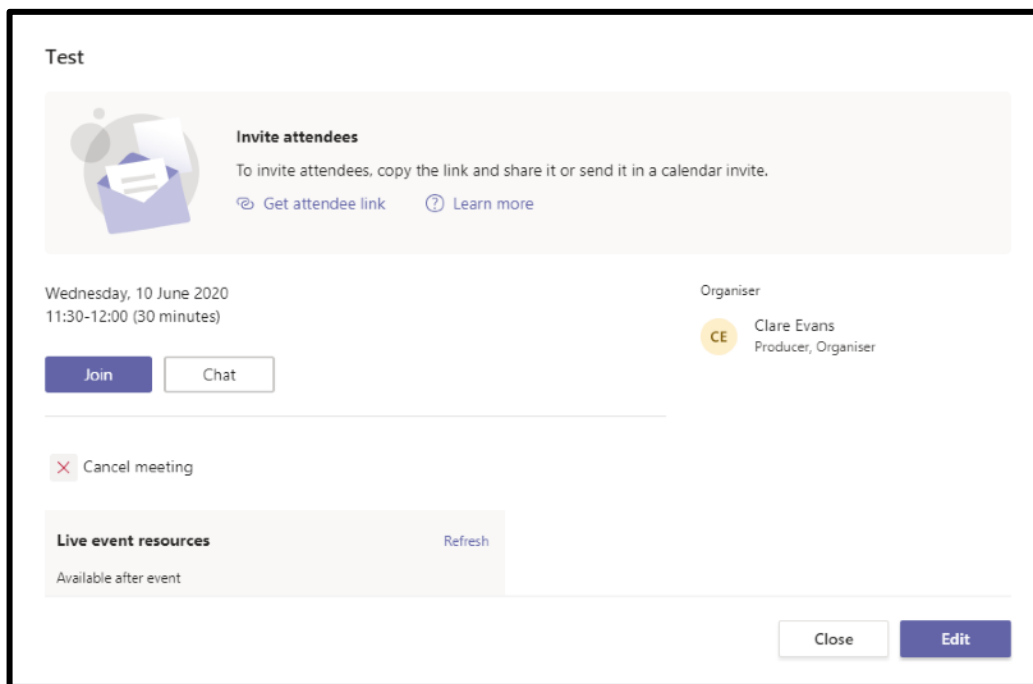
If required, live Q&A can be added by scrolling down the page and ticking the appropriate box under 'How will you produce your live event?'. Questions will not become visible to all until accepted by the moderator.

Select 'Schedule'

4. The next window gives you the option to invite attendees by using an attendee link:

5. Select 'Join' to join the meeting immediately or choose the meeting from your calendar to join later.

Further guidance is available on producing, presenting and attending MS Teams Live Events.