

MS Teams User Guide:

How to Join and Present a Live Event

as a Presenter

Device Compatibility

Producing or presenting is not available when connecting to teams on the Web. The Teams app must be used.

Joining a Live Event as a Presenter

 You will be sent an invitation to join the event. You can join the meeting directly, by clicking on the link in the email, or accept the invitation and join the event from your calendar in Outlook or teams.



2. From your calendar, click on the meeting and select 'Join'.

Live Event Demo - Producer View		
Invite attende To invite attende © Get attend	tes dees. copy the link and share it or send it in lee link ② Learn more	a calendar invite.
Wednesday, 17 June 2020 14:30-15:00 (30 minutes) Microsoft Teams Meeting Vou did not respond to this meeting.	ine	Organiser SJ Sarah K. Jones Presenter, Organiser Event group CL Clare Evans Producer, No response
Live event resources	Refresh	
		Close



Open Teams from the link and log in if you haven't already done so.

Select 'Join now' and you will be connected to the live event automatically, by the producer, when it begins.





(If live Q&A have been set up these will appear automatically on the left of the window.)



3. The toolbar will appear when you hover over the bottom half of your screen;

PRE-LIVE	Status of the event
	Camera on/off toggle
Ķ	Microphone on/off Toggle
ſ	Share (for sharing your screen)
•••	More Actions
Ę	Show conversation (meetings rather than live events)
දිට	Show participants (and allows addition of attendees)
~	Hang up (end meeting)
PRE-LIVE	06:28 💽 💋 🥠 🦛 🖛



4. More options are available using the tools in the top right of your screen:



A – Show Q&A.

B – **Meeting notes.** Notes are visible before during and after the meeting.

- C Show conversation. Meeting chat visible to all if used.
- **D Show participants.** Also lets you invite new participants.