

MS Teams User Guide:

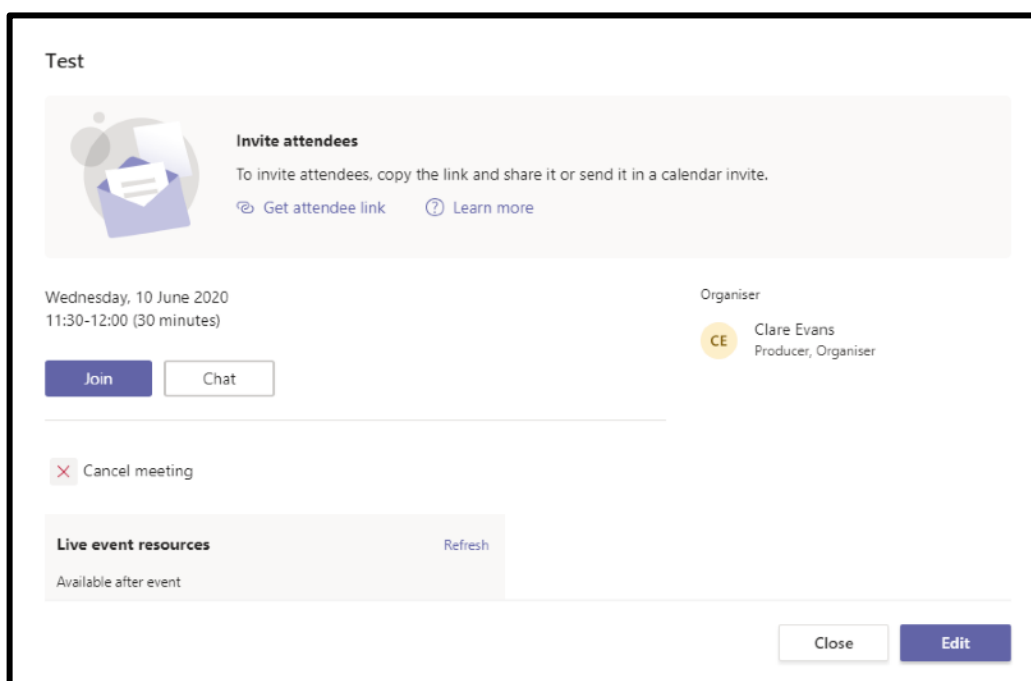
How to Join and Run a Live Event as a Producer

Device Compatibility

Use the MS Teams **desktop app** to join and run a Live Event as a Producer. Live Events cannot be created nor joined/ run by Producers via the web browser version of MS Teams nor via the mobile app.

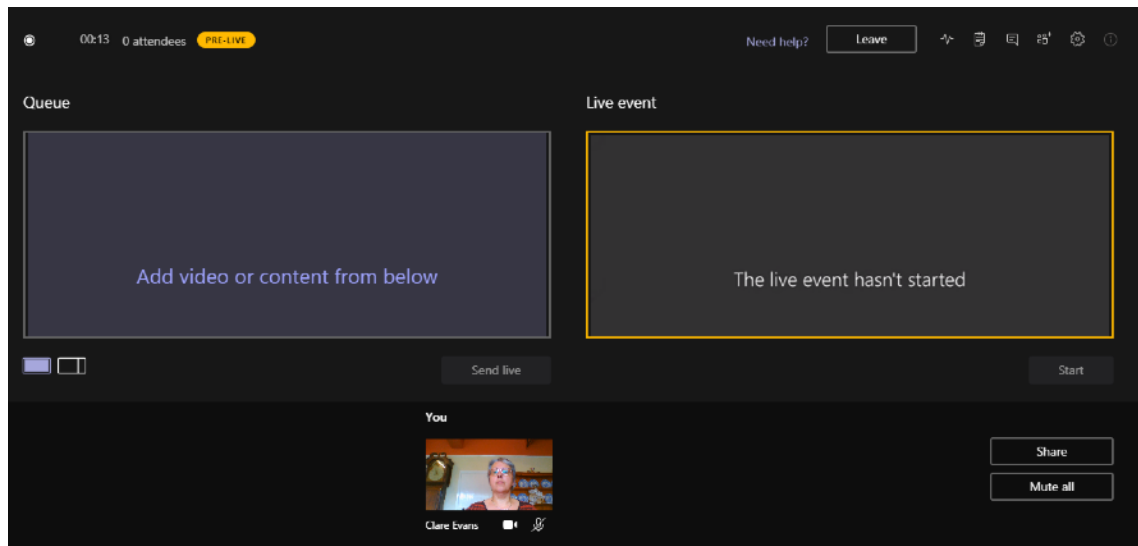
To join a Live Event as a Producer:

1. Sign in to MS Teams.
2. Click the calendar icon on the MS Teams menu to open your MS Teams calendar.
3. Find the Live Event on your calendar.
4. Click the Live Event to open it. The following window will open.
5. Click 'join' to open the Live Event.

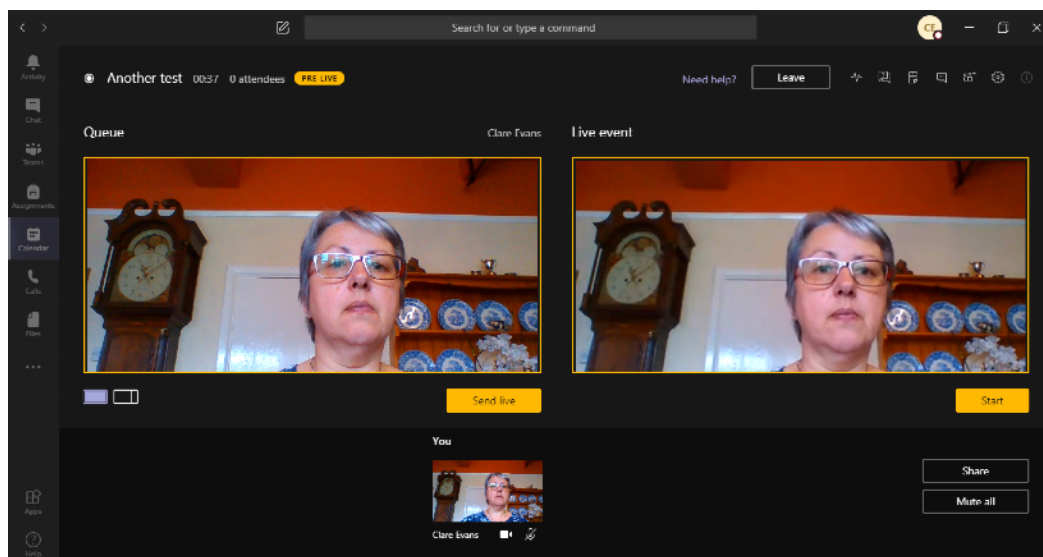


Running and Presenting a Live Event as a Producer

1. You will join the meeting as the 'Producer' by default, and will have control over what is seen. The event will show as 'Pre Live' until start is selected with the view of the presenter in the left hand Window.

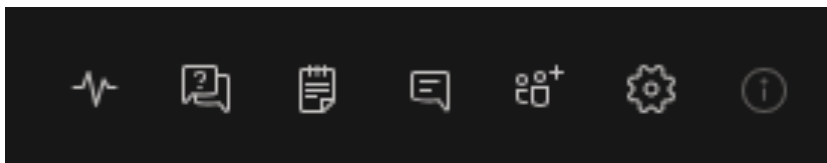


2. If you are also presenting, select your camera feed at the bottom of the screen. This will preview it in your queue (on the left) before sending it to the live event (on the right) by selecting 'Send Live'.



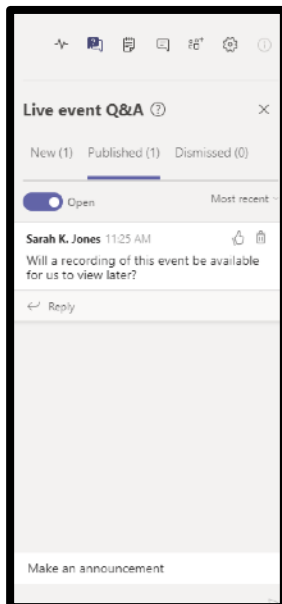
You will then be able to select 'Start' to begin the event. Other presenter video feeds will appear next to yours and you can choose which one to preview and make live – using the left hand screen to 'queue' presentations ready to 'Send Live'.

The Live Event Toolbar



A B C D

A: Show Q&A.



- If Q&A has been set up these can be accessed via the tool bar in the top right hand corner.

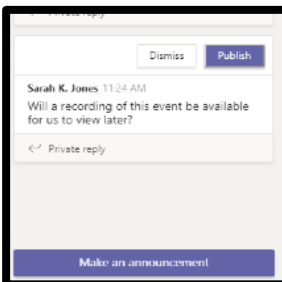
Live event Q&A will show on the right of the screen when selected.

The same toolbar icons are also accessible from this screen.

- Any questions asked will need to be 'Published' before they are visible to all attendees.

- Click on the 'Publish' next to the question/comment or dismiss if inappropriate. You can also respond in a private message direct to the person asking the question.

- You can view all comments – New/Published and Dismissed at the top of the window.



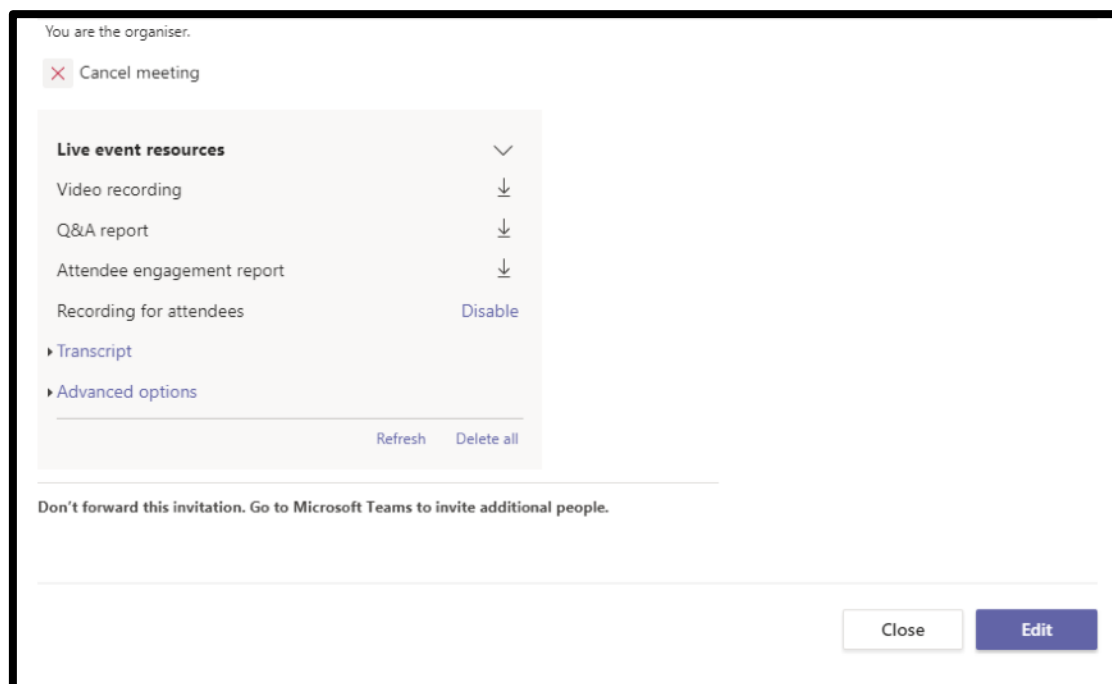
B: Meeting notes. Notes are visible before during and after the meeting.

C: Show conversation. Meeting chat visible to all if used.

D: Show participants. Also lets you invite new participants.

Live Event Reporting

After the meeting you can download the Q&A and Attendee engagement report by selecting the meeting from your calendar under 'Live event resources'.



MS Teams - Live Events

Roles:

Role	Responsibilities
Organiser	<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.▪
Producer	<p>Controls the live event stream.</p> <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.