Teams Live Events are a function of Teams that allows you to broadcast out a live message to a large number of people. Whereas a typical Teams meeting allows two-way communication between two or more people, a Teams Live Event is designed for one-way communication, from a presenter to a large audience. This is useful for town hall-style presentations.

A Teams Live Event can be run by one or more presenters. There can be only one active presenter at a time, but this can be handed off to another presenter at any time.

Though the presenter(s) will use the Teams client to record the presentation, the recipients can view the presentation in a web browser and as such will not require Teams.

Teams Live Events can be broadcast to the entire SOM userbase, to a subset of people, or can be made public entirely. They can also recorded for later dissemination.

**Creating a Teams Live Event**

Open the Teams app, or go to [teams.office.com](http://teams.office.com). Create a **Live event**.

Configure your title, start & end times, and more.

You can add additional members of your Live Event team here. Add them as a **producer** if you want them to have full control of the event, with abilities such as ending the event, switching presenters, and moderating the Q&A panel, if present. Add them as a **presenter** if you simply want them to participate in the video stream.

Click **Next** when done.
Next, choose your audience. You can include specific people only, the entire SOM userbase, or make the event public. This last option will necessary if you want to include UMMS, UMB or FPI employees without a SOM account.
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)

You’ll send out specific invites.
Available to any SOM user.
Choose this option if you want to include UMMS, UMB or FPI employees without a SOM account.

**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

Before scheduling, scroll down at this window if you’d like to enable Q&A for the event.
Now you’ll come to the summary screen. You can **get attendee link**, which will copy a URL to your clipboard. Paste this into an email and send it to the audience you’d like to reach. Teams will not automatically invite anyone to the event.

If you **close** this window, you can open it again by going to your calendar in Teams and double-clicking on the event. **When you are ready, Join** the event.
Starting a Teams Live Event

Upon joining an event, Teams will display several panes. Since the event is **pre-live**, the left pane lets you queue up what you’d like to broadcast first. The right pane is what viewers are seeing real-time. The bottom pane shows you and your fellow presenters and producers.

Turn on your **video & audio** to be able to broadcast yourself. **Share** if you’d like to add another source, such as a video or a Powerpoint slideshow.
When you choose to Share, you can choose to share an entire screen (meaning any app that appears on that screen, just as you see it – shown below in blue), or just a specific app, such as a web browser that’s displaying a video, or an Excel spreadsheet with a graph you’d like to show (shown below in red). I’ll choose a web browser.
As soon as you share something, Teams disappears! A red border will outline the content that you’re sharing, whether it is a single app or your entire screen. Menus to the top and bottom right will give you control over the presentation. At the top, you can hand control over to another presenter. At the bottom right, you can enable or disable your video & audio, stop sharing, or leave the event entirely. Double-clicking this will bring you back to the previous screen.

Back at the previous screen, we can see that we have two sources below – my live video and a web browser on my computer. I can choose which I’d like to present, and then send live for a preview. When you’re ready, click Start. This will officially start the event for the viewers.
If you’re unsure if you’ve started successfully, open the attendee URL for the event in a separate browser. It’ll either display as **The live event hasn’t started**...
Or it will show your event. As the message stated above, there is a 10-20 second delay.

If you’d like to switch to another source, click on it in the content pane. This will appear in the Queue window. Click **Send live** to bring it to the live event.
Switch to another presenter in the same way. If a part of the event, they will show up on the content pane as well. Once active, they can choose to share their live video, or a screen or app on their own computer.

What is shown in the right window here will always be what the viewer sees.
As we touched on earlier, icons in the upper right hand corner will allow you to create notes for the event, chat with the other presenters, or invite new presenters on the fly. None of this information is accessible to the viewers.
If you’ve enabled Q&A, you’ll have an additional icon in this area. You can publish messages, and answer viewers’ questions either publicly or privately. This is a public message:
Here is a question from a viewer. You have the option to publish it and respond to it publicly, or you can answer it privately.
The Q&A pane will appear on the right of the presentation automatically for your viewers. They will see your messages, and can ask questions here. Viewers have the option of asking a question anonymously.
When you are finished, you can end the event. **Leave** will let you exit the event without ending it, as long as there is at least one other presenter. **End** will end the event entirely.
Once ended, you can return to your Teams calendar, open the event, and download an mp4 of the event, as well as an attendee report.
It is recommended that you host a test event before holding a public event.