

How non-Oxford speakers can present in a Teams Live Event

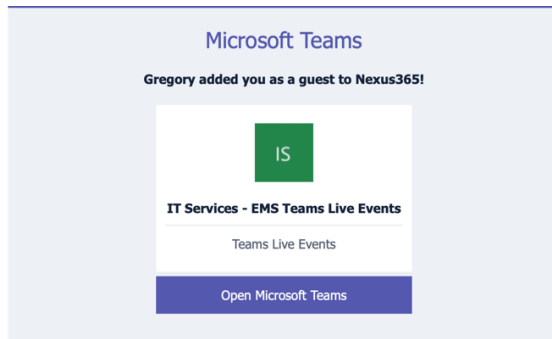
Overview

An external speaker can be invited to a team within Oxford's Nexus365 system. This creates a guest account in Nexus365, which in turn allows them to present in a Teams Live Event.

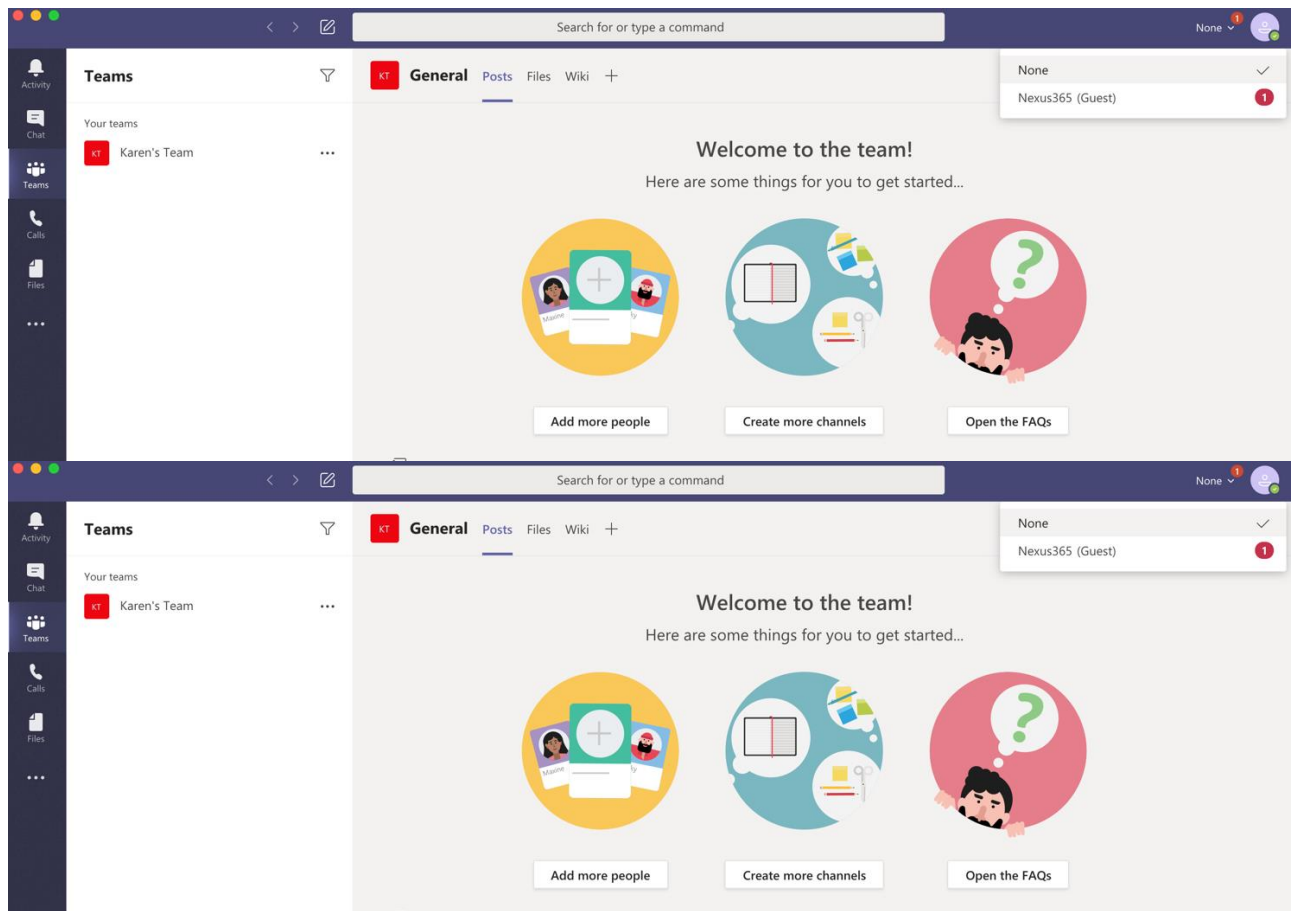
You should request a new team solely for the Teams Live Event, as opposed to adding external speakers to your existing team(s) as this would give them potentially unwanted access to the team's resources. Teams can be quickly created by the Nexus team via an email to help@it.ox.ac.uk.

How to manage an external speaker in a Teams Live Event

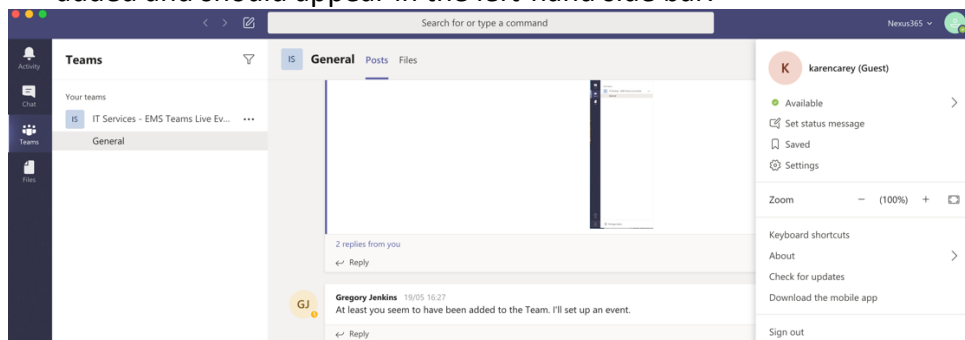
1. The Departmental Teams Administrator adds the external speaker to the team as a **guest**.
2. The external speaker should then receive an email with an invitation to join as a guest:



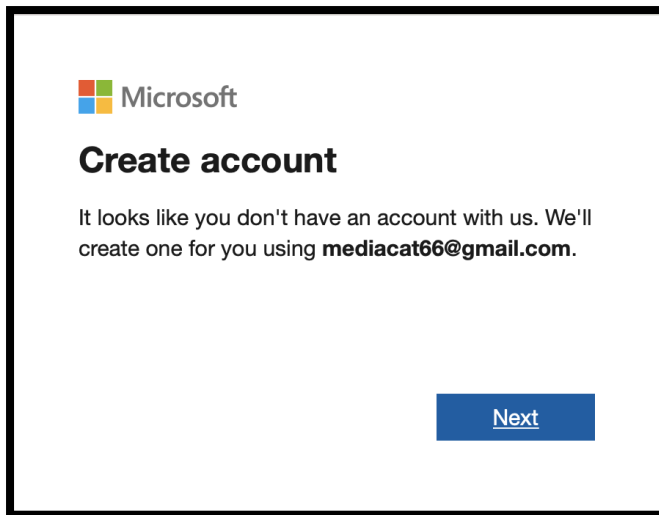
3. If the external speaker is already using Teams within their organisation, when they click the link, they should see in the drop-down menu in the top-right hand corner of Teams that they have been added Nexus365 as a guest:



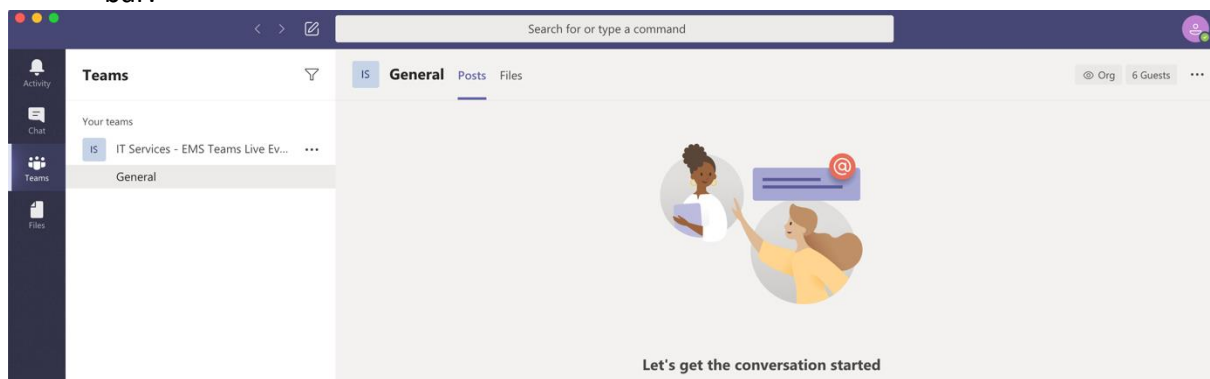
4. If they select it, the account will be switched to the team to which they have been added and should appear in the left-hand side bar.



5. If the external speaker isn't using Teams or Office 365, when they click the guest invitation, they will receive this message:



6. The external speaker will then need to set up a Microsoft account **using the email address given to the organisers of the Teams event**. Once the Teams account is created, the team to which they have been added should be in the left-hand side bar:



Important considerations

- Ensure that this is set up and you have tested with your external presenters before the event. This isn't something you can do at the last minute. If your external presenter isn't set up as part of your team then he/she will only be able to join as an attendee and will not be able to present as part of the meeting.
- The external presenter must supply the email address associated with their Teams account and their guest account within the University Team (this should be the same address) or they will not be recognised by the system and will not be able to join the meeting
- All presenters – both external and internal – currently need to use a computer with the desk top app and NOT a mobile device/tablet. (This is in development though so watch this space)