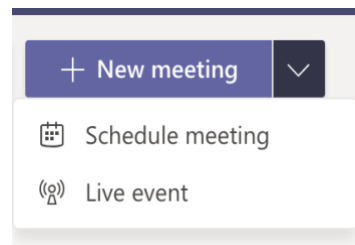


## Setting up a Teams Live Event

Teams live events are created in the Teams calendar app in much the same way as a personal or channel meeting.

1. In Teams, select Calendar
2. Select +New meeting > live event.
3. Complete the details in the meeting description boxes – date/time/event details etc.
4. Add names of your 'Event group' – those people who will be working behind the scenes and/or presenting information.



**Producers** manage the event live and have the most control of the meeting – selecting what can go live and when, Q&A moderation and has the responsibility of starting and ending the event. The producer role is akin to technical lead or manager of the event and usually not the main speaker for Town Hall style events.

**Presenter** status are your invited speakers and moderators who will be able to share audio/video and screen presentations and moderate Q&A sessions.

5. Click Next.
6. Under Live Event Permissions, choose who can attend your event – Public, Organisation ie. Oxford University or select groups of people of your choice.
7. You can then make selections on how you will be producing your event – who the recording will be made available to, whether you would like a Q&A session, captions and attendee reports.
8. Click Schedule when done. Once scheduled, an attendee **web link** will be generated in the Teams calendar that you can share.

Your event group should automatically receive a calendar invite with all the details for joining the event. Clicking on the 'get attendee link' will copy the link which you can then share to your intended audience. If the event is Organisation or a select internal group/team, then they will need to log in to Teams to watch the event.

N.B If you have set your Live Event Permissions to "Public" then **anyone in the world** with the link can join the meeting without logging in.

### Pete's WebCam LIVE TEST

A screenshot of a Microsoft Teams calendar invite for a live event. The invite is titled 'Pete's WebCam LIVE TEST' and is for Tuesday, 12 May 2020, from 16:00-16:30 (30 minutes). The event is a Microsoft Teams Meeting. The invite includes a 'Join' button and a 'Chat' button. Below the buttons, it says 'You did not respond to this meeting.' and provides options to 'Accept', 'Tentative', or 'Decline'. The invite also lists the organiser, Peter Robinson (Producer, Organiser), and the event group, Gregory Jenkins (Presenter, Unknown), and Karen Carey (Presenter, Unknown).

**Invite attendees**  
To invite attendees, copy the link and share it or send it in a calendar invite.  
[Get attendee link](#) [Learn more](#)

Tuesday, 12 May 2020  
16:00-16:30 (30 minutes)  
Microsoft Teams Meeting

[Join](#) [Chat](#)

You did not respond to this meeting.

Accept  Tentative  Decline

Organiser  
Peter Robinson  
Producer, Organiser

Event group  
Gregory Jenkins  
Presenter, Unknown

Karen Carey  
Presenter, Unknown