

# Microsoft Teams Live Broadcast Guide

## For Producers to inform Presenters

The Presenter and Producer need to communicate what content will be shared and when it will be broadcast.

## Broadcasting Presenter

The Producer controls when the Presenter goes LIVE to the audience.

1. The Presenter will see *Microsoft Teams* displaying their webcam within a box in the bottom right-hand corner of their screen.



2. A toolbar on the Presenters screen will show they are 'PRE-LIVE'. Presenter/s needs to make sure their camera and microphone are enabled and the device speakers are on.

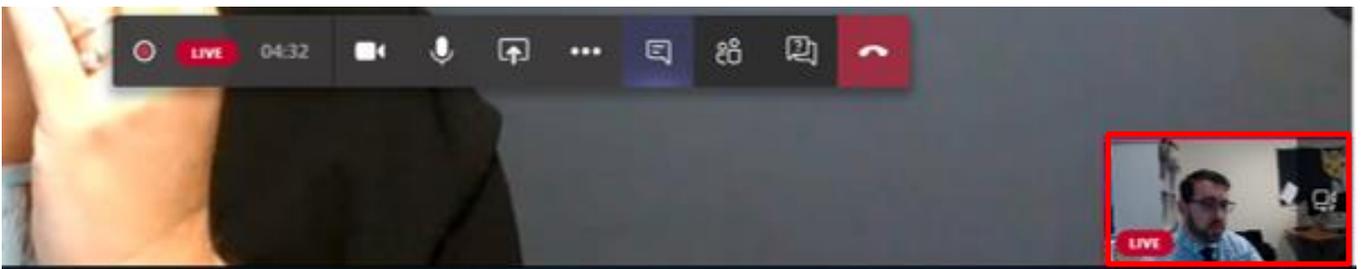


**Important: The Producer needs to notify the Presenter when they are going LIVE.**

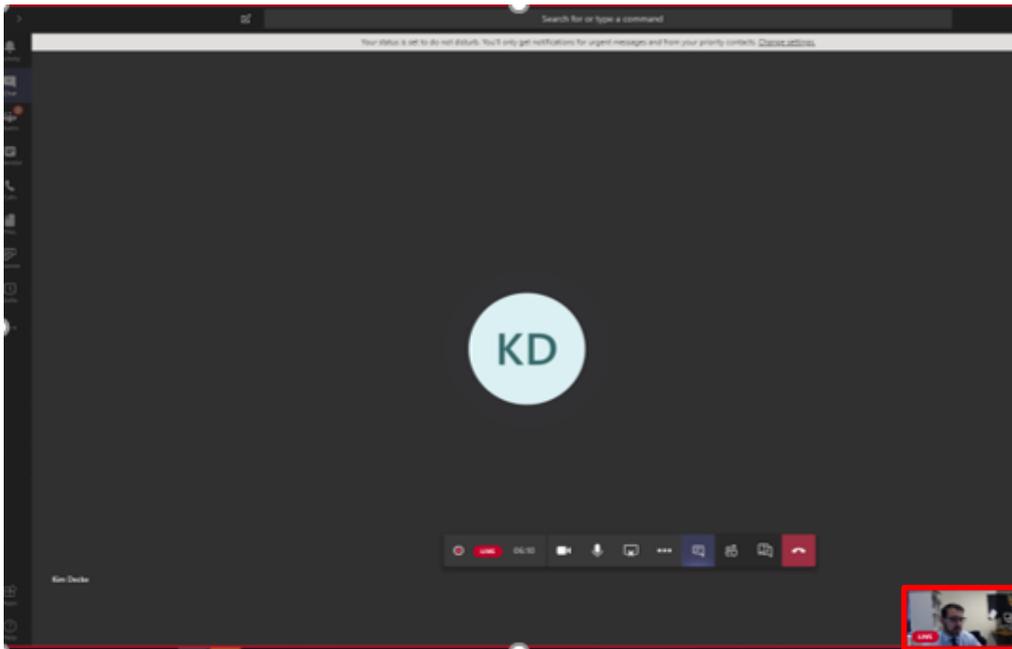
3. Once the event is broadcast, LIVE will display on the Presenter's toolbar.



4. *Microsoft Teams* will display the Presenter's webcam within a 'red box' in the bottom right-hand corner of your screen and LIVE.



5. If the Producer has their camera turned off, the Presenter will only see initials. The Presenter is still LIVE as their webcam image has a red border with the word LIVE.



## Broadcasting Content

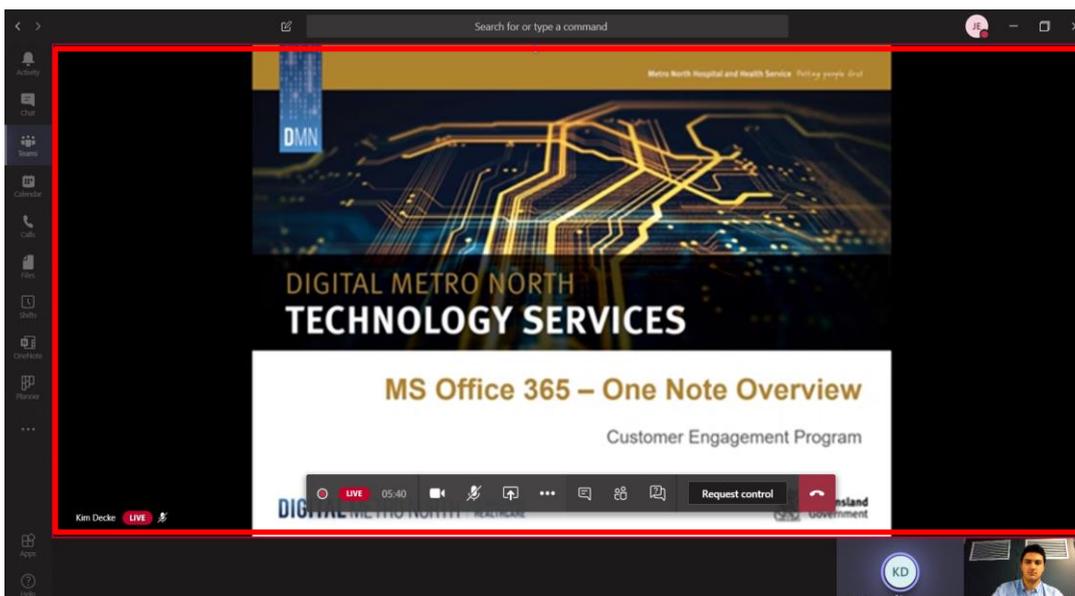
There are two options as to how the Producer plays the Video Content from the Presenters cue.

**Important: The Producer needs the content before the Microsoft Teams Live Event begins.**

### Option 1

Content displays with a 'red border' indicating it is LIVE to the Presenter and broadcast to the audience.

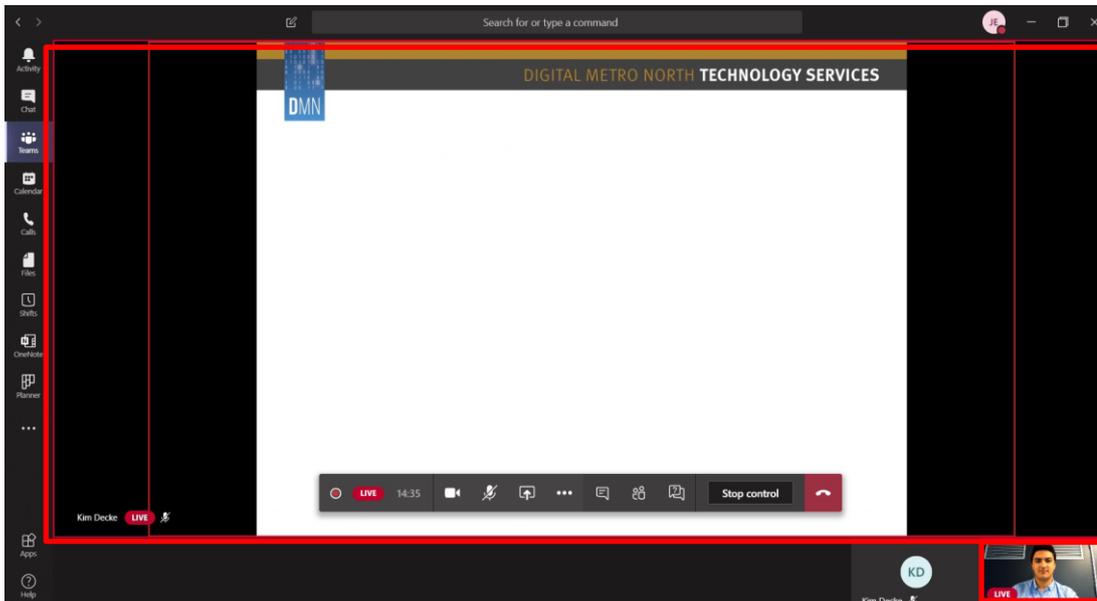
The Presenter does not have a 'red border' around their webcam image in the bottom right-hand corner because the Presenter is not LIVE.



## Option 2

Content and the Presenter are both displayed with a 'red border'. This shows the Presenter and the content are LIVE and is broadcast to the audience.

**Important: The Presenter must signal the Producer to broadcast queued content for a smooth transition.**



## Broadcasting Interactive Content

The Producer can Give Control to a Presenter so they can navigate through slides or interact with content.

**Important: The Producer needs the content before the Microsoft Teams Live Event begins.**

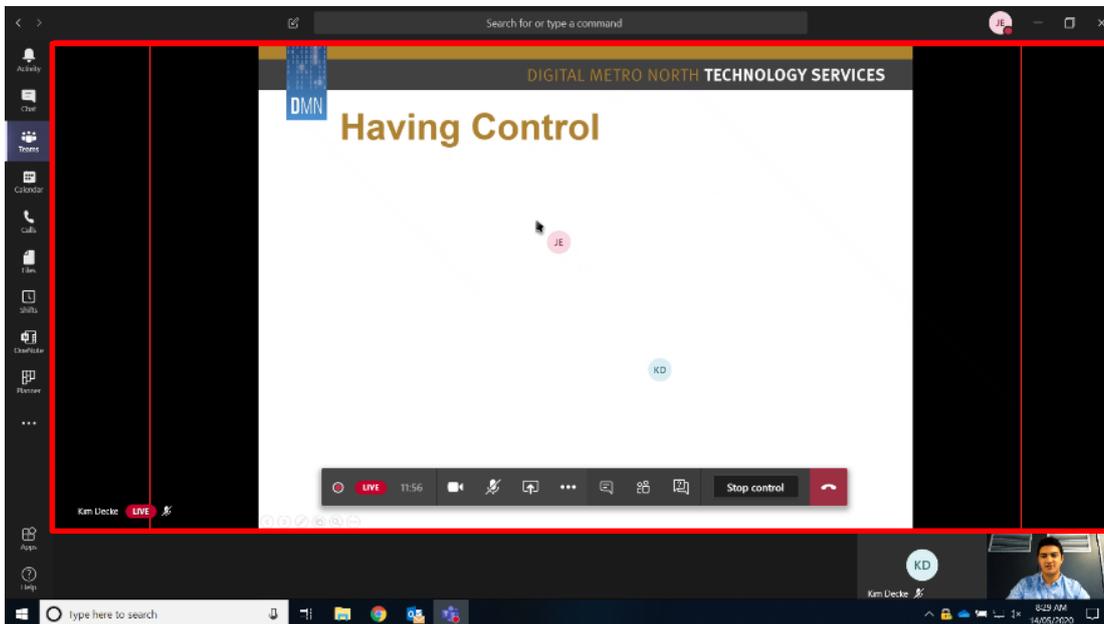
1. **Queued content:** The Producer has shared the content with the Presenter showing the content is ready to be broadcast. The Presenter's webcam image is in the bottom right-hand corner with a red border and red LIVE.

This shows that the Presenter is broadcast to the audience only.



2. **Broadcasting content only with control:** The Presenter can see two red borders, one indicating the screen is being shared by the Producer and the other indicating it is LIVE. On their screen there are two cursors with initials, one being the Producer's and one being the Presenter's. This indicates that both Presenter and Producer can control content.

The content is broadcast to the audience only.



3. **Broadcasting content with control and Presenter webcam:** - The Presenter can see two red borders, one indicating the screen is being shared by the Producer and the other indicating it is LIVE. On their screen there are two cursors with initials, one being the Producer's and one being the Presenter's. This indicates that both Presenter and Producer can control content. The Presenter's webcam image is in the bottom right-hand corner with a red border and LIVE.

This shows that the Presenter and content is being broadcasted.

