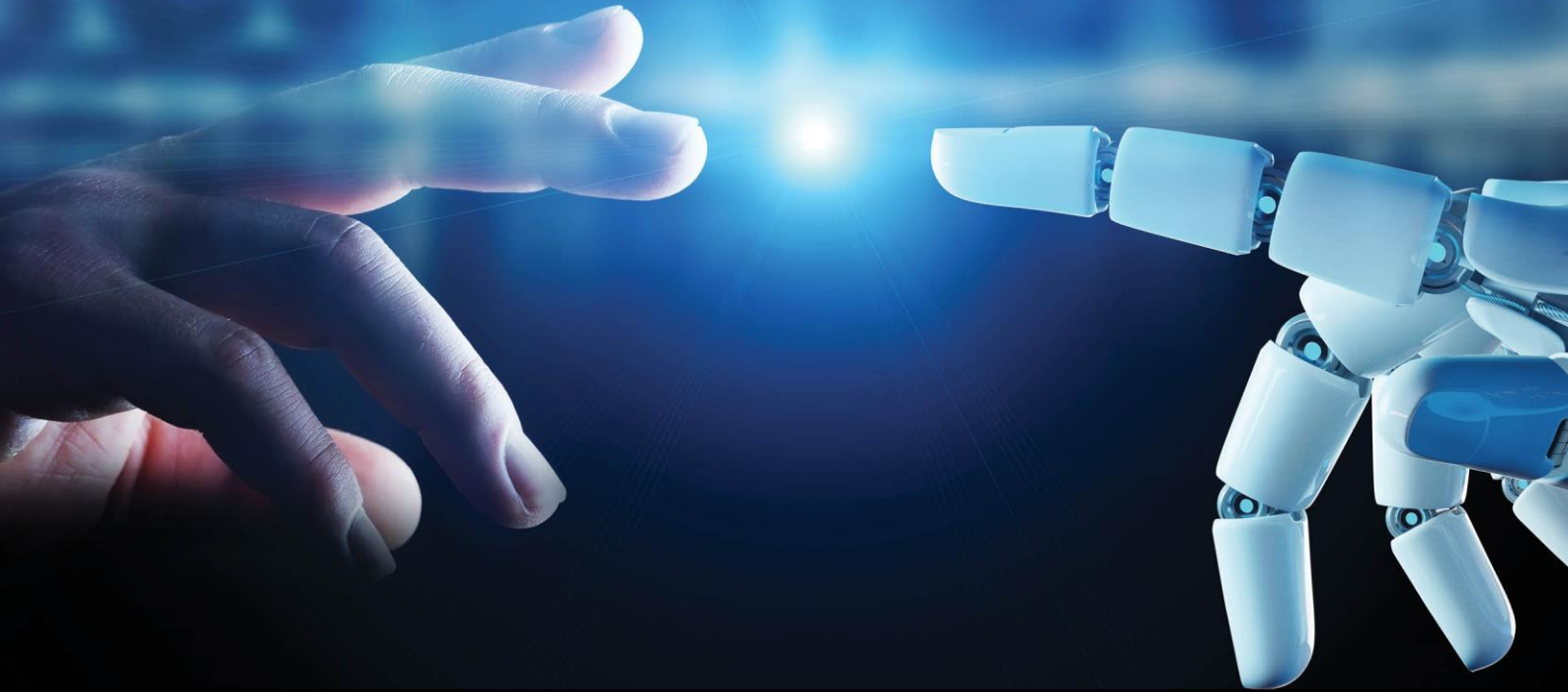




DMN



QUEENSLAND DIGITAL ACADEMY

Microsoft Teams

Teams Live Broadcasts

V1.0



Contents

Contents	1
About Teams Live	2
What is Teams Live	2
When do I use Teams Live?.....	2
How do I get Teams Live?.....	2
Where can I find Teams Live resource?	2
Organising a Teams Live Broadcast	3
Creating a Teams Live event	4
Live Broadcast Management	6
Pre-Live	6
Queueing Screen Shares	6
Going Live	7
Broadcasting.....	7
Giving Control.....	8
Q & A	8
After the Meeting	8
Appendix 1: Teams Live Producer QRG's	9
Appendix 2: Presenter QRG's	10
Appendix 3: Attendee QRG's	11

About Teams Live

What is Teams Live

Teams Live events is an extension of Microsoft Teams meetings, enabling users to broadcast video and meeting content to a large online audience. These are meant for one-to-many communications where the host of the event is leading the interactions, and audience participation is primarily to view the content shared by the host. Attendees can interact with the host via a Q & A function, including anonymously.

When do I use Teams Live?

A Microsoft Teams meeting can facilitate up to 250 participants, Teams Live is required once you exceed 250 participants and up to 10,000 participants.

How do I get Teams Live?

To obtain access to Teams Live, an email is required to be sent to the Metro North Communications team (MetroNorth-communications@health.qld.gov.au). The Metro North Communications team will contact you requesting information about your event to ensure that the criteria for a Teams Live event is met. Please note that this process may require an Online IT job to be logged for access to Teams Live and this should be considered as a potential delay to access when applying.

Where can I find Teams Live resources?

Digital Metro North has developed support materials that can be found online here. <https://metronorth.health.qld.gov.au/extranet/working-from-home/office-365>.

Organising a Teams Live Broadcast

When organising a Teams Live Broadcast, it is important to consider who will be producing and presenting at the event. Teams Live allows an 'Event Group' to be created which can be made up of multiple Producers and Presenters. To ensure Live Events run smoothly it is recommended to ensure you have multiple Producers and Presenters, this allows the event to proceed if the organiser is not available or a Producer/Presenter is having issues.

Consider the environment you are using Teams Live in. Teams Live can be managed effectively in a small room by having the Presenter use their own laptop with support available if required.

When hosting a forum with both a large in-person presence and a large online presence, it's important to ensure the location you have booked is suitably set up for Teams Live event - ensuring you have the correct equipment to support its use.

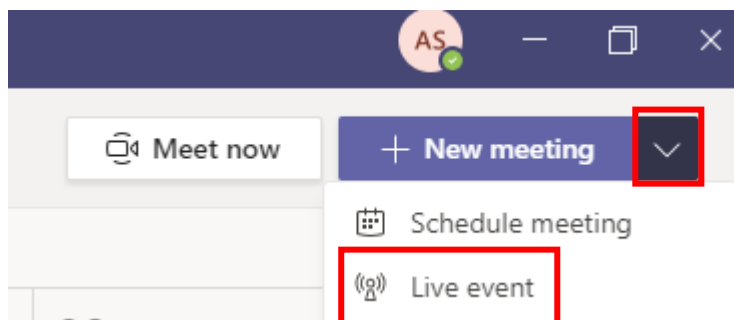
Important things to remember when organising a Teams Live event:

- Make sure the Presenter has sent through any content that is needed to the Producer before the Live event.
- Avoid any handheld microphones.
- It is important to use enough lighting to display video content properly.
- You can leverage HDMI as input for your meeting with an HDMI capture device, you can also use these devices to capture PC or Mac output.
- Ensure the location you are presenting from has a secure internet connection. If practical, have the Producer/Presenter devices attached to the network via LAN (blue cable) not Wi-Fi, to ensure best connectivity.
- Run multiple rehearsal live events, this will give you some experience as Producers. Explore how you will manage Q & A and screen sharing during these rehearsals. It is recommended you run at least 1 test with your Presenters prior to their first session so they are familiar.
- A Teams Live event can only be started once, stopping the live event ends your broadcast. Teams Live has a 'Pre-Live' function for testing on the day of the event.
- Ensure each member of the 'Event Group' know their roles prior to your broadcast (i.e. Presenter, Moderator, Producer), one person can have many roles within the team.
- Make sure you have organised the booking of the room early to ensure you can test the room/equipment prior to your Teams Live event and resolve any emergent issues.
- Have an introductory slide prepared (title of the event) for attendees to see when they join.
- Producers/Presenters experience the event in real time, there is a small broadcast delay.

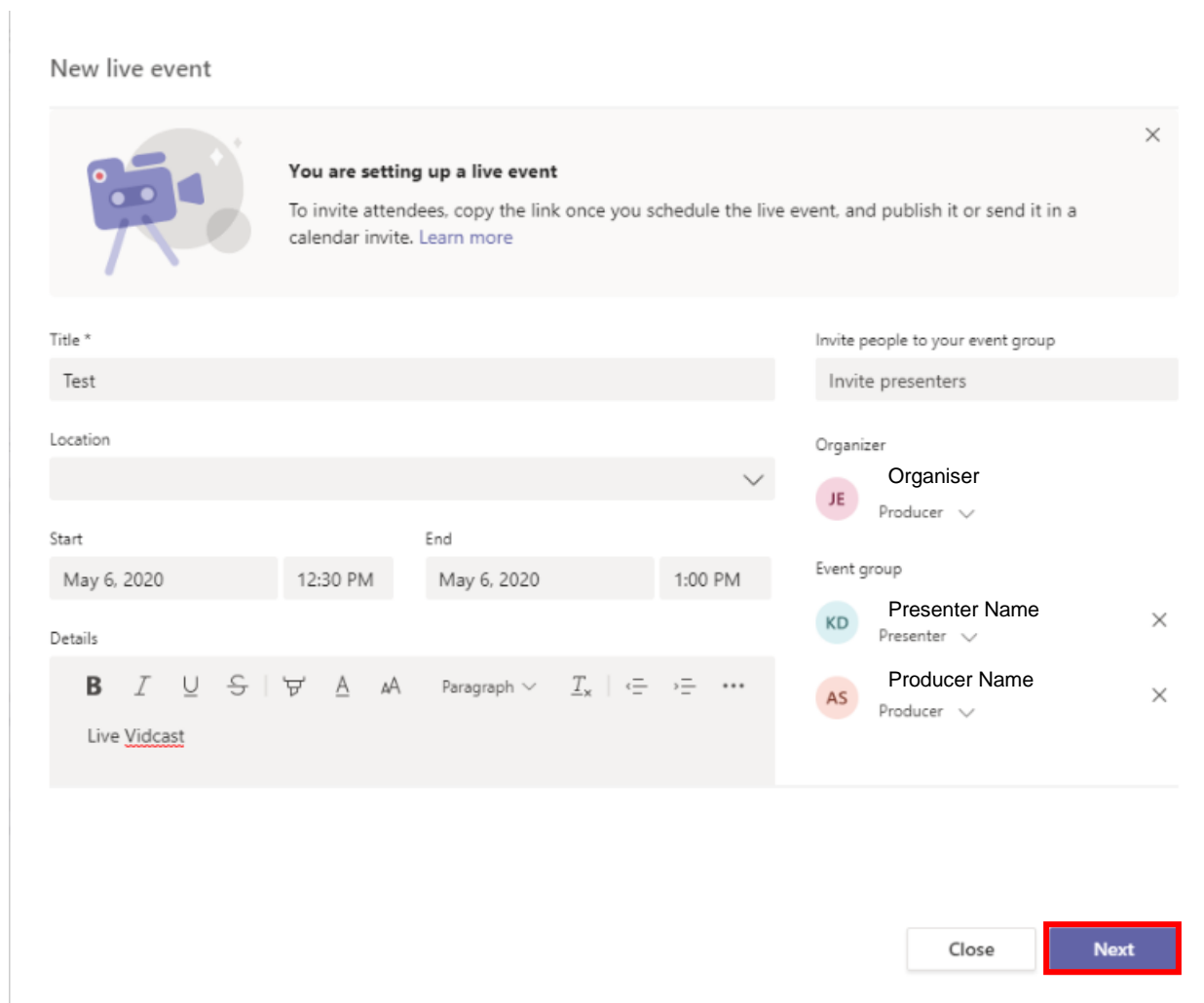
Creating a Teams Live event

To create a Teams Live event, you will need to have the Microsoft Teams application downloaded on your computer and access to create Teams Live events.

1. Open your calendar in Microsoft Teams, next to the **+ New meeting** click the drop-down arrow and select **Live event**.

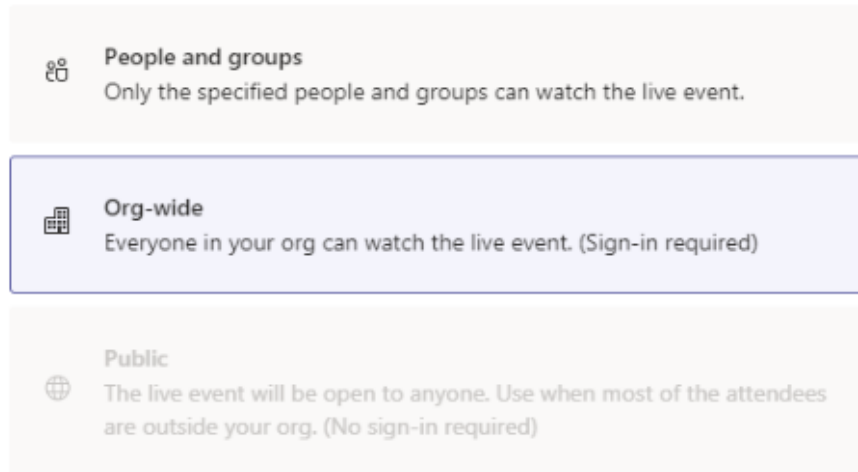


2. Enter the details of your meeting and select your 'Event Group'. This is where you add/invite Producers and Presenters to your 'Event Group' that will assist with the management of the broadcast. When completed click **Next**.

A screenshot of the 'New live event' setup screen in Microsoft Teams. The screen has a light gray background. At the top left, it says 'New live event'. Below this is a banner with a camera icon and the text 'You are setting up a live event'. Underneath the banner, there is a message: 'To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)'. The main form area is divided into several sections. On the left, there is a 'Title *' field with 'Test' entered. Below it is a 'Location' dropdown menu. Further down are 'Start' and 'End' date and time pickers, both set to 'May 6, 2020'. At the bottom left is a 'Details' section with a rich text editor containing the text 'Live Vidcast'. On the right side, there is a section titled 'Invite people to your event group' with an 'Invite presenters' button. Below this is an 'Organizer' section with a user profile 'JE' and the role 'Organiser'. Underneath is an 'Event group' section with two entries: 'Presenter Name' (role: Presenter) and 'Producer Name' (role: Producer). At the bottom right, there are two buttons: 'Close' and 'Next'. A red box highlights the 'Next' button.

3. In the 'Event Management' page you can select how you would like to manage the event. The privacy settings have public sharing disabled, meaning someone from outside Queensland Health cannot join the broadcast. Select **Org-Wide** as your privacy setting, for smaller meetings targeted at a group or cohort you can use a normal Microsoft Teams meeting.

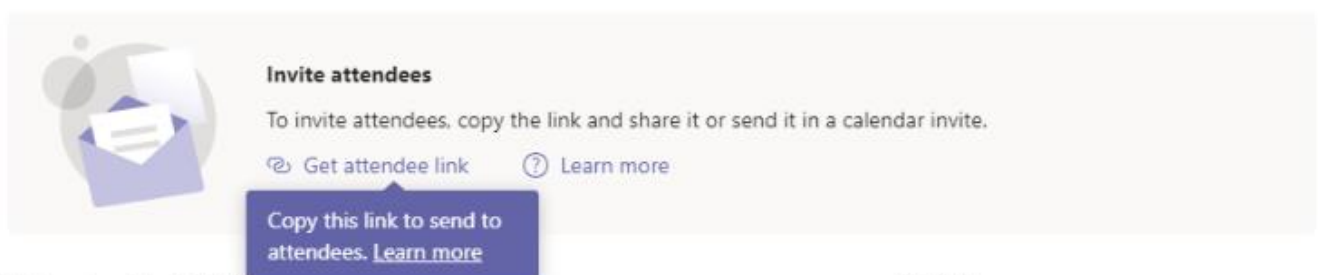
Live event permissions



4. After confirming your privacy setting, scroll down to '**How will you produce your live event?**' Here you can manage the following settings.
- Recordings available to Producers and Presenters:** This is selected by default. As Producers and Presenters you can control the Teams Live event recording and download the content.
 - Recording available to attendee's:** Attendees can access the Teams Live event recording through the invite link provided, this event recording is available for approximately 180 days.
 - Captions (preview):** It is recommended to deselect this, currently the closed captioning and related translations are not reliable and information may be incorrectly transcribed/translated.
 - Attendee Engagement Report:** Selecting this option you can download a CSV file after the meeting. Detailing email address, name, action (Joined, left, reconnected) and role of each participant.
 - Q&A:** This feature allows a live Question and Answer to occur during the meeting. Questions are not automatically published publically, they need to be approved by the Producer/Presenter. You can also reply privately to the attendees question. Participants are able to post questions anonymously. If you run a Q&A session, a report detailing the questions and answers is available to be downloaded after the meeting. Any anonymous questioners do not have their details revealed in this report.
5. In the **Support** field you have the option to link support materials that may be relevant to the Live Event then select **Schedule**.

You have now successfully scheduled a Teams Live event. The attendee link is now available to access, which you can hyperlink into distribution emails/invitations for participants. Participants joining from this link will not be able to present or produce any of the meeting. Staff joining from the attendee link will not be able to unmute themselves during the broadcast. It is recommended for engagement forums to use the Q&A function and have a moderator read/publish the questions.

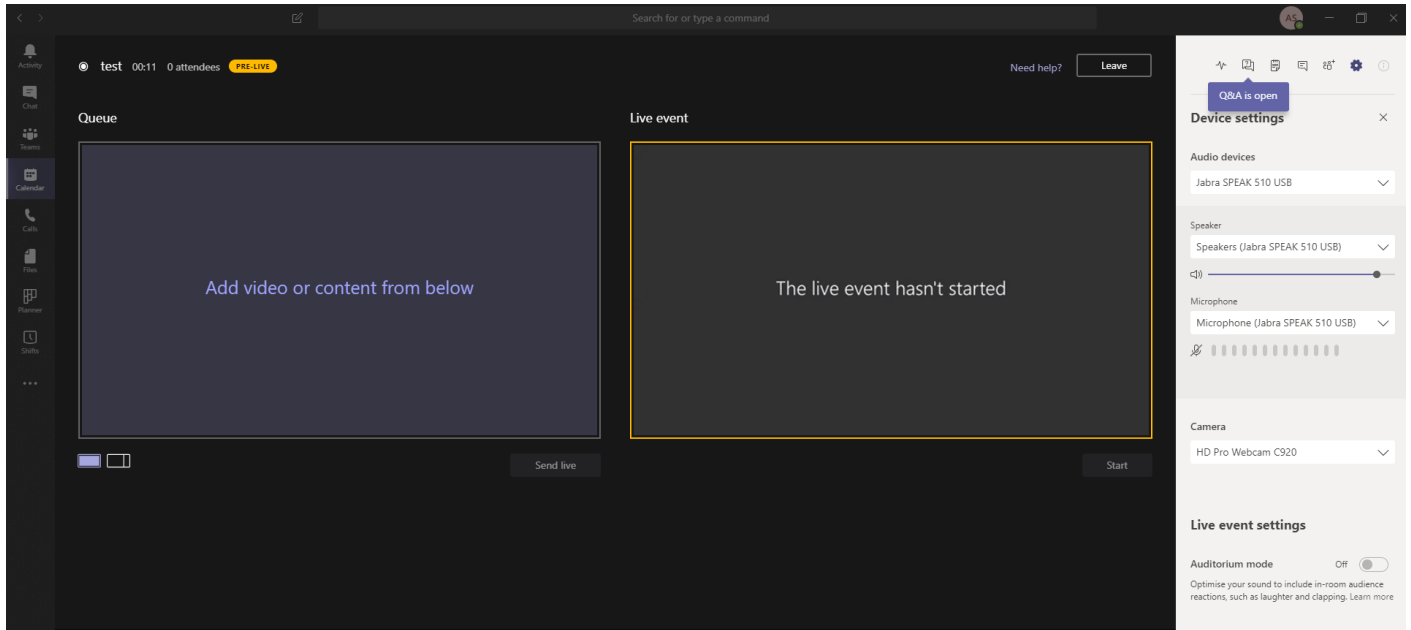
Test



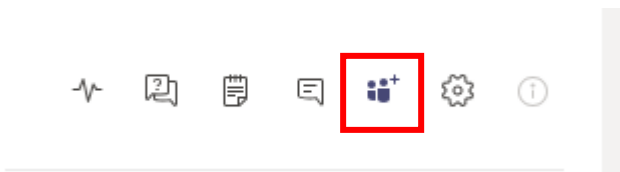
Live Broadcast Management

Pre-Live

Pre-Live is your landing page as a Producer/Presenter where you can manage and test your settings prior to your event going live. To present you need to have your camera and microphone switched on. This can be done when entering the event via the settings cog in the top right corner and by clicking on the microphone or camera underneath your tile in the content tray.



You can add Presenters in the Pre-Live and Live stage by clicking on the show participants tab.



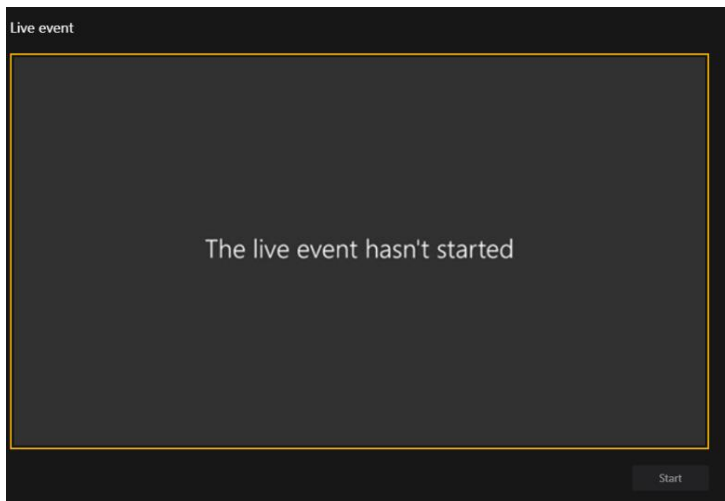
Queueing Screen Shares

By clicking **Share screen**, you can queue content that you are wanting to share during the presentation. You can either share your desktop or an application (i.e. PowerPoint). It is possible to share system sound during the presentation, allowing attendees to hear audio attached to a presentation. When sharing it is important that the screen is not minimised as the preview will not be visible to the Producer.



Going Live

To go live at the start of the broadcast, click **Start** under the yellow 'live event' box. The 'live event' box will turn red and now all attendees can view the live content.



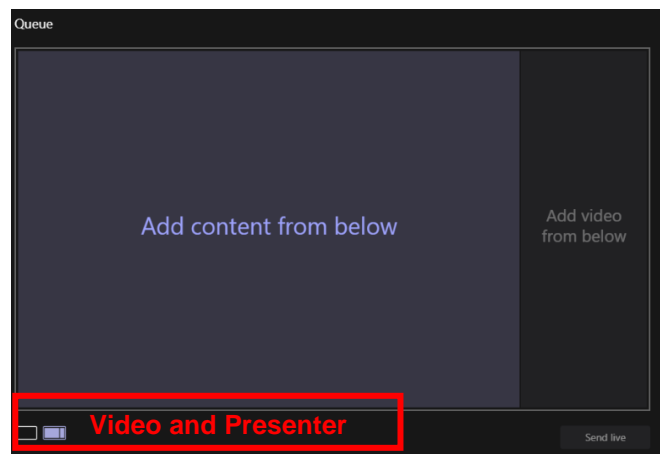
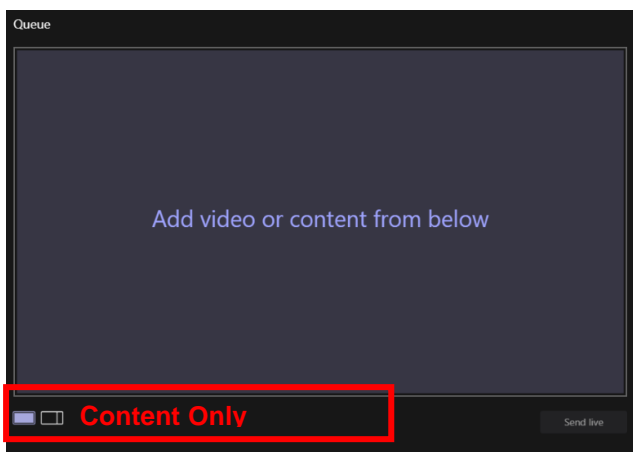
Broadcasting

When you are 'live', anything inside the red 'live event' box is being viewed by your audience. There is a delay of 10 seconds for attendees. All Presenters/Producers experience the broadcast in real time, when you move to another speaker, once they are in the red 'live event' box, they are being broadcast as the primary Presenter.

During the presentation, multiple Producers/Presenters can present, though only when they are broadcasting or broadcast themselves will the video appear. Unlike a traditional video conference, it does not automatically shift from the Presenter. This prevents rapid switching between speakers and the presentation being interrupted unnecessarily.

To change to another Presenter, they must have their camera and microphone switched on. The Producer click on the Presenter that is speaking next and they will appear in the yellow 'queue' box (left-hand screen) after which you click 'Send live'. Once the speaker can see themselves in the red 'live event' box (right-hand screen) they are being broadcast live.

During the broadcast Presenters/Producers can toggle between broadcasting the Presenter and presentation or just the presentation by toggling Video/Presentation icon.

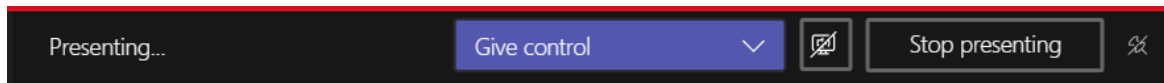


Producers and Presenters can chat amongst themselves during the broadcast by using the meeting chat icon.

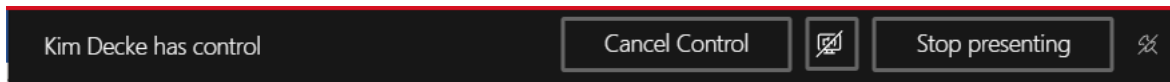


Giving Control

Producers should always be given the Presenter's content for the presentation before a Teams Live event, so they can manage the flow and make sure the correct content and video is loaded. If a Presenter has content that they need to interact with (e.g. PowerPoint) the Producer can 'Give Control' to the Presenter so that they can move through the content at their own pace.

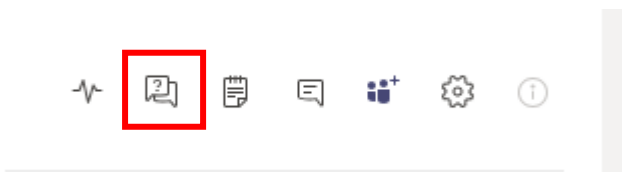


This will make the presentation run more smoothly and the Producer can 'Cancel control' once the Presenter has finished.



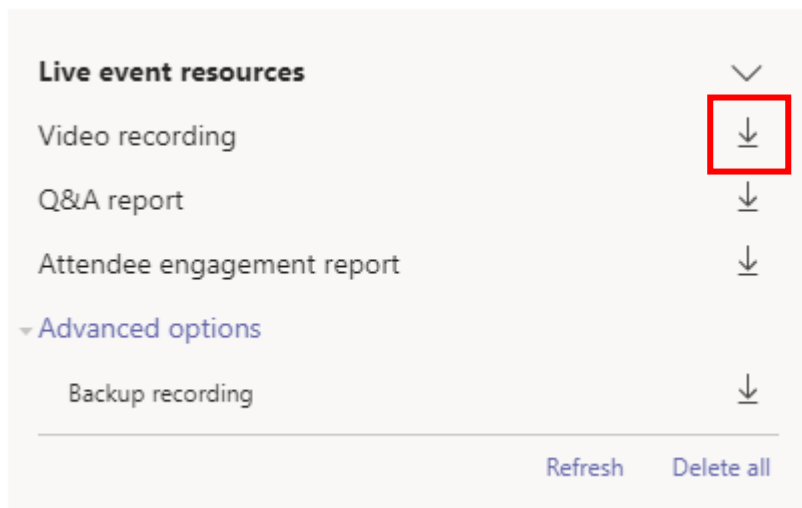
Q & A

The question and answer function allow attendees to post questions either under their own name or anonymously during the broadcast. All questions queue for the Producer/Presenters to view and moderate the question prior to publishing and answering. You can access the Q & A function via the settings menu.



After the Meeting

After the meeting you can access your engagement reports and video. Click on your meeting from your Microsoft Teams calendar, scroll down to 'Live event resources'. You can download your reports and videos by clicking the download icon next to the associated report.



Appendix 1: Teams Live Producer & Organiser QRG's

Quick Reference Guides (QRGs) Title	Link to resource
How to set up a Teams Live Event	https://metronorth.health.qld.gov.au/extranet/wp-content/uploads/sites/10/2020/05/teams-setup-live-event.pdf
Microsoft Teams Live Event Basics for Presenters and Producers	https://metronorth.health.qld.gov.au/extranet/wp-content/uploads/sites/10/2020/05/teams-live-event-for-producers.pdf
Moderating Q & A for Producers and Presenters	https://metronorth.health.qld.gov.au/extranet/wp-content/uploads/sites/10/2020/05/teams-moderating-qa-for-producers.pdf
Changing Presenters during a Microsoft Teams Live Event	https://metronorth.health.qld.gov.au/extranet/wp-content/uploads/sites/10/2020/05/teams-changing-presenters.pdf
Microsoft Teams Live Broadcast Guide for Producers	https://metronorth.health.qld.gov.au/extranet/wp-content/uploads/sites/10/2020/05/teams-live-broadcast-to-inform-presenters.pdf

Appendix 2: Presenter QRG's

Quick Reference Guides (QRGs) Title	Link to resource
Microsoft Teams Live Presenter Guide	https://metronorth.health.qld.gov.au/extranet/wp-content/uploads/sites/10/2020/05/teams-live-presenter-guide.pdf

Appendix 3: Attendee QRG's

Quick Reference Guides (QRGs) Title	Link to resource
Microsoft Teams Live Event for Attendees	https://metronorth.health.qld.gov.au/extranet/wp-content/uploads/sites/10/2020/05/teams-live-attendees.pdf