

Microsoft Teams Live Event Basics

For Producers

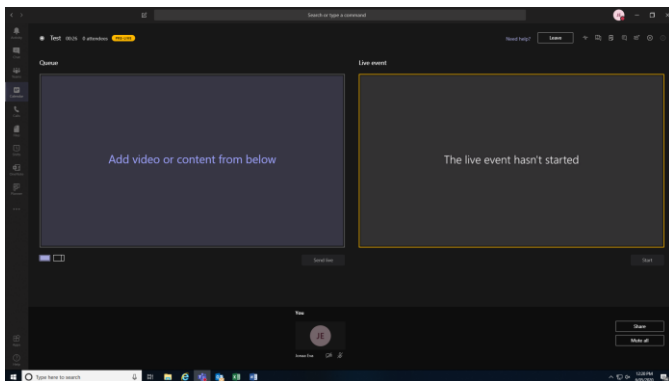
Producers control the Microsoft Teams Live Event by queueing shared content, muting Presenters and giving control.

Joining your Microsoft Teams Live Event

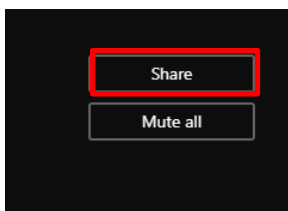
1. To join your *Microsoft Teams* Live Event:
 - a. Go to your *Microsoft Outlook* calendar, open the invite and click on **Join Now**.
 - b. Go to your *Microsoft Teams* calendar, open the invite and click on **Join Now**.

Sharing Content

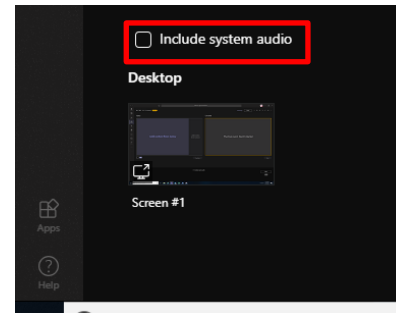
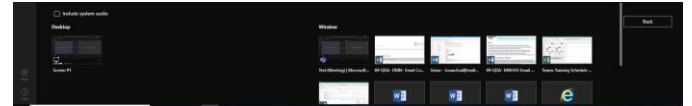
1. Once you have joined the *Microsoft Teams* Live Event you will be taken to the Producer view.



2. In the bottom right-hand corner of your screen click on **Share**.



3. The share toolbar will appear on the bottom of your screen. Check **Include system audio** so attendees can listen to video content. Select your screen you want to share.



Important: Do not minimise your screen because the screen preview will not be visible.

4. The Producer queues and sends content as required by the Presenter.

Mute All

1. To mute other Presenters, click **Mute all** in the bottom right-hand corner.



Giving Control

1. Producers can give control to Presenters by clicking **Give control** and selecting the Presenter's name from the drop-down.



2. When the Presenter has finished, click **Cancel control** to take control off the Presenter.

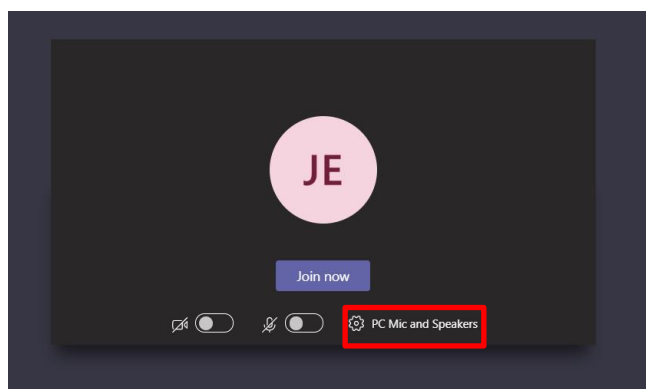


Important: Do not select Stop presenting.

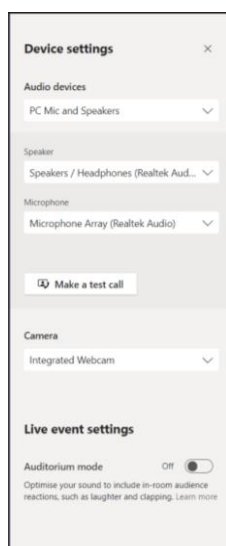
Device settings

Prior to joining a Microsoft Teams Live Event

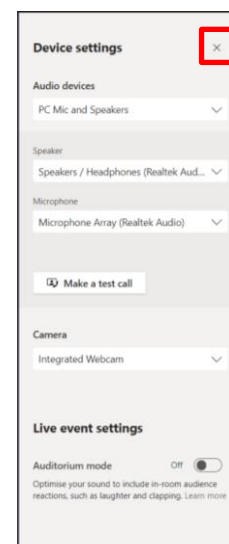
1. Before joining the *Microsoft Teams* Live Event, check your device settings by clicking on the **Settings Cog**.



2. The Device settings panel will appear on the right-hand side. You can adjust your speaker, microphone and camera settings from the drop-down lists.

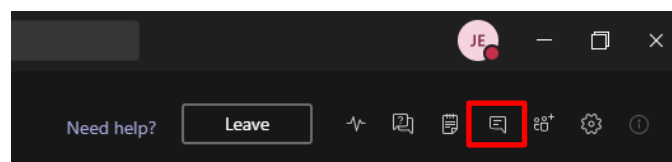


2. The Device settings panel will appear on the right-hand side. You can adjust your speaker, microphone and camera settings from the drop-down lists.

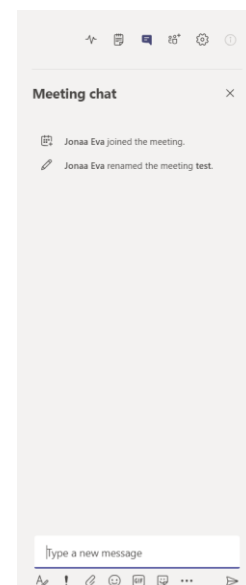


Meeting Chat

1. In your Producer / Presenter view, click on the **Meeting Chat** in the top right-hand corner.



2. The **Meeting Chat** panel will appear on the right-hand side. You can use this to chat with the event group.



During a Microsoft Teams Live Event

1. If you have entered the *Microsoft Teams* Live Event you can adjust device settings by selecting the **Cog** in the top right-hand corner.

