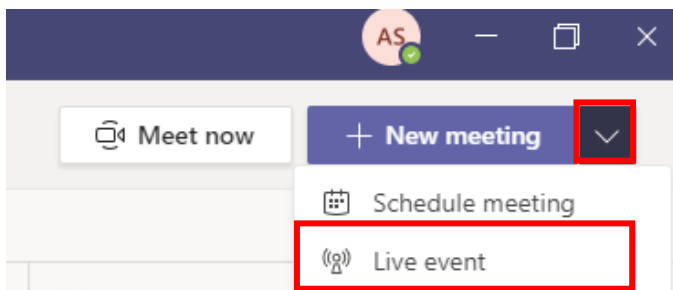


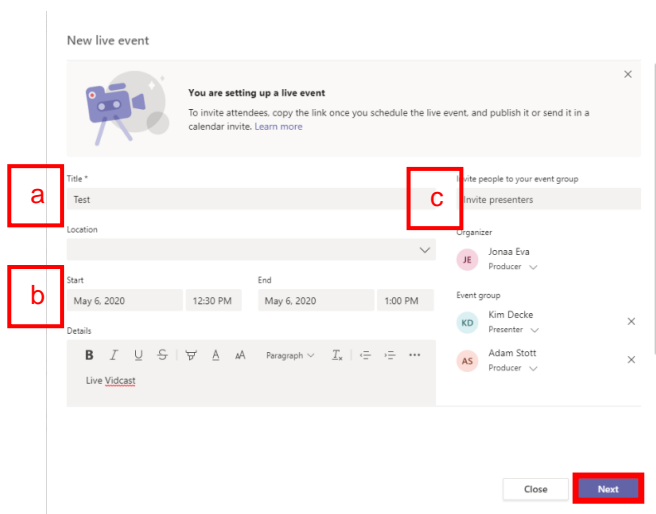
Microsoft Teams - How to setup a Teams Live Event

For Organisers

1. Open your calendar in *Microsoft Teams*.
2. In the top right-hand corner next to the **+ New meeting** click the 'drop-down arrow' and select **Live event**.



3. Input mandatory event details and then select **Next**.
 - a. Title: Add an appropriate title.
 - b. Start and End: Select when the event occurs.
 - c. Event Group: Add your list of Presenter/s and Producer/s by searching their name/s.



4. Configure how you will produce your Live Event.
 - a. Recording available to attendees.
 - b. Captions (preview). **Enabling this is not recommended.**
 - c. Attendee engagement report.
 - d. Q&A.

New live event

How will you produce your live event?

- Teams**
You plan to use Teams to share content from presenters' webcams and screens.
 - Recording available to producers and presenters
 - Recording available to attendees ⓘ
 - Captions (preview)
 - Attendee engagement report
 - Q&A

5. You have the option to link support materials that may be relevant to the Live Event, then select **Schedule**.

Support

Give attendees access to support info for your organization.

URL

<https://support.office.com/home/contact>

6. Your Live Event has now been scheduled, to invite attendees select **Get attendee link**. Use this link when sending the Live Event details to your attendee's.

Test

