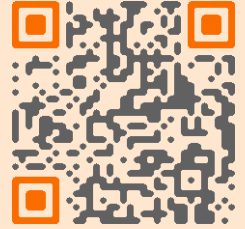




## WHAT IS TEAMS LIVE?



Teams Live events are an extension of Microsoft Teams meetings, that allows you to stream live video presentations to sizeable audiences. A Teams Live event is designed to host multiple presenters sharing information with a larger audience in a lecture based format.



### ✓ SCHEDULE A MEETING

#### USE TEAMS DESKTOP APP

From calendar, use drop down box by "New Meeting," select "Live Event" & enter details

#### INVITE PRESENTERS

Invite those that will be hosting the meeting, by adding them as presenters. Producers should be limited to those running the meeting behind the scenes.

#### PERMISSIONS

Select features- these can not be edited once the meeting is live. Press "Schedule" button

#### INVITE EVENT ATTENDEES

Copy "Attendee Link" and send invite through Outlook email or Outlook calendar request

### ✓ QUICK TIPS

#### OPENING SLIDE

Have a slide at the start of the meeting that shares meeting details and expectations

#### AUDIENCE PARTICIPATION

Attendees can interact through a moderated Q&A chat

#### AUDIO TIPS

Audience members must have their device's audio turned on

#### CLOSED CAPTIONING

Must be selected by an audience member after the meeting starts

#### USE TEAMS APP OR DIAL IN

Audio will not work on remote desktop, instead, use the desktop app or dial in

Have questions? Contact us. We are here to help.