



## **Teams Live-event**

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# Teams Live-events

## General

Teams live-events provides the possibility to organize online events for up to 20 000 viewers. The events themselves are similar to lectures and differ significantly from a regular Teams meeting, as viewers can only watch the event and ask questions via a Q&A section. Viewers can not communicate with each other, nor can they disturb the event as they can not be heard. The questions asked in the Q&A section are also submitted for approval before they are published for everyone to see, meaning that the organizers can dismiss inappropriate questions, or answer them in private.

## Quick-guide

### Creating the event

1. Open the Teams calendar. Next to the “**New meeting**” button there is a drop-down menu where the “**Live event**” can be selected
2. Fill in the basic information about the event and add the Producers/Presenters. The event can be organized with only one Producer. **Do not add the attendees/viewers at this stage.**
3. Define who can watch the event: specific Persons/Groups, members of our organization (TUNI), or available for everyone.
4. Activate Q&A if needed, and decide if the viewers are later allowed to view the recording of the event.
5. When the event is created, take a copy of the attendee-link. **Attendees use this link to watch the event.** The link can be attached to a regular calendar event via Outlook, or copied to a Moodle-page.

### Starting, producing, and ending the event

1. Join the event via your calendar.
2. Click on the window situated on the left, and then on the content that you want to display from the bottom of the page. This window is the preview-window. The content should now be displayed on the preview window.
3. Click on “**Send live**” to move the content to the window on the right. This window displays what the viewers see. Click on “**Start**” to start the live event.
4. React and respond to potential questions. Dismiss inappropriate questions, answer questions in private, or publish questions as you see fit.

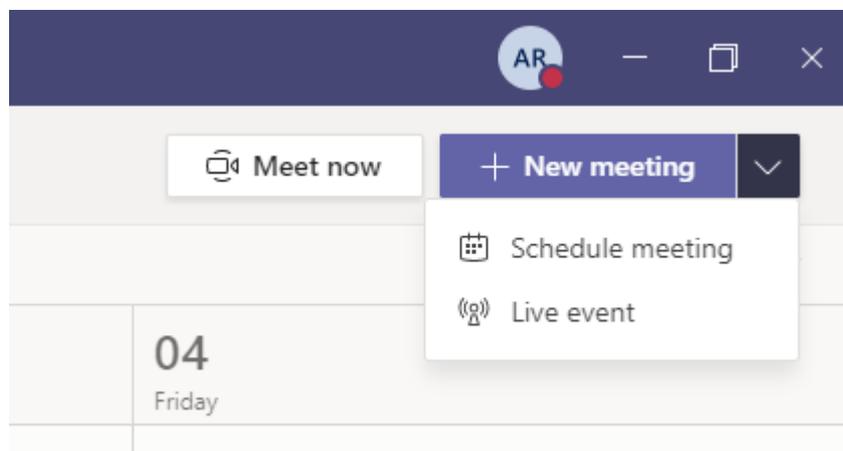
5. When you want to end the event, press “End”. Observe that **when the event has been ended, it can not be started again**. You have to end the event, as only leaving is not going to end the event.

Attendees can only see the content that is displayed in the right-side Live-event window, that the organizers have access to. The queue-windows on the left side functions as a preview window, giving a preview of the content before it is broadcasted in the live-event. The presenters themselves manage their screensharing, and if someone else is displaying their screen in the live-event, the new presenters screen content will immediately be displayed.

## In depth guide

### Creating the event

The Live-event can be created via the Teams-applications calendar. In the top right corner, next to the “New meeting” button, there is a drop down menu where you can find the option to create the event via the “Live event” option.



A new window opens that is very similar to the normal meeting configuration window, where you can fill in the basic information about the event. The main difference is **only the event organizers are added to the event at this point**. Organizers also have to be given a role, which is either Presenter or Producer.

### New live event



**You are setting up a live event**

To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)

**Title \***

**Location**

**Start**   **End**

**Details**

**B** *I* U ~~S~~ | **A** **AA** Paragraph v I<sub>x</sub> | ← → ⋮

Provide info about the live event

**Invite people to your event group**

**Organizer**

AR

Axel Rosenberg (TAU)

Producer v

**Event group**

TO

Testi Oppilas (TNK)

Presenter v

×

Presenters only have to present content for the event, while the Producer manages what is presented to the audience and answers questions. The organizers can communicate with each other before the event starts, and also via a chat-section that is only visible to the organizers. The event can be organized with only one Producer.

After filling in the basic information about the event, a new window will appear where you can define who is going to be able to watch the event. **People and groups** allows you to add specific TUNI-Groups or people within our organization, **Org-wide** requires a sign-in so that only members of our organization can watch the event, and **Public** allows anyone to watch the event. Note that if you have attendees from outside our organization, you have to set the permissions to public.

## Live event permissions



### People and groups

Only the specified people and groups can watch the live event.



### Org-wide

Everyone in your org can watch the live event. (Sign-in required)



### Public

The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

On the same page, you can also activate a Q&A section, which allows the viewers to ask the Organizers questions during the event. You can also active the attendee engagement report, which is a feature that allows you to check on who was viewing the event after it has ended. If you want your viewers to be able to watch the event later, remember to activate this feature at this point.

## 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 ⓘ

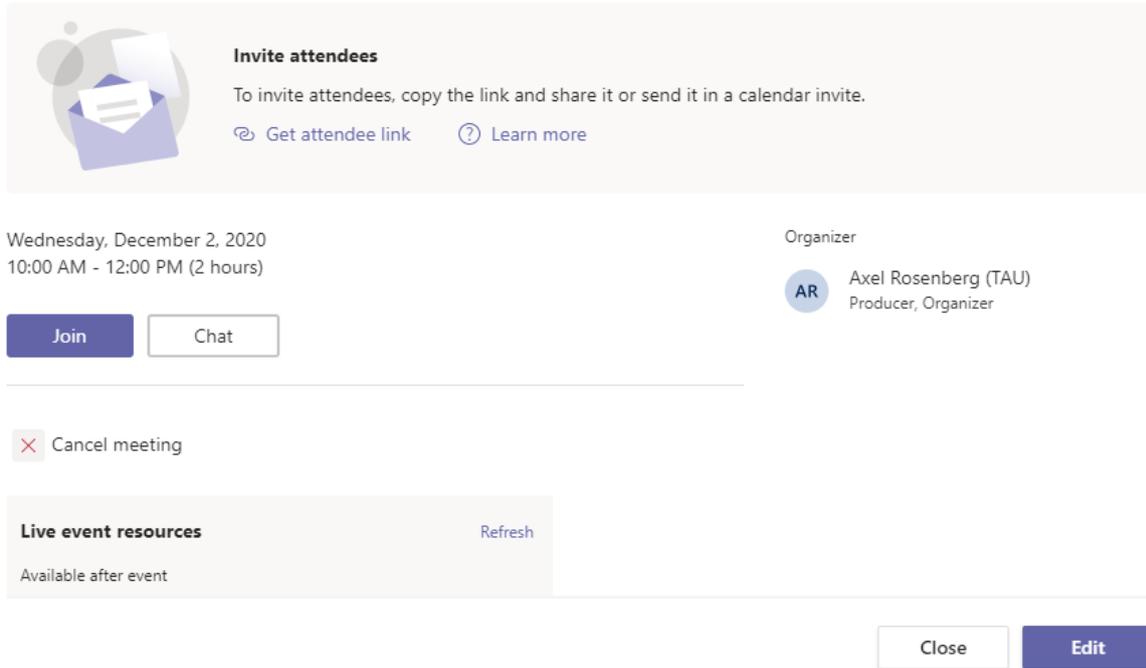
Captions

Attendee engagement report

Q&A

After the event has been created, click the “**Get the attendee link**” to copy it to your clip-board so that you can paste it to where ever you want.

COURSE-001 / Opening lecture



**Invite attendees**  
To invite attendees, copy the link and share it or send it in a calendar invite.  
[Get attendee link](#) [Learn more](#)

Wednesday, December 2, 2020  
10:00 AM - 12:00 PM (2 hours)

Organizer  
**AR** Axel Rosenberg (TAU)  
Producer, Organizer

[Join](#) [Chat](#)

[Cancel meeting](#)

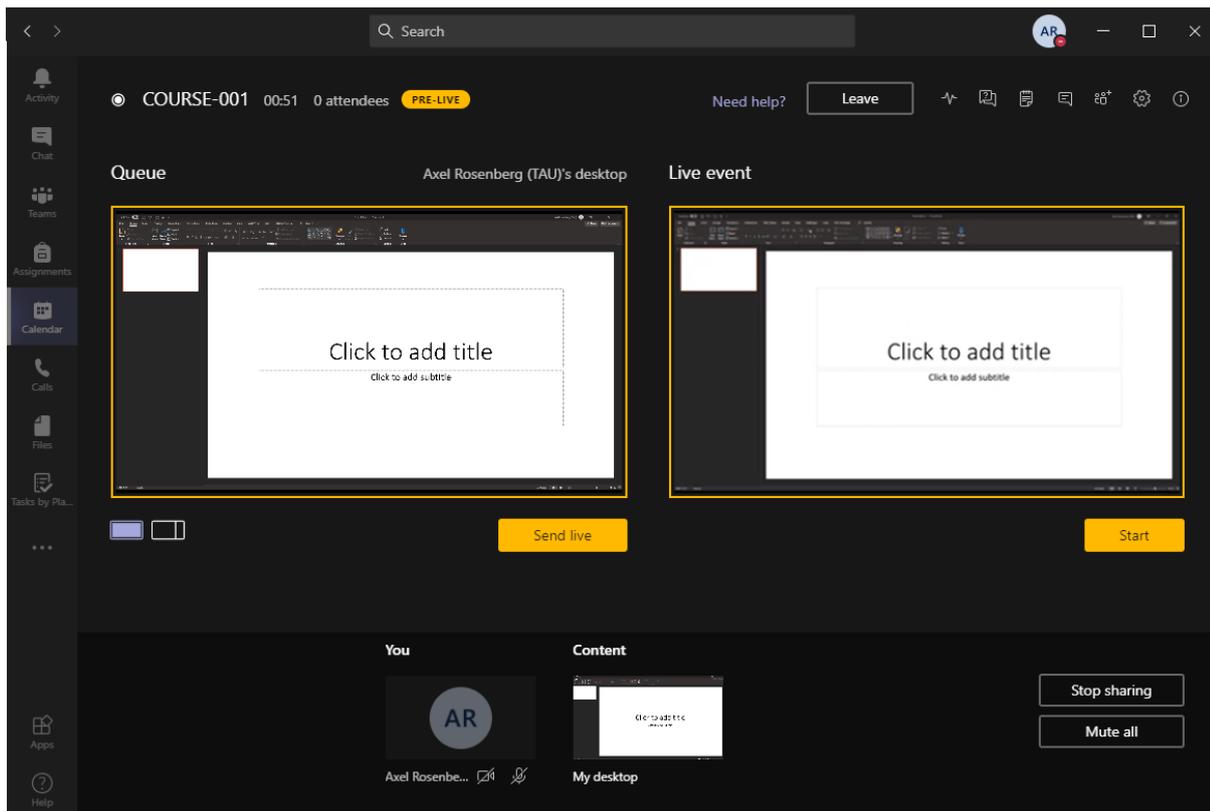
**Live event resources** [Refresh](#)  
Available after event

[Close](#) [Edit](#)

The link can be attached to a normal calendar meeting, or into a Moodle course page. **Please note that attendees have to use this link to join the event as a viewer.**

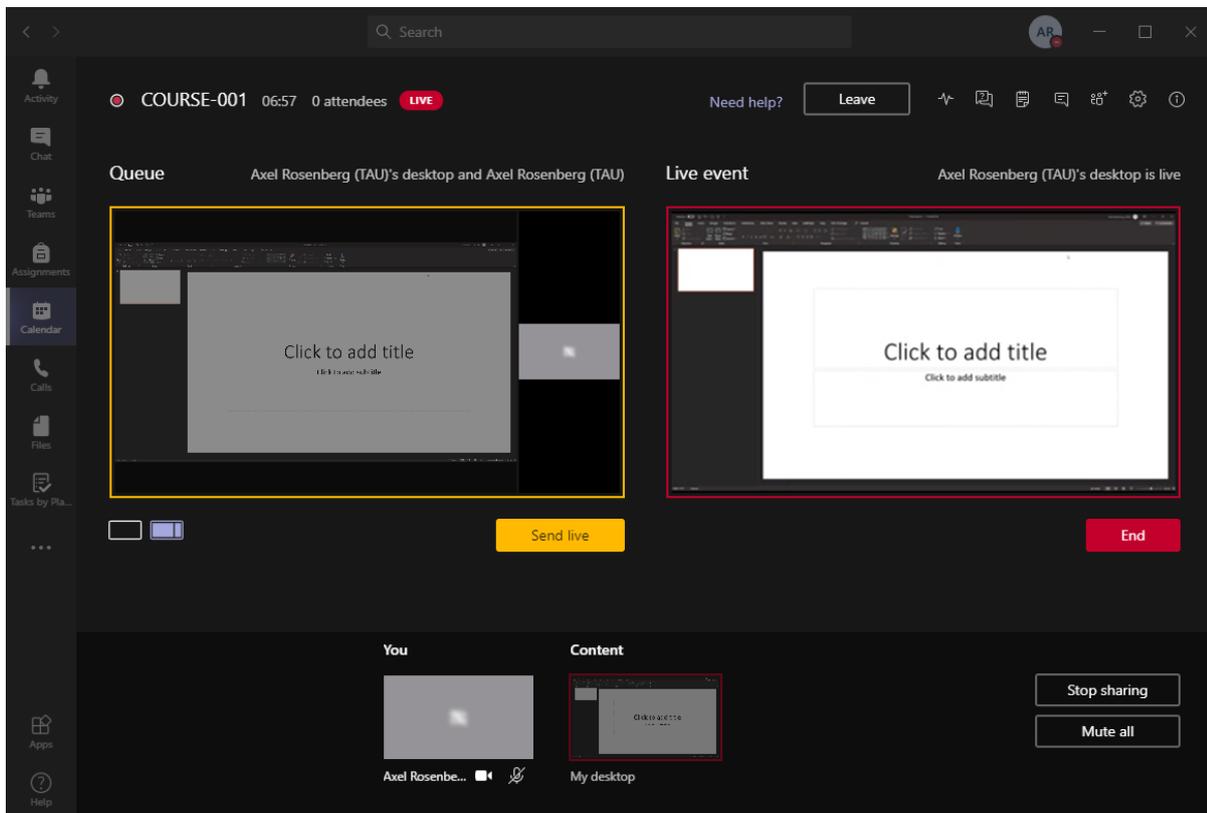
## Starting and broadcasting the event

The event will start as soon as the organizers have pressed the start-button. Note that the organizers joining the event will not start the event.

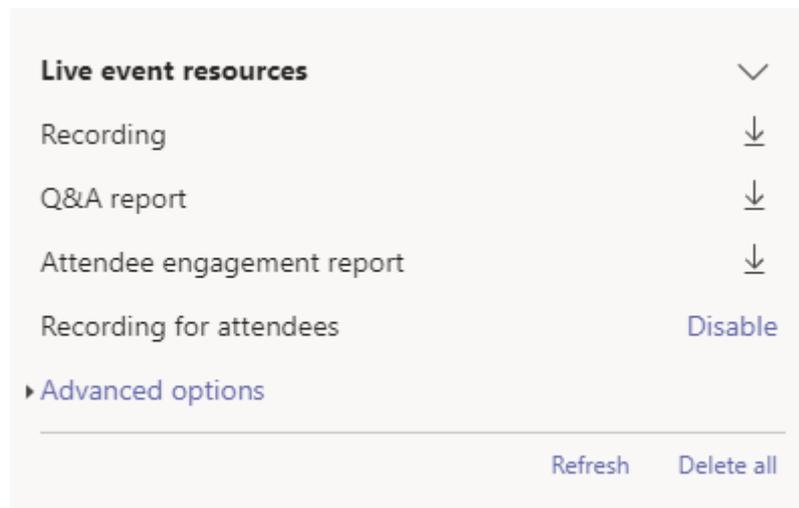


To start the event, you need to have some form of content to present, such as a video-feed from your camera, or a screenshare of your desktop. As soon as you have some form of content to present, click on the **Queue** windows on the left, and then on the content that you want to present which can be found from the bottom of the screen. When content is visible on the queue-window, press **Send live** and **Start** to start the event.

The organizers can not manage whose screensharing content is displayed, as Live-events will display the screen that has been shared most recently.



With the help of the Queue-window, the organizers can set up the content that they want to display next, such as changing the displayed camera. When you have had your Live-event, click on the **End** button to end the event. **This can not be undone, meaning that after an event has been ended, it can not be restarted.** A new event has to be created if the event is accidentally ended during the event. Please note that leaving the event will not end it. The event will automatically end 16 hours after it has started.



If the Q&A section was activated and the event was made available for the attendees to watch later, the attendees can access this content using the same link they used to join the event with. The organizers can download the recording, the engagement report, and the Q&A report via the Teams calendar-event itself that they used to join the event as organizers. The recording is in the .mp4 format, and the attendee report is in the .csv format. Note that if these features were not activated during the creation of the event, they can not be activated later.

## Q&A

The Q&A section allows viewers to ask questions during the event without disturbing. Question can be filtered out if they are inappropriate, answered privately, or published with or without an answer for everyone to see. Only Organizers have the ability to answer questions, while viewers can only ask questions. Organizers can also use this area to make announcements for everyone to see.

