


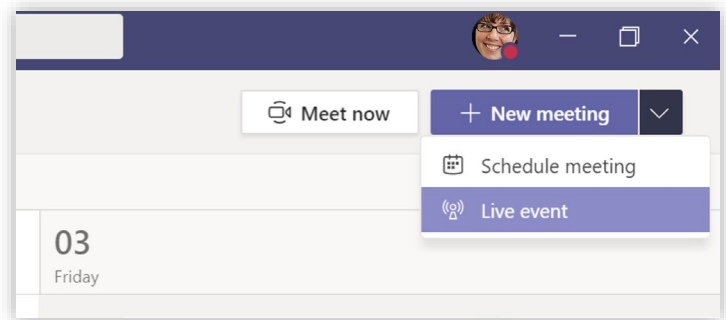
FOR MICROSOFT 365 USERS:

How to setup a Teams live event

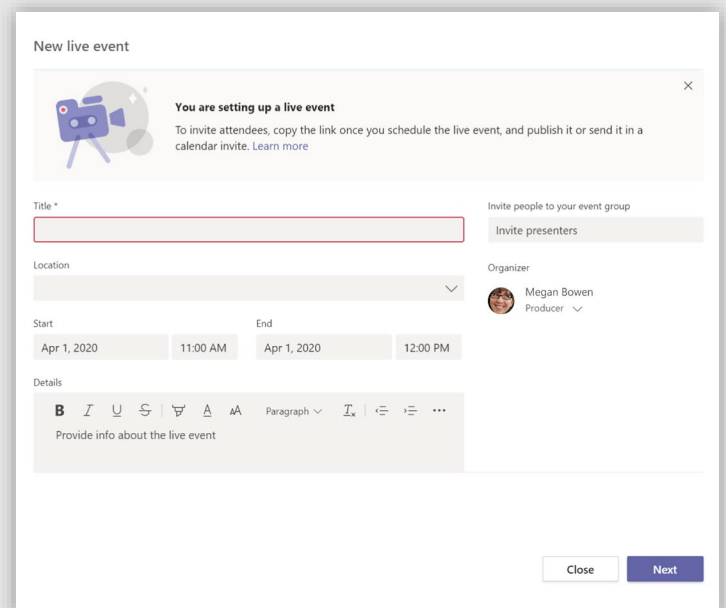
If you are the organizer of a live event, you can schedule it in Teams the same way you schedule a regular Teams meeting. This process will add the live event to your and your event group's calendars. After that, you'll need to invite the attendees.

Schedule a Teams live event

- 1 In Teams, select **Calendar**  and then the drop down from **New meeting**.
- 2 Select **Live event**.



- 3 Add the meeting title, date and time information, and other details.
- 4 In the **Invite people to your event group** box, add the names of the people who'll be presenting and producing the event. The event group can consist of anyone inside or outside your org. Just don't invite attendees at this point—you'll get a link to share with them later.
- 5 Select **Next**.



- 6 Under **Live event permissions**, choose who can attend your live event.

New live event

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)

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)

Spoken language: English (United States) ▾

Translate to: Choose up to 6 languages ▾

☒ Attendee engagement report

☐ Q&A

An external app or device

You plan to use another tool to share content. [Learn more](#)

Support

Give attendees access to support info for your organization.

URL

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

Close

Back

Schedule

- 7 Make selections under **How do you plan to produce your event?**

- 8 Select **Schedule** to add the event to your and your event group's calendars.

- 9 Once scheduled, you can copy the attendee link and send it out in an email, calendar invites or post in teams.

Note: Once the event is scheduled, be sure to make any changes to it in Teams. Don't edit this event in Outlook.

Product Launch Event



Invite attendees

To invite attendees, copy the link and share it or send it in a calendar invite.

[Get attendee link](#) ⓘ [Learn more](#)

Copy this link to send to attendees. [Learn more](#)

Wednesday, April 1, 2020
11:00 AM - 12:00 PM (1 hours)

Organizer

Megan Bowen
Producer, Organizer

Join

Chat

✕ Cancel meeting

Live event resources

[Refresh](#)

Available after event

Close

Edit