Video: Produce a Live Event in Teams

Topics:

For public meetings: If you are holding a public meeting that requires attendees to have the ability to provide spoken public comments (outside of the text Q&A feature in Teams Live Events), you will need to find a provide a supplementary solution, such as patching in a separate conference line.

Producer Capabilities

Important: You must be a licensed Microsoft Teams user to be a producer for a Teams Live Event.

Teams live events provide flexible options for event producers:

- If you want to broadcast a Teams meeting, bringing remote presenters and screen sharing into the event, you can produce your live event in Teams.

- If you're running an event with a production crew, you can use an external app or device to produce your event. This method is powered by Microsoft Stream.

  Note: You must choose how you plan to produce your event when you schedule it.

Producers can:

- Select video feeds from other presenters and send them to the event

- Chat with other producers and presenters

- Start and end the live event
  Warning: Once you stop the live event, you can't restart it!

- View the live attendee count

- Share their screens (desktop or a window) into the event

- Mute all other producers and presenters

- Join the audio from a PSTN phone (dial-in or self dial-out)

- Moderate the Q&A, if configured for the event

- Have a Yammer conversation, if configured for the event

- Automatically archive recording in Microsoft Stream

- Download recording

Produce Your Live Event

You can produce an event directly within Teams using instructions below.

1. Select **Calendar** 📅 , then the live event, and **Join**.

   You can adjust your microphone and camera before joining the event as a producer. You also have an option to join as an attendee. Just select Join as an attendee instead.
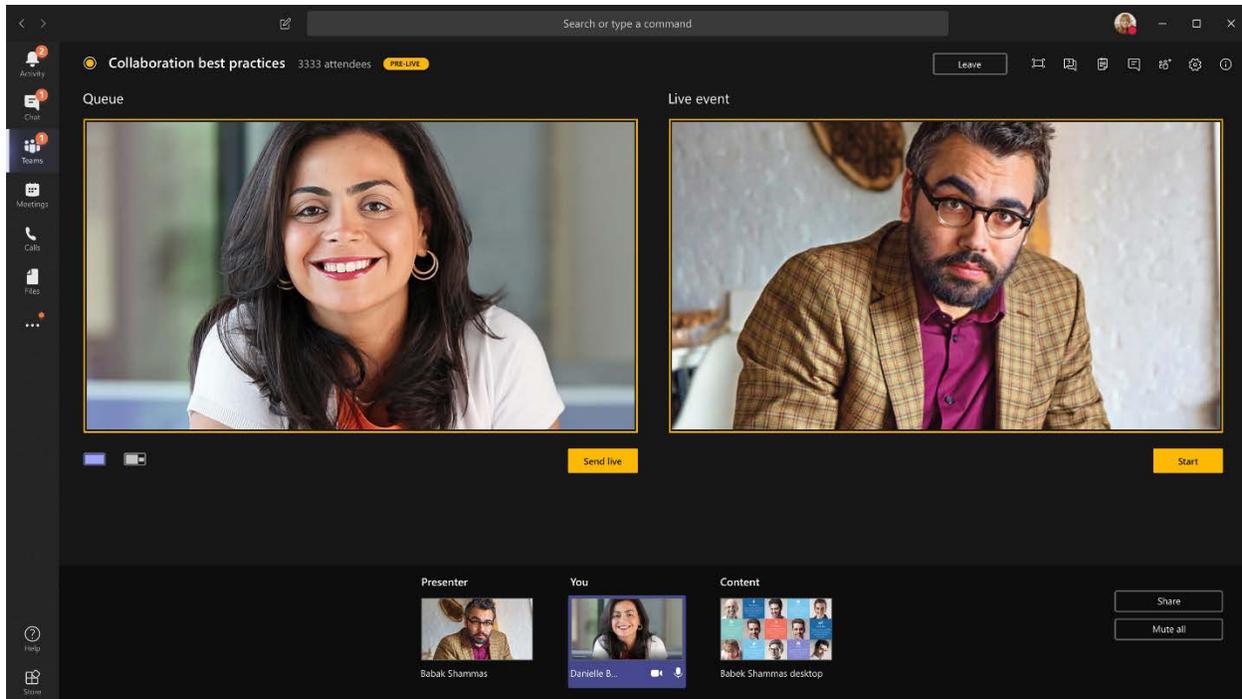
   Notes:

   - You will only join as a producer if you're the organizer of the event or if the organizer assigned this role to you when they scheduled the event.

   - To produce a live event, you need to join the event on the desktop app.

   - Be sure to turn on your camera.

2. Select your camera feed at the bottom of the screen to preview it in your queue (on the left) before sending it to the live event (on the right).
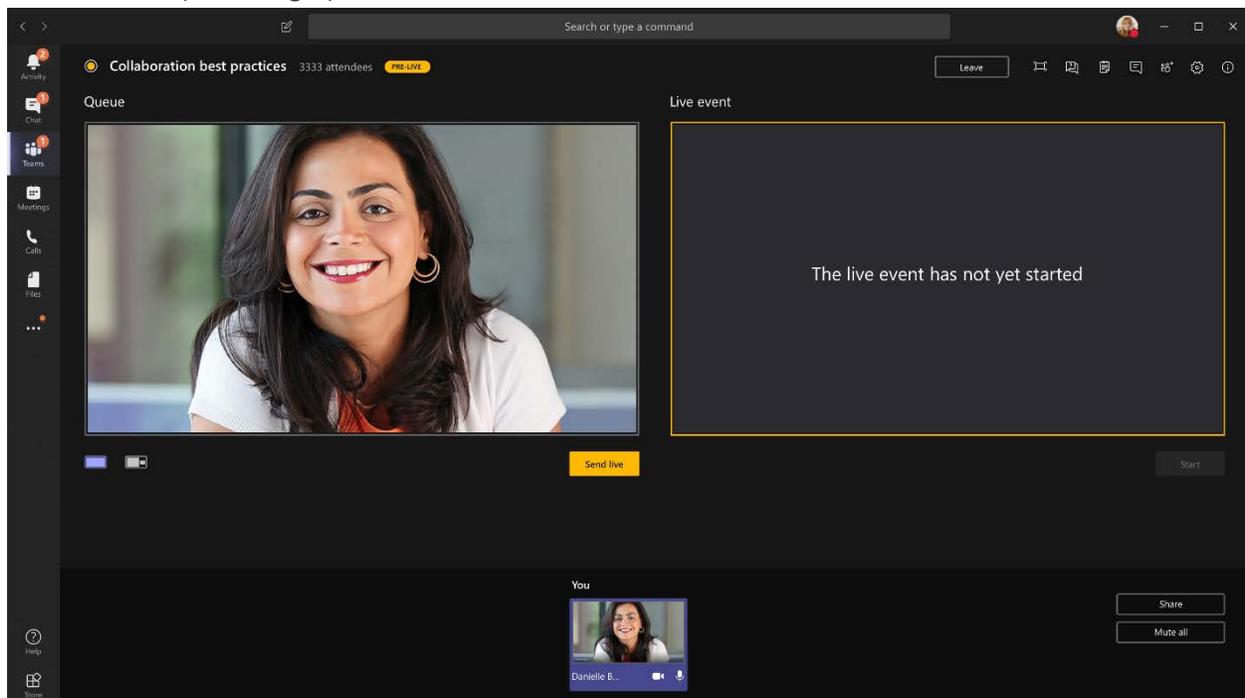
Switch to a different camera by selecting Switch camera at the bottom of your queue or going to Device settings and selecting a new camera.

3. Select **Send live** to send the feed from preview to the live event.

4. Select **Start** to start broadcasting live to your attendees.

Notes:

- Once the feed goes live, the highest supported resolution is 720p.

- Mute any producers or presenters who aren't actively speaking. If they're not muted, their audio will go live to attendees.

- There's a 15– to 60–second delay from the time a media stream is broadcast to when attendees see it.

- At the beginning of the meeting, be sure to remind attendees that if for some reason they have technical difficulties and they leave the event, they can click the event link again to rejoin.

- If you stop sharing video (by turning off your camera, for example), everyone will see **Live event will resume in a moment**.
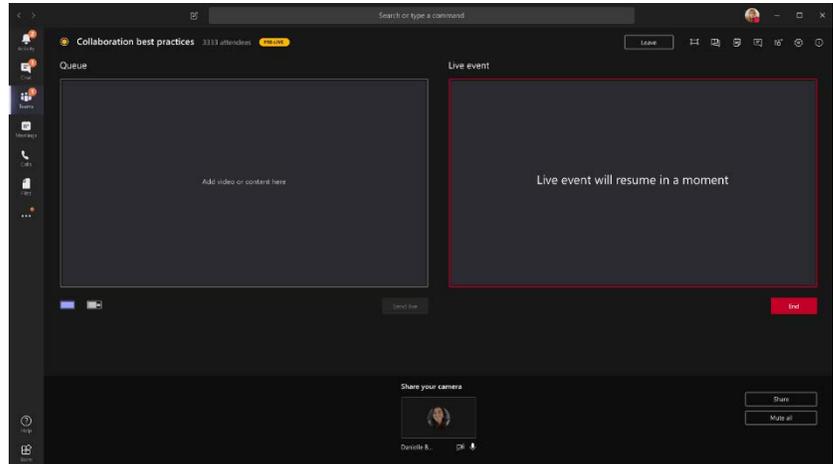
Share Your Desktop or Window

To share your desktop or a window, select **Share** and then the screen you'd like to share.

Tip: If you're the only producer in the event, we recommended that you use multiple monitors or share specific windows (instead of your whole desktop). Otherwise, everyone will see Teams (and your selections) when you make a change. With multiple monitors, you can queue content in Teams on one screen and have the shared content on the other.

If you're producing your event in Teams, here's how to share your desktop or a window:

1. To share the desktop, select Share > Desktop > Content > Send live. If the event hasn't already started, select Start.

2. To share a window, select Share and select one of the open windows from the Windows section in the source tray. Once the window is shared, switch over to the producer UI, select Content and then Send live. If the event hasn't already started, select Start.

   *Note:* Do not minimize the selected window, as this would prevent a preview from showing in the queue.

To stop sharing the desktop or window, select Stop sharing in the call monitor window. As a best practice, you can invite a co-presenter to the live event, who can then share the desktop or window, which you can then queue for streaming into the event. Again, this will help you avoid showing Teams (and your queue) to your attendees.

To queue another video feed, you'll need other presenters to join the event. Their feeds will show up on the bottom of your screen.

Notes:

- Up to ten presenters or producers (including you) can share video or content at once.

- If your content is live, other presenters or producers can start sharing their screens by selecting Share. Make sure that the event team is aware of this potential conflict.
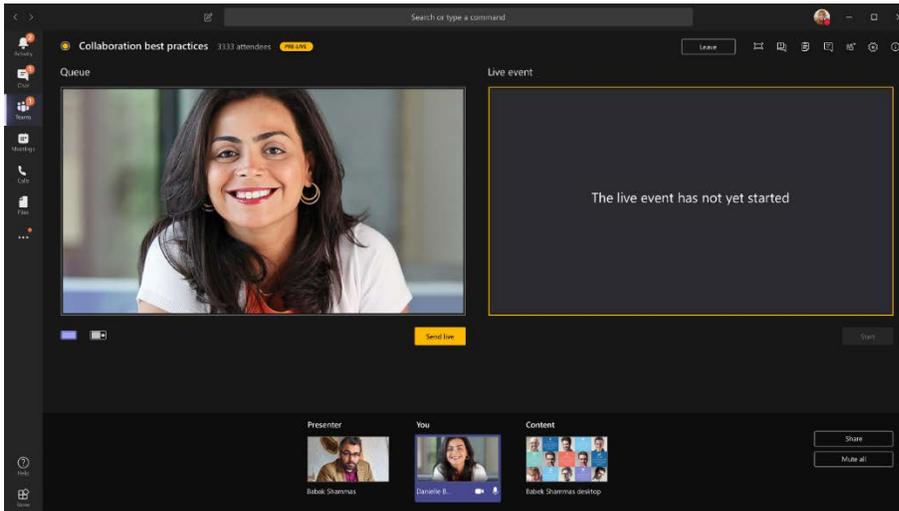
- If you are producing your event from an auditorium and there's an in-room audience whose reactions (laughter, clapping, etc.) you want captured in the live event, you can turn off noise cancellation. Just select Device settings and then turn off Noise cancellation from the device settings pane.

End Event

To end the event, select **End**.

Remember—once the live event ends, it cannot be restarted.

For public meetings: If you go into a closed session, the members should go into a separate Teams meeting, leaving the public AND the meeting organizer in the Teams Live event. DO NOT END this meeting. Once a Teams Live event is ended, it cannot be restarted. You will need to come back to it for open session to adjourn or continue the meeting. Remember – the public body members will remain in the Teams Live Event and board members will rejoin it the when the closed session is done. Be sure to mute any members in the live event who may also be in the closed session.

Check Your Health and Performance

To check the performance of your devices while you're producing a live event, select **Health and performance** in your dashboard.

There, you can review a variety of metrics, including:

| Metric	What it's measuring	Why you want to know
Estimated bandwidth	Your network's capacity, measured in Megabits per second (Mbps)	Low bandwidth could impact the quality of the audio and video you're able to send to attendees.

Round-trip time	Your network's speed, measured in milliseconds (ms)	A long round-trip time could impact the quality of the audio and video you're able to send to attendees.
Camera send resolution	The amount of detail your camera can send, measured in pixels (p)	Low camera send resolution could impact the quality of the audio and video you're able to send to attendees.
Video processing (hardware codec)	How you're converting camera footage into a digital signal	A software codec could be power inefficient and require more memory, which can impact the quality of video you're able to send.
Media bitrate limit	How much bandwidth Teams is allowed to use for media, measured in Megabits per second (Mbps)	This org policy could impact the quality of the audio and video you're able to send to attendees.
Screen sharing	Whether or not your org allows you to share your screen in meetings	This org policy could prevent you from sharing your screen in a live event.
IP video	Whether or not your org allows you to share video in meetings	This org policy could prevent you from sharing video in a live event.

Note: You'll need to turn your camera on to get a measurement for each category.

Present in a Live Event

Important: You must be a licensed Microsoft Teams user to present during a Teams Live Event.

As a presenter, you'll join the inner Teams meeting that makes up the live event.
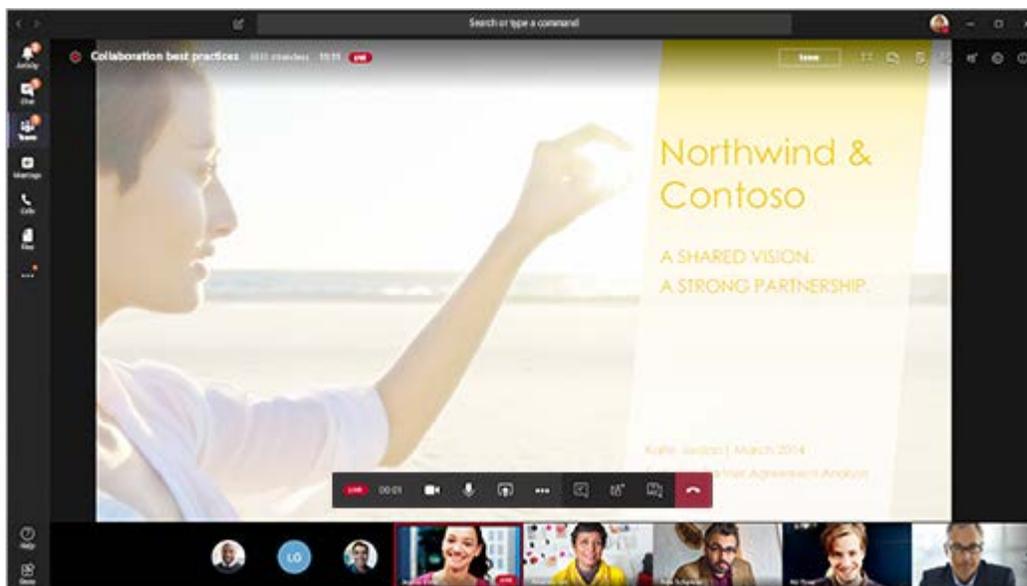
In Teams, select **Join** to join the event as a presenter. From outside of Teams, select the join link to open the live event in Teams.

As a presenter, you share many of the basic capabilities of a producer, but you don't have as much control over the video feeds or the live event itself.

Capability	Producer	Presenter
Select video feeds of other presenters and send to event	Yes	No
Start live event	Yes	No
End live event	Yes	No
View event preview (stream that's sent to attendees)	Yes	No
Manage recording and reports	Yes	Yes
Join as attendee	Yes	Yes
View live attendee count	Yes	Yes
Chat with other producers and participants	Yes	Yes
Share screen into the live event	Yes	Yes
Invite users to join as presenters	Yes	Yes
Mute all other presenters	Yes	Yes
Moderate Q&A	Yes	Yes

Moderate Q&A

Video: Moderating a Q&A

In a Teams live event, attendees can interact with producers and presenters through a Q&A, if the organizer set it up when they organized the event.

For public meetings: If using the Q&A feature to facilitate a public vote, you may need to ask that attendees identify themselves as they may choose to participate anonymously.

Open or Close the Q&A

When a live event is created with a Q&A option, the Q&A is open by default and attendees can start asking questions even if the event hasn't started. These questions are only visible to moderators until they publish them to the event.
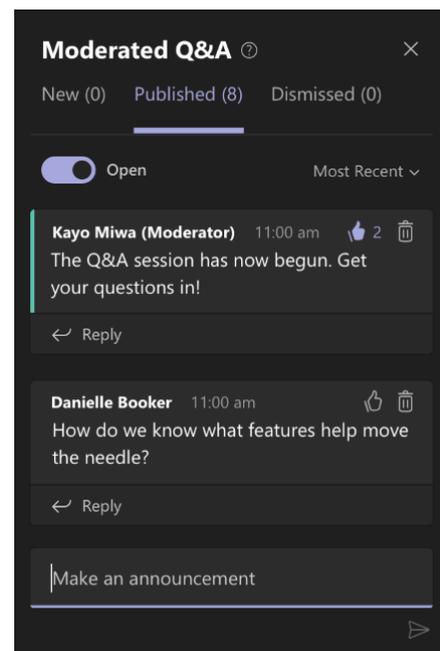
To open the Q&A, click **Q&A** on the right side of the screen, then click **Open**. Click **Close** to close it.

It is helpful to have at least one Q&A moderator, in addition to the producer, to read through the comments and share with the presenters.
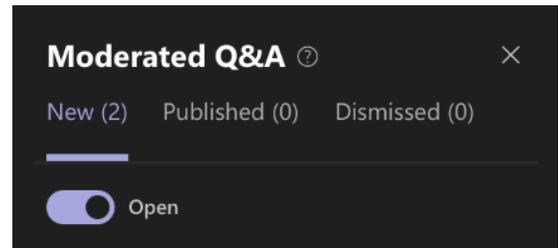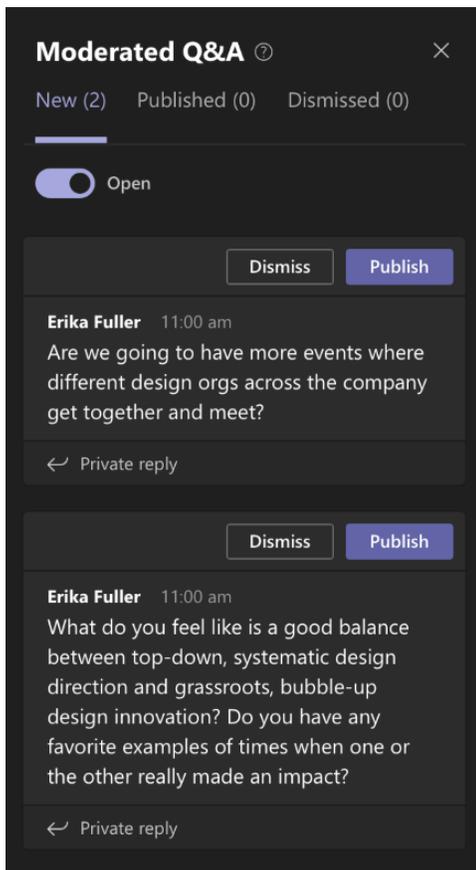
Make Announcements

Type an announcement and click **Send**.

Answer Questions

Select a question and choose **Private reply** to respond to it. The answer is instantly available to the person who asked the question. Select **Publish** to make the question and answer visible to everyone.

Use Live Captions

Live event attendees can view live captions and subtitles in up to six languages in addition to the spoken language. Presenters can select the six languages from a list of over 50.

Producers can control their own live captions and subtitles for the event from **Settings** ⚙.

To turn your own live captions and subtitles on and off, select **My live captions**.

To enable or disable attendee live captions and subtitles, select **Attendee live captions**. Attendees will get a notification when you make a change to this setting.

Americans with Disabilities Act (ADA) Considerations

- Be sure closed captioning is set up when scheduling the live event.
- Assign one member of the event group to joins the live event as an attendee so they can communicate any technical issues to the event group, including visual, sound, and closed caption functions. If there are technical issues, the live event may need to be rescheduled.
- All presenters should announce their name before speaking.
- If an American Sign Language (ASL) interpreter is required for a live event, the interpreter must be on screen during the entire event. You may use the split screen option to accommodate this need.
- A transcript can be generated after the meeting as long as the organizer chooses that option when scheduling the live event.