

Plan and schedule a live event

Try it!

Teams live events is an extension of Teams meetings, enabling you to produce events for large online audiences with more control over video, audience interaction, and reporting.

1. To create a live event in Teams, select **Meetings**  on the left side of the app and then **New meeting**.
2. At the top of the dialog box, select **New meeting > New 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 will be presenting and producing the event.
5. Select **Next**.
6. Under **Live event permissions**, choose who can attend your live event.
7. Make selections under **How do you plan to produce your event?**
8. Select **Schedule**.
9. Select the **Get attendee link** to copy the unique code. This is what you post or send to anyone attending the event.

Produce a live event

Try it!

Before you go live, let's get everything set up with your Teams live event. The producer's screen has three areas. What's live is on the right side. On the left, the **Queue** shows you what's next, and the bottom tray has all content you can share. Highlight bottom tray

1. Select **Calendar** , select the live event, and **Join**.
Note: You can only join as a producer if you're the organizer or have been assigned this role.
2. To share your desktop or a window, select **Share** and add the content you'd like to share.
3. Select what content you want your audience to see from at the bottom of the screen to preview it in your queue (on the left) before sending it to what's live (on the right).
4. Select **Send live** to move a feed from the preview queue to live.
5. Select **Start** to start broadcasting.

Attend a live event

Try it!

You can watch Teams live events live or on-demand.

Attend or watch a live event

1. Select the live event link.
2. You'll see different instructions based on how you join the event (like from the Teams app or the web). Sign in or select **Join anonymously**.
If the live event hasn't started, you'll see the message "The live event has not yet started."
3. There are controls at the bottom of your screen to pause the action, adjust volume and the video quality.
4. To watch the event again, use the same link to see a recording.

Participate in a live event

The Q&A panel only appears only if organizers have set it up. To ask a question:

1. Select **Q&A**  on the right side of the screen.
2. Type your question in the compose box, and then select **Send**. If you want to ask your question anonymously, select **Ask anonymously**.

Moderating a Q&A

Try it!

When a live event is created with a Q&A option, 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.

1. Select **Q&A** on the right side of the screen, then select **Open**.
2. Select **Publish** to make the question and answer visible to everyone. Select a question and choose **Private reply** to respond to it. The answer is instantly available to the person who asked the question.
3. Producers and attendees can like questions by selecting the thumb icon.
4. If you want to say something to all in chat, type an announcement at the bottom of the panel and select **Send**.

5. When your event is over, you can download reports including a **Q&A report** by selecting the **menu** button on the live event invite.