

How to create live events on Microsoft Teams

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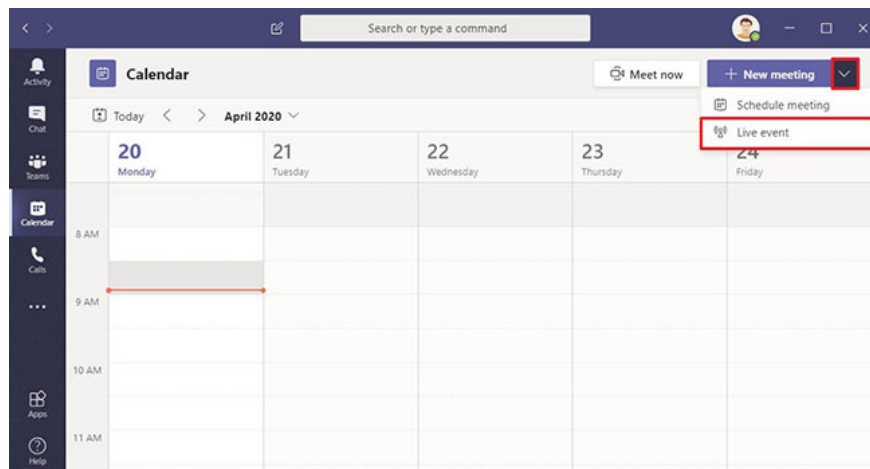
The '**Live Events**' feature is only available to paid subscribers and is designed to communicate with a large audience, where the host will lead the interactions and the rest of the audience will only see the content.

In this tutorial, you'll learn the steps to create live events on Microsoft Teams, whether or not you run Windows 10, macOS or Linux.

How to set up live events on Microsoft Teams

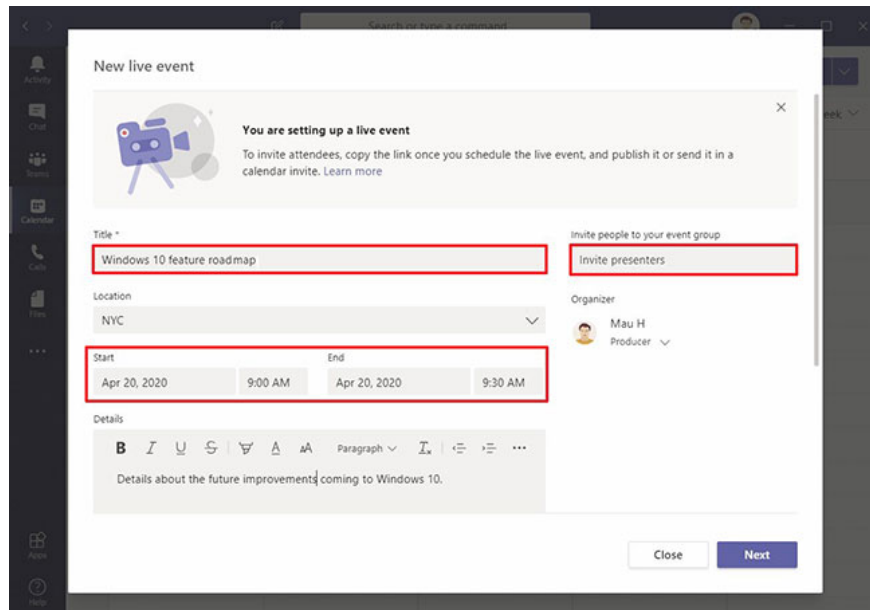
To create and schedule live events with Microsoft Teams, follow these steps:

1. Open **Microsoft Teams**.
2. Click **Calendar**.
3. Click the down arrow button, next to the **New meeting** button , from the top right and select the **Live event** option .



Select the Live event option

4. Confirm the name of the event directly on Microsoft Teams.



Confirm the name of the event directly on Microsoft Teams

5. Select the actual location where the event will take place (if applicable).

6. Use the start and end date and time settings (**Start** and **End**) to schedule live events.

7. Inside the **Details** box , add the necessary information about the event.

8. Use the **Invite people to your event group option** to specify an email address for one or more people who will be present in the live event in Microsoft Teams.

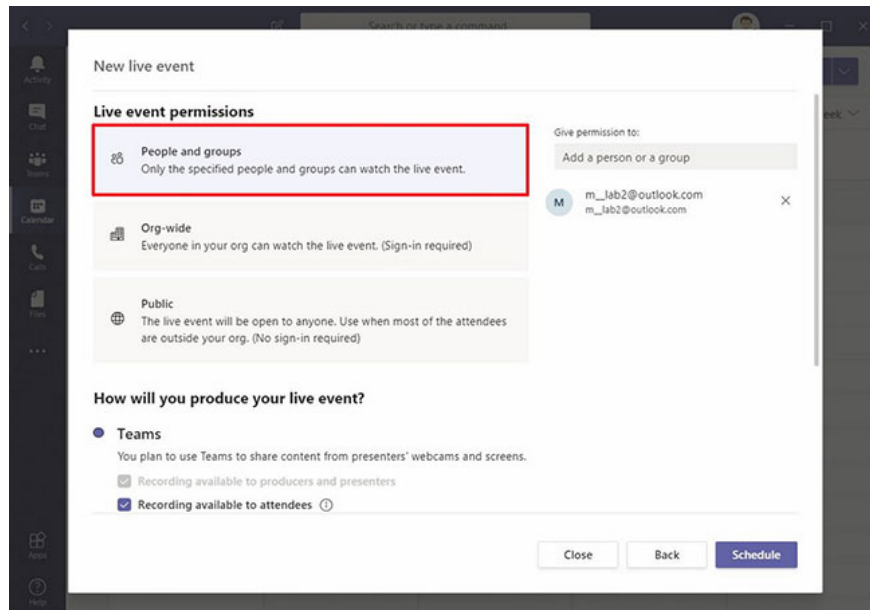
Quick tip : In the **Organizer** section, you can use the drop-down menu to switch from **Producer** to **Presenter**. In addition, in the **Event group** , you can designate another person as **Producer**.

9. Click the **Next** button .

Add permissions for the live event

10. Select the rights for live events in Teams:

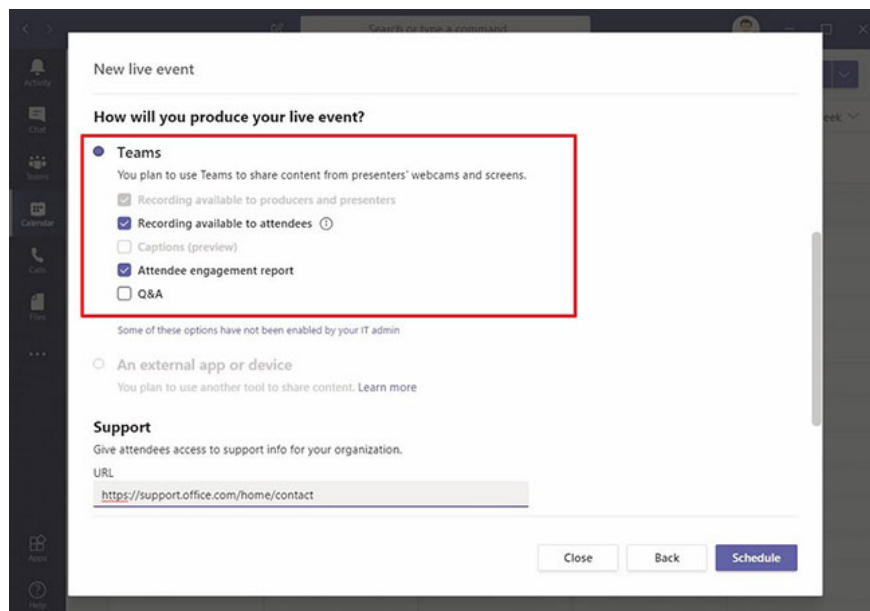
1. **People and groups** : Allows you to specify a person or group of people who are allowed to attend the event.
2. **Org-wide**: Allows everyone in the organization to participate in a live event.
3. **Public**: This option does not require anyone to log in, which means that anyone with the link can participate in the event directly in Microsoft Teams.



Choose the right for the live event in Teams

11. In the **How will you produce your live event section** , select and configure options:

1. **Teams** (recommended): This option allows you to use Teams to share content from the presenter display and camera. If you choose this option, you can also specify other features, such as:
 1. **Recording available to attendees** to allow participants to view and download the recorded event.
 2. If enabled, **Captions** allows attendees to translate events.
 3. **The Attendee engagement report** provides a downloadable report for producers and presenters to see who attended the event.
 4. And the **Q&A** option allows you to create a **Q&A** session during a live event. If one or more options are enabled, you will need to contact the admin to set the necessary permissions.
2. **An external app or device** : This option allows you to use other applications or devices, such as professional cameras, with Microsoft Teams.



In the How will you produce your live event section, select and configure options

12. (Optional) In the **Support** section , specify a link that attendees can use to get help, if they are stuck and need support during the meeting.

13. Click the **Schedule** button .

14. Click the **Close** button .

When you complete the steps, Microsoft Teams live events will be created and presented with all the details.

If you set up a private live event, attendees will receive an email with event information and a link to participate. If you schedule a public event, click the **Get attendee link** to receive a link that can be shared with others participating in Teams events.

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