

Microsoft Teams Live Event – Organizer Training Agenda (Level 100)

Overview

- Deeply integrated with Office 365 including utilization of one's digital identity within Office 365. Permissions, presence, and more are tied to this identity.
- Accessing Teams (desktop program recommended, if it has not been deployed preferred method is through Google Chrome).

Organizing a Live Event

- **Creation**
 - Presenter/Producer
 - Live Meeting Options
 - How will you produce your event?
 - Live Q&A
 - Closed Captioning
 - Language Options
 - Recording Options
- **Sharing your Live Event**
 - Attendee Link
 - Sending Invites

Presenter Functions

- Sharing your screen
- Controlling your presentation
- Audio or Video issues during event

Producer Functions

- **Set-Up for Live Event**
 - Queuing the Presenter
 - Both Screen Share and Video options
 - Starting the Live Event
 - Managing the Internal Chat
 - Managing the Q&A
 - New
 - Published
 - Dismissed
 - Health Check
 - Meeting Info

- Meeting Settings

Best Practices

- **Presenter Devices**
 - Mute all notifications
 - Make sure to meet hardware recommendations and stop all unrequired applications
- **Delay**
 - Remember your broadcast will be delayed by several seconds
- **Audio**
 - Audio is the most important part of a Live Event
 - Use Teams certified audio equipment and avoid handheld microphones
 - Test the audio in the room prior to event start
- **Video**
 - Use proper lighting. This can make a huge difference when using video
- **Network**
 - Make sure you are connected to a reliable network (there is an option for the Producer to check the Health of the event before, during and at the end)
 - ALWAYS test the network prior to the event start time