MICROSOFT TEAMS EVENT REFERENCE GUIDE

This document is meant to help you identify the best virtual format for your online events along with technical information and best practices.

CHOOSE YOUR TEAMS EVENT TYPE AND REQUIREMENTS

The following criteria, and the detailed chart below, will help you identify whether you should use a Microsoft Teams meeting or live event for your online gathering.

Define your audience

- Size (2-10,000)
- Scope (internal MSU community or external audience – e.g. parents)

Define your requirements

- Interaction (Q&A, chat, polling)
- Captions (live captions in English only or multiple languages)
- Registration

	Teams Meeting	Teams Live Event
Size	2-300	2-10,000
Scope	Internal	Internal & external
Interaction	Collaborative focus. Everyone – video, audio, chat, and share capabilities.	Presentation style. Attendees – Q&A only. Producers/Presenters – video, audio, chat, and share capabilities.
Captions	Automatic live captions (English)	Automatic live captions (up to 6 languages)
Registration	Not available (external solution, such as Eventbrite or Qualtrics, required)	Not available (external solution, such as Eventbrite or Qualtrics, required)

Information Technology
MICHIGAN STATE UNIVERSITY

CREATE A MEETING

There are several ways to start a meeting in Teams:

Schedule a meeting

1. Select the scheduling method:
    - Select **Schedule a meeting** ⊞ in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
    - Go to **Calendar** ⊞ on the left side of the app and select New meeting in the top right corner.
2. The **scheduling form** is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.
3. Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

Start an instant meeting

1. Go to **Calendar** ⊞ on the left side of Teams, then select **Meet now** 🖵 in the upper right corner.
2. Give your meeting a **title**, choose whether you want to use **video**, and pick your preferred **audio source**.
3. When you're ready, hit **Join now**.
4. Add people by typing their name in the **People** section of the participants panel, or click the **Copy join info** button (to the right of the invite people area) and paste the link into a message.

Roles

- **Organizer**
    - Schedules the meeting and invites participants
    - May use any Teams or Outlook application on desktop or mobile devices
    - Has full access during the meeting to share video, audio, content, mute others, remove participants, change roles, etc.
- **Participant/Presenter**
    - Like the organizer, has full access during the meeting to share video, audio, content, mute others, remove participants, change roles, etc.
- **Attendee**
    - Can speak, share video, and participate in chat

Information Technology
MICHIGAN STATE UNIVERSITY

CREATE A LIVE EVENT

The organizer of the live event defaults to the producer role. Reference the roles below and how to schedule a live event.

Roles

- **Producer**
  - Must use full Teams desktop application (web-based Teams will not work)
  - Creates the live event and configures event options such as caption languages and the Q&A panel
  - Sets attendee permissions, invites attendees, and selects event group members such as other producers and presenters

Steps & options to create a live event

1. Go to **Calendar** ⊞ on the left side of Teams, then, in the upper-right corner of the next screen, click the down-arrow next to New meeting and select **Live event**.
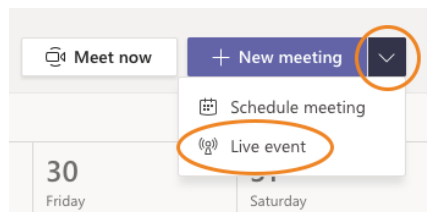
2. Add the event **title**, **date & time** information, and other **details**.
3. In the **Invite people to your event group** box, you can add the names of people who'll be *presenting* and *producing* the event or wait until later to do this if you just want to get the event on the calendar. Either way, don't invite *attendees* at this point—you'll get a link to share with them later.
4. Click **Next**.
5. Under the **Live event permissions**, choose who can attend your live event.

Permission type	Description
People and groups	Only specific *people* or *groups* selected within MSU.
Org-wide	Everyone within MSU can watch the live event (sign-in to Spartan 365 required).
Public	Anyone can join – both people in the MSU org and those outside of it (e.g. parents, donors, alumni).

Information Technology
MICHIGAN STATE UNIVERSITY

6. Make selections under **How will you produce your live event?**

Setting	Description
Recording available to producers and presenters	A recording is available to producers for download for 180 days after the event is over.
Recording available to attendees	Attendees can watch the event on demand, starting immediately after the event, using the same attendee event link for 180 days.
Captions	Live captions are available to event participants in up to 6 simultaneous languages.
Attendee engagement report	Download a report, after the event, that tracks attendee participation.
Q&A	Attendees can interact with producers and presenters in a moderated Q&A.

7. Select **Schedule** to add the event to your and your event group's calendars.
- **Note:** Any changes that need to be made to the event should be made in Teams, not Outlook, prior to the start of the event.
8. Since this process **doesn't invite** attendees to your live event, you must still send out a calendar invite or communication with the event information. At the scheduled event main page, click **Get attendee link**. Use that link in your invite or communication.

DURING A LIVE EVENT

Information

- Once you start an event, you can't stop and restart it
- Events can last up to 16 hours from the start time
- Attendees will watch at a 10-20 second delay

Roles

- **Producer**
  - Must use full Teams desktop application (Windows or Mac / web-based Teams, mobile devices, and Chromebooks will not work)
  - Last minute changes should be made prior to starting the event (e.g. permissions, Q&A, caption languages, presenters). Launch the event and choose **Edit** to make changes, if needed.
  - Starts and stops the event (**Warning:** a live event can only be **started once!**)
  - Manages what video and shared content is sent to attendees (not automatic like Zoom)
  - Manages reports generated after the live event
  - Access to video and transcript files after the event
- **Presenter**
  - Must use full Teams desktop application (Windows or Mac / web-based Teams, mobile devices, and Chromebooks will not work)
    - If presenters do not have Teams on a desktop, an option is to have them dial in manually using the phone number located in the invitation email
  - Presents audio, video, and can share desktop or window
  - Access to video and transcript files after the event
- **Attendee**
  - May use a web browser on a computer or mobile device, or use the Teams application
  - Watches the live event either anonymously or authenticated
  - If enabled by the organizer, can participate in Q&A
  - No audio or video is enabled
- **Functional Role: Q&A moderator(s)**
  - As questions come into the Q&A panel, they can be answered and published in Teams, dismissed (e.g. duplicate questions), or the moderator can verbally queue up questions to presenters. Either way, it's a good idea to have one or more people help in moderating the Q&A panel. This role can be performed by both producers and presenters.
- **Functional Role: Note-taker**
  - Notes can be taken directly within the live event on the Meeting Notes tab, or, if desired, another note-taking tool. This role can be performed by both producers and presenters.

Information Technology
MICHIGAN STATE UNIVERSITY

Q&A Panel

- Prior to event start, the **Q&A panel is open** which means that attendees can start asking **questions** at any time. Producers and presenters can also make an **announcement**.
- Panel can be toggled off/on based on event needs
- Answer live, type answer, or dismiss question
- After event end, **close** the Q&A panel, unless you want more questions after the event

Meeting Notes

- Take notes within the live event
- Notes will show in the recent chat list for the event name within Teams
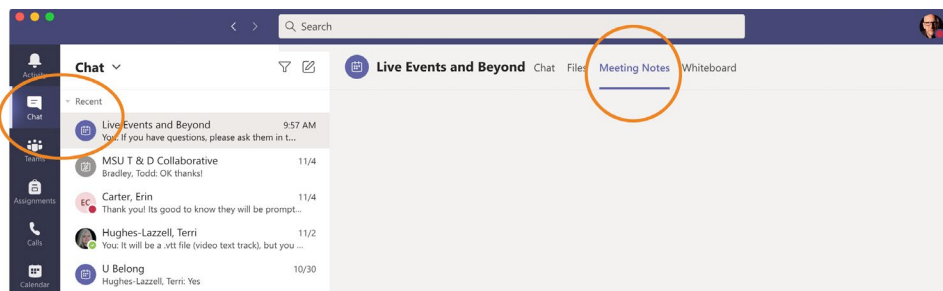
Meeting Chat

- Chat is only viewable for all producers and presenters – attendees will not see this

Participants Panel

- View all producers and presenters
- Invite additional **producers** or **presenters** while in the live event – this is not used for adding attendees

Live Captions

- Teams automatically creates live captions in English
- While organizing the event, the producer can configure up to 6 additional languages
- While in the live event, under the **Device Settings** tab, ensure the **Attendee live captions** option is toggled on

Record

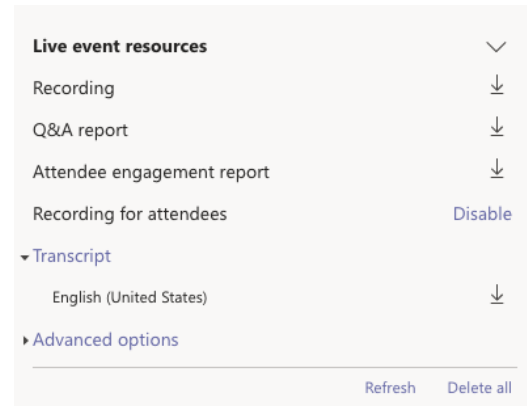- Teams live events are automatically recorded and saved in the cloud

Information Technology
MICHIGAN STATE UNIVERSITY

LIVE EVENT REPLAY

Directly after the event, anyone can use the attendee link to instantly watch a replay of the entire event. No need to download the video and publish elsewhere, unless multiple platforms are desired (e.g. MediaSpace, Microsoft Stream, etc.)

LIVE EVENT RESOURCES

After the event ends, producers and presenters can download several event resources. On the **Calendar** tab within Teams, open the past live event and reference the **Live event resources** section.

Live event resources	⌄
Recording	↓
Q&A report	↓
Attendee engagement report	↓
Recording for attendees	Disable
▾ Transcript	
English (United States)	↓
▸ Advanced options	
	Refresh Delete all

Recording

- Even though the past event can be replayed directly from the attendee link, Teams allows you to download the **MP4 video file** to distribute or upload to other platforms such as MediaSpace, Microsoft Stream, or YouTube.

Q&A report

- Download a .CSV file that shows all questions and responses during the event along with the person's name or anonymous listing.
(A CSV file is a plain text Comma Separated Values file that contains numbers and letters in a table form. You can open this file in spreadsheet applications like Excel, Google Sheets, and Numbers.)

Attendee engagement report

- Download a .CSV file that shows attendee information like name, email, when they joined and left, and some technical information about their browser and operating system.

Recording for attendees

- You can disable the ability for attendees to download an MP4 video file of the event.

Transcript

- Download a .VTT (Video Text Track) file used for subtitles that can be uploaded to web streaming platforms, like Microsoft Stream and YouTube, to accompany a video and allow for better accessibility.

Information Technology
MICHIGAN STATE UNIVERSITY