Centre for Technology Enhanced Learning



Scheduling a Teams Live Event

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INTRODUCTION

This is one of a series of guides available from the <u>Teaching, Learning & Assessment with Technology</u> <u>series.</u> Please note, your faculty may have other approaches or use different tools, contact your <u>Faculty</u> <u>TEL Officer</u> for more information on local provision.

Teams Live events are designed to broadcast meeting content to a large number of users.

This document covers:

• How to schedule a Team Live Event.

Important information

- Microsoft Teams should be enough to act as a short-term solution to hosting synchronous sessions with students it does have a limit on the number of meeting participants it can accommodate.
- For sessions hosting more than 250 participants a ticket will need to be raised with <u>88888@kcl.ac.uk</u> in order to have a "Live Events" license assigned to the member of academic staff hosting the session.



QUICK GUIDE

Acquire a Teams Live Event License

1. For sessions hosting more than 250 participants a ticket will need to be raised with <u>88888@kcl.ac.uk</u> in order to have a "Live Events" license assigned to the member of academic staff hosting the session.

Setting up a Team Live Event

- 1. From within the Teams calendar expand the New meeting menu and select "Live Event"
- 2. Add your Event title, a description and the Start/End times.
- 3. Invite participants. The event can be limited to those within King's (Org-wide) or anyone who has the link (Public).
- 4. Click 'Schedule' when ready.



DETAILED GUIDE

Acquire a Teams Live Event License

1. For sessions hosting more than 250 participants a ticket will need to be raised with <u>88888@kcl.ac.uk</u> in order to have a "Live Events" license assigned to the member of academic staff hosting the session.

Setting up a Team Live Event

1. From within the Teams calendar expand the New meeting menu and select "Live Event"

Select the Live event	Qa Meet now + New meeting ~
option	萨 Schedule meeting
	17 Friday

The interface will be slightly different from a standard Teams meeting.

	New live event
Give you meeting a title -	Total Parameter
Add relevant start and end times/dates	Spart 500 May 11, 2020 5:30 PM May 11, 2020 6:00 PM Ormain
Add other presenters if required	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$
Click Next when done.	Corr - Nort

- 2. Add your Event title, a description and the Start/End times. You are also able to invite others to act as presenters in the meeting (managing the Q&A submissions for example). *Don't invite your participants from this screen.*
- 3. Click 'Next'.



- 4. Once you click Next you are given options around who you wish to access the event. The event can be limited to those within King's (Org-wide) or anyone who has the link (Public).
- 5. Click 'Schedule' when ready.

	New live event
	Live event permissions
	People and groups Only the specified people and groups can watch the live event.
Select who you would like to access the event	Crep wide Everyone in your org can watch the live event. (Sign-in required)
	Public The line event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)
	How will you produce your live event?
	 Teams You plan to use Teams to share content from presenters' webcams and screens.
Click Schedule when	Recording available to producers and presenters Kecording available to producers
ready	
	Gose Back Schedule

The next screen is the main meeting screen. It provides the link which your participants can use to access the Event and other options, such as cancelling the meeting.

6. Copy the link and distribute it to the participants (for example via KEATS or email).

	Effective online events using Teams
Copy this link, ready to send to your participants	To invite attendees, copy the link and share it or send it in a calendar invite.
Join the meeting here	Join Chat
Use this to cancel the meeting	Cancel meeting
	Live event resources Rahoh
Close this window when	Available after event.
finished	Gose Edit

