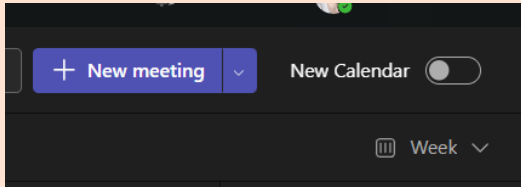


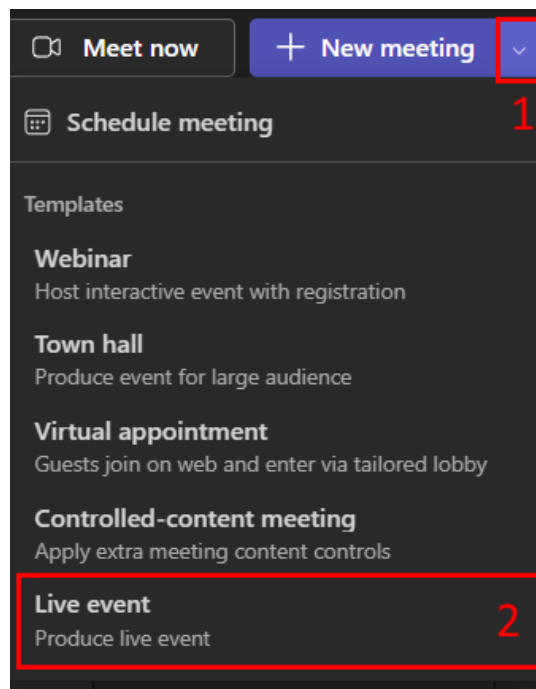
Disclaimer : when this documentation is written, there is a new display appearing in teams calendar. However, the new display doesn't show options to create live events at the moment so this documentation requires to use the older display by making sure that the option "New Calendar" is unchecked at the top right corner of teams' window.



Create a live event

Creation

In order to create a Teams Live Event, you need to unfold the menu on the "New meeting" button (1) then select Live Event (2).

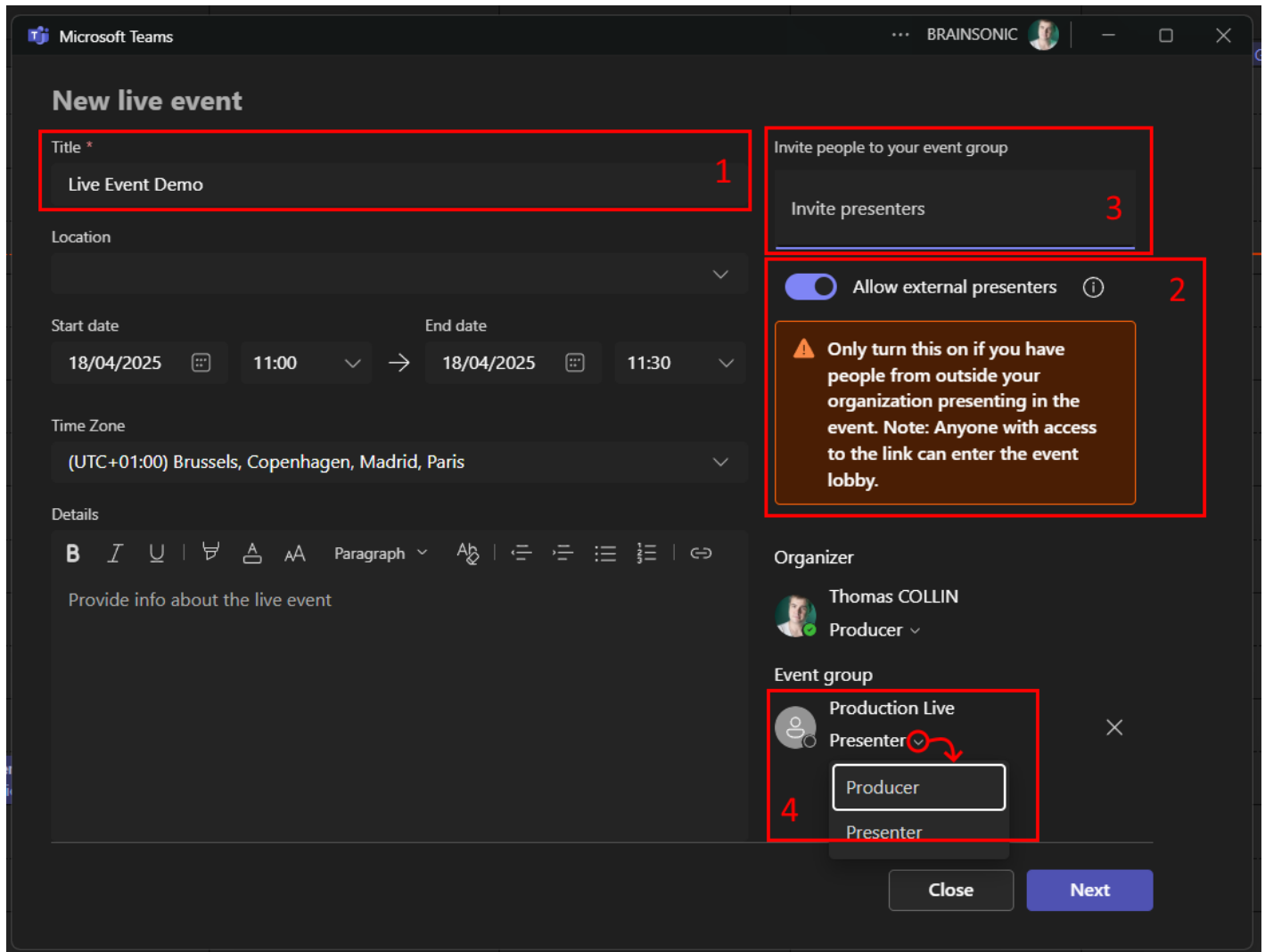


Settings

Once you've clicked on Live Event, a new window pop up for the configuration.

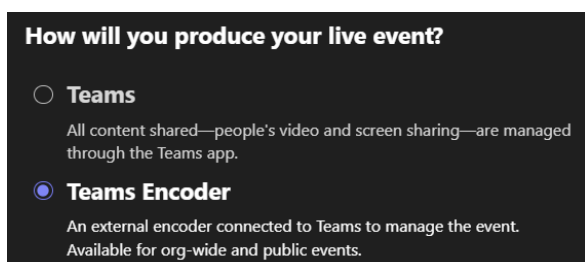
There, you can set the title (1) as well as the details of your event. In order to allow us to join your event, you will need to check "Allow external presenters" (2) and add our email address (3). Once

this is done, the new presenter will be displayed below the organizer. Click on it to change it's role to producer (4). You can then click "next"



This part can be updated after the event creation by opening on it from the calendar.

In the next windows, you can change some other settings according to your need. Make sure that "Teams Encoder" is checked on the "How will you produce" section.



We also recommend to uncheck "Recording available to attendees" as we will provide you a version of better quality after the live.

Once you're ready to go, you can click on schedule to finish the creation.

This part can also be updated after the event creation by opening the event on the calendar the by clicking on "Settings".