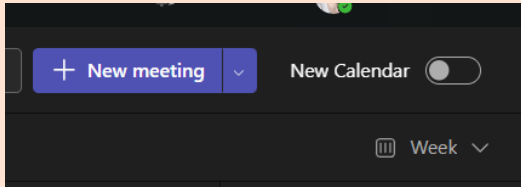


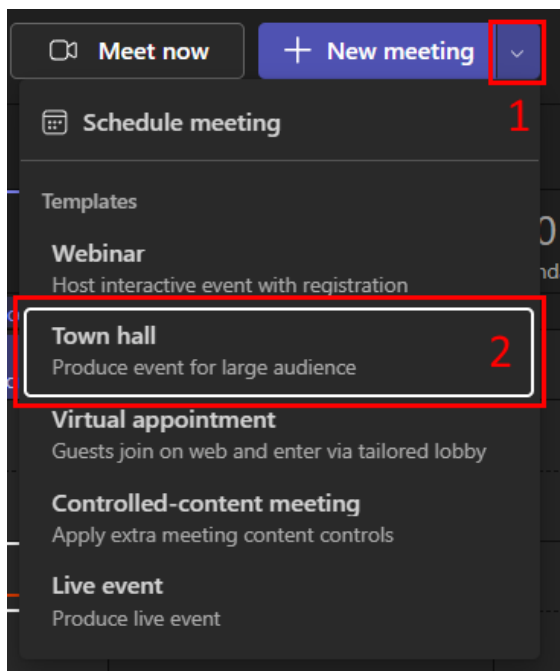
Disclaimer : when this documentation is written, there is a new display appearing in teams calendar. However, the new display doesn't show options to create town hall at the moment so this documentation requires to use the older display by making sure that the option "New Calendar" is unchecked at the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



Create a town hall

Creation

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



Settings

Once you've clicked on Town hall, 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, add our email address (2) as co-organizer. The new presenter will be displayed below the organizer. Once you're done with your own settings, click on "Meeting options" (3) to continue.

New town hall

BRAINSONIC

Town hall

Co-organizers: (1)

PL Production Live X

Meeting options 3

Basic info

Title * 1

Town hall

Start date: 18/04/2025 14:30 → End date: 18/04/2025 15:00 30m

Description

Event group

Organizer: (1)

Thomas COLLIN

Co-organizers: (1) 2

Add people to help organize the event

PL Production Live X

Presenters from your org: (1)

Add external presenters

Chat with event group

Event access

Public

Your organization

People and groups

Invite attendees

Enable attendee emails (1)

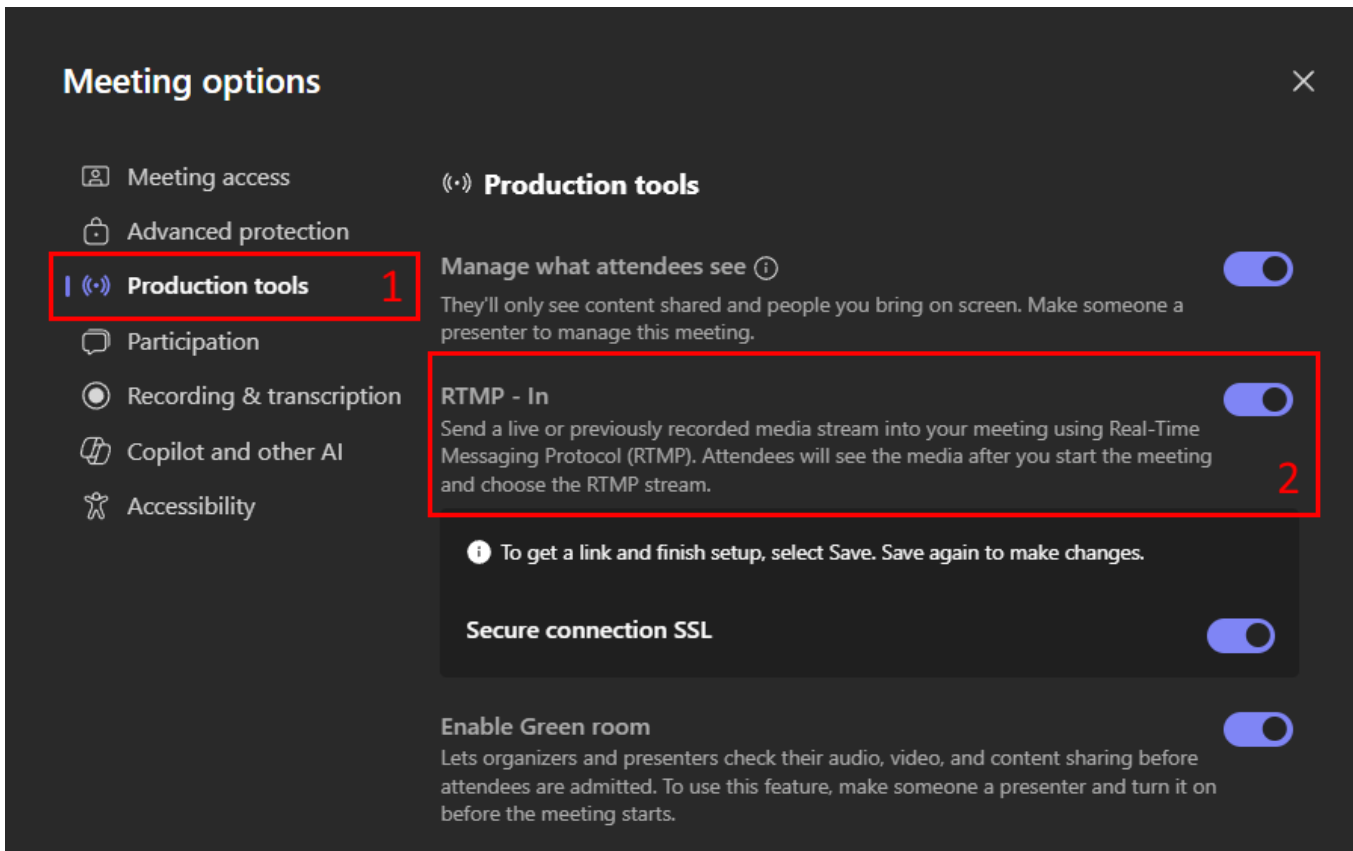
Attendee experience

Manage what attendees see (1) [Toggle On] Q&A (1) [Toggle On]

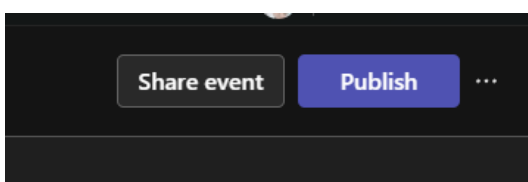
Meeting chat: In-meeting only [Dropdown] Allow attendance report [Toggle On]

Edit more options

In the new window, under the "Production tools" menu (1), enable "RTMP-in" (2). You can do your other configurations then click on "apply" and then, back on the previous window, click on "Save and send invites".



You can now finish your configuration and click on publish on the top right corner to finish and get your attendees link.



You can modify your settings after the creation by double-clicking on the event in the calendar then clicking on "Manage event"