Produce your Live Event

During your event
Joining as a Producer – from Teams or Outlook

Join the Live Event as a **Producer** or **Presenter** from your Teams calendar or from your Outlook Calendar.
Joining as a Producer or Presenter

Event Team members will join as their assigned roles (Producer or Presenter).
Producer’s view overview

Manage the content before sending to the Live Event
Manage the content to be presented in the Live Event before sending the content to the Live Event screen when you’re ready.

Monitor the number of Attendees connected to the Live Event
Display the attendee indicator throughout the session.

See the Live Production screen
Send content to the Production screen and select Start when you’re ready to start.

Share your screen with the team of Presenters/Moderators and with the Attendees
View people who have connected to the Moderator or Producer role to the event. If they turn on their camera, you can see their image.

Enable your camera and/or microphone to comment with the team of Presenters/Moderators and with Attendees
Share with the team of Presenters and Moderators before launching the event live, and with Attendees once the event is live.

Decide what content you’re sharing at the event
Select the content that you want to share. It can be a document or an app to perform a live demo.
Producer’s controls – Q&A, chat, devices, etc.

- Your right pane
  1. Meeting health
  2. Q&A manager
  3. Meeting notes (event team only)
  4. Chat with event team members during the event (not visible to the Attendees)
  5. List of event team members
  6. Device controls
  7. Meeting information for event team only
The Queue and Live Event windows allow you to prepare the Video (camera) and Content that you wish to Send live to the Live Event.

Note that you can see when your invited Presenters have joined.

As the Producer, you can Mute your Presenters’ audio. They must unmute themselves.
Producer’s view – managing Presenters

Need to add a Presenter ad-hoc? You can do that here before you go Live if they are an external/federated member of the tenant.

Is one of your invited Presenters late? Ask them to join the meeting by clicking the menu next to their name and select “Ask to Join”.

Access your Producers and Presenters list here.
Producer’s view – preparing Speakers

Ask your Presenter to turn on their Video (Camera) and then select them to add them to the Queue window.

Your Presenter’s Video (Camera) will then appear in the Queue window.
Producer’s view – preparing Content

To present both Content (PowerPoint, etc.) and a Presenter’s Video, change to this layout.

To present Content, for example a PowerPoint presentation, ask your Presenter to share their screen. Their shared screen will then appear in the Content tray at the bottom.

Use the Producer/Presenter chat to coordinate with your content team.

Once both the Presenter and the Content are selected, both will appear in the Queue window.

Important Note – Any of the event Presenters can share their screen during the Live event and their screen will override the active Presenter. It is therefore important to coordinate any change of Content Presenters during preparation for the Live Event.
Producer’s view – sending Presenter and Content to the Live Event

Now that you have your Presenter’s Video and Content in the Queue window, you can press the **Send live** button to send to the Live Event window.

The contents of the **Queue** window have now been transferred to the **Live Event** window.

You are now ready to start the Live Event. By clicking the **Start** button, the Live Event will begin broadcasting your Presenter’s Audio, Video and Content to all Attendees.
Producer’s view – starting your Live Event

Attendee count is displayed as well.

Your Live Event is now running, evident by the Live label at the top and red boxes around your Live event window and the windows of your Presenter and Content.
Producer’s view – switching to a new Presenter’s Camera

If you wish to switch to a different Presenter’s Camera, you can easily do that in the **Queue** window by selecting your desired Presenter’s Camera. In this example, we also changed the layout to just the Camera feed and not the Shared Screen (Content). By clicking **Send live**, we would replace the current feed with the items from the **Queue** window.
Producer’s view – chatting with Presenters during the event

If you need to Chat with your fellow Producers or Presenters, you can do that via the Chat window. **Note** – these chats are **not** visible to your Attendees.
Producer’s view – moderating Attendee Q&A

If you enabled Q&A when setting up your Live Event, your Attendees will be able to post questions. The Producers and Presenters can then review those questions in the Q&A Manager. New questions will appear in the New area. You can reply privately to those and Publish them or Publish and then reply to them in the Published area. You can also Dismiss messages which will move them to the Dismissed area.
Producer’s view – ending your Live Event

When you are ready to end your event, mute everyone’s Audio, wait about 20-30 seconds and then select **End**. This will allow your final closing remarks to reach your Attendees.