



Producer

During your event

# Producing your Live Event



Top

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# Joining as a Producer – from Teams or Outlook

The screenshot shows the Microsoft Teams calendar interface. At the top, there is a search bar and a 'Preview' toggle. Below that, the calendar view for April 2020 is shown, with the date '17 Friday' highlighted. A callout box with a blue border and a drop shadow contains the text: "Join the Live Event as a **Producer** or **Presenter** from your Teams calendar or from your Outlook Calendar." A blue arrow points from this callout box to a meeting titled "IT Town Hall" by "Aaron Porzondek" at 11 AM. Below the main calendar view, a zoomed-in view of the "IT Town Hall" meeting is shown, with a black box highlighting the meeting title and organizer.

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

IT Town Hall  
Microsoft Teams Meeting  
Aaron Porzondek

# Joining as a Producer or Presenter

The screenshot shows the Microsoft Teams interface for joining a meeting. At the top, there is a button labeled "Join as a producer" which is highlighted with a blue box. Below this button, the meeting title "Company Townhall" is displayed. A callout box with a blue border and a white background contains the text: "Event Team members will join as their assigned roles (**Producer** or **Presenter**).". Below the meeting title, there is a circular profile picture of a man with short blonde hair. Underneath the profile picture is a blue button labeled "Join now". Below the "Join now" button, there are three icons: a microphone icon with a toggle switch, a video camera icon with a toggle switch, and a gear icon labeled "Custom Setup". At the bottom of the interface, there is a section titled "Other join options" which contains two buttons: "Add a room" with a Wi-Fi icon and "Attendee" with a plus sign icon.

# Producer's view overview

## Monitor the number of Attendees connected to the Live Event

Display the attendee indicator throughout the session.

## 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.

## See the Live Production screen

Send content to the Production screen and select Start when you're ready to start.

## Decide what content you're sharing at the event

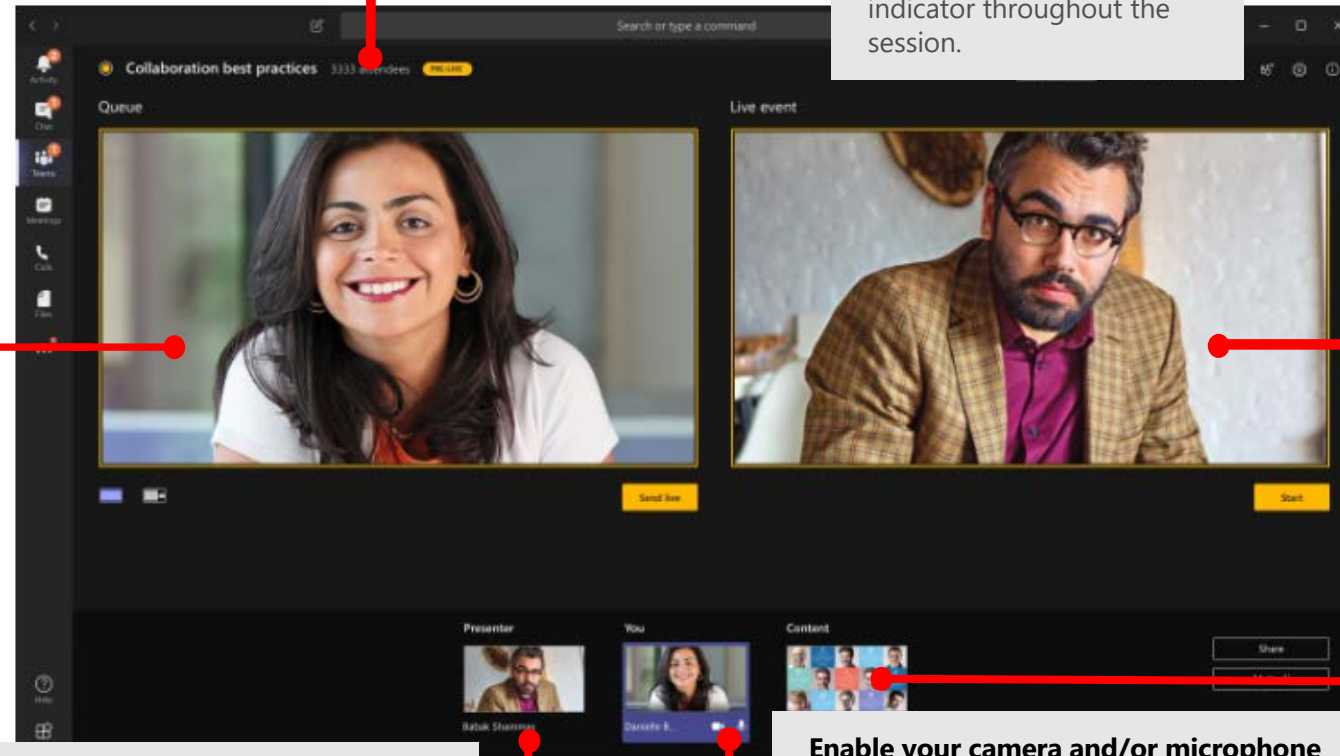
Select the content that you want to share. It can be a document or an app to perform a live demo.

## Enable your camera and/or microphone to comment with the team of Presenters/Moderators and with Attendees

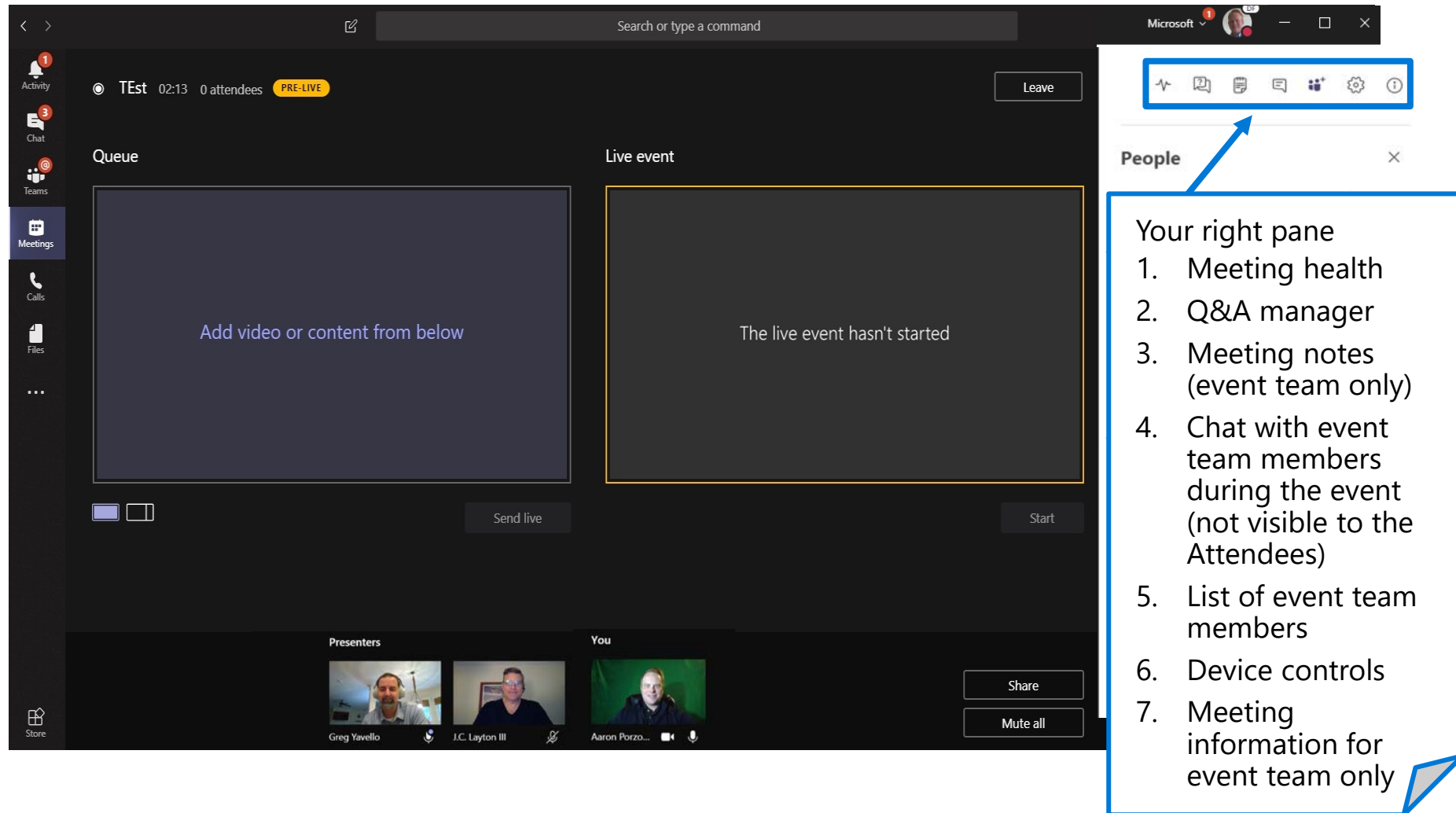
Share with the team of Presenters and Moderators before launching the event live, and with Attendees once the event is live.

## 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.



# Producer's controls – Q&A, chat, devices, etc.



The screenshot displays the Microsoft Teams Producer interface. The main area is divided into two panels: 'Queue' and 'Live event'. The 'Queue' panel shows a placeholder for video content with the text 'Add video or content from below'. The 'Live event' panel shows a placeholder with the text 'The live event hasn't started'. Below these panels are buttons for 'Send live' and 'Start'. At the bottom, there is a 'Presenters' section with three video thumbnails for Greg Yavello, J.C. Layton III, and Aaron Porzo. To the right, there is a 'People' pane with a toolbar containing icons for meeting health, Q&A manager, meeting notes, chat, device controls, and meeting information. A blue box highlights this toolbar, and a callout box lists the functions of these icons.

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

# Producer's view – pre-live screen

The screenshot shows the Microsoft Teams interface for a 'Company Townhall' event. At the top, it displays 'Company Townhall 04:16 0 attendees PRE-LIVE'. The main area is split into two panels: 'Queue' on the left and 'Live event' on the right. The 'Queue' panel contains the text 'Add video or content from below' and a 'Send live' button. The 'Live event' panel contains the text 'The live event hasn't started' and a 'Start' button. At the bottom, there is a 'Presenters' section with three video thumbnails: Greg Yavello, J.C. Layton III, and Aaron Porzo... The 'You' section shows the producer's own video thumbnail. On the right side of the bottom bar, there are 'Share' and 'Mute all' buttons. Three callout boxes provide additional information: one points to the 'Queue' panel, another points to the 'Live event' panel, and a third points to the 'Presenters' section.

Company Townhall 04:16 0 attendees PRE-LIVE

Queue

Live event

Add video or content from below

The live event hasn't started

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

As the Producer, you can Mute your Presenters' audio. They must unmute themselves.

Send live

Start

Presenters

You

Greg Yavello J.C. Layton III Aaron Porzo...

Share

Mute all

# Producer's view – managing Presenters

The screenshot shows the Microsoft Teams interface from a Producer's perspective. The main area is a dark grey 'Queue' with a large video placeholder that says 'Add video or content from below' and 'The live event hasn't started'. On the right, the 'People' pane is open, showing a list of participants. A callout box points to the 'Add to meeting' icon in the top right of the meeting controls, stating: 'Access your Producers and Presenters list here.' Another callout box points to the 'Add to meeting' icon next to the name 'Tim Hadley' in the 'Others invited' section, stating: '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".' A third callout box points to the 'Add to meeting' icon in the top right of the meeting controls, stating: '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.'

Access your Producers and Presenters list here.

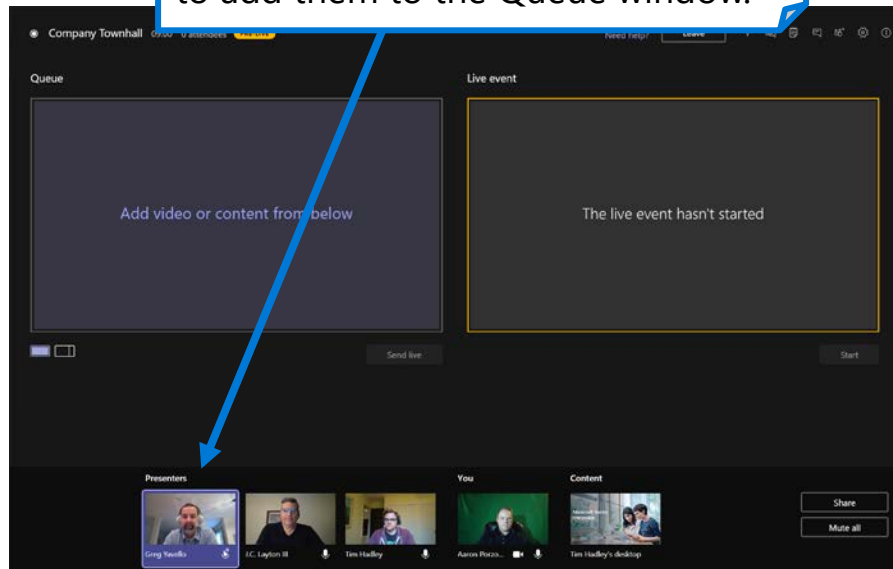
Need to add a Presenter ad-hoc? You can do that here before you go Live if they are an external/federated member of the tenant.

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".

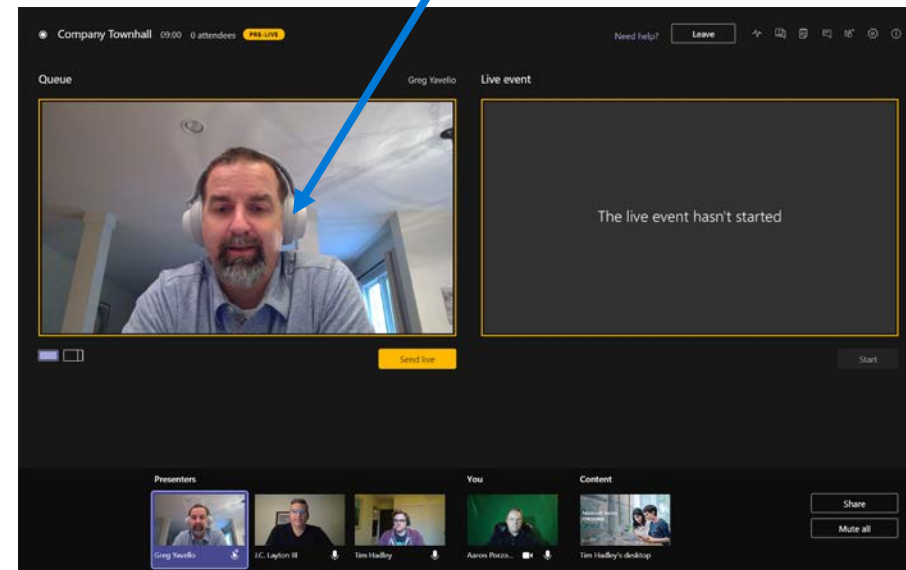
Ask to join

# 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.



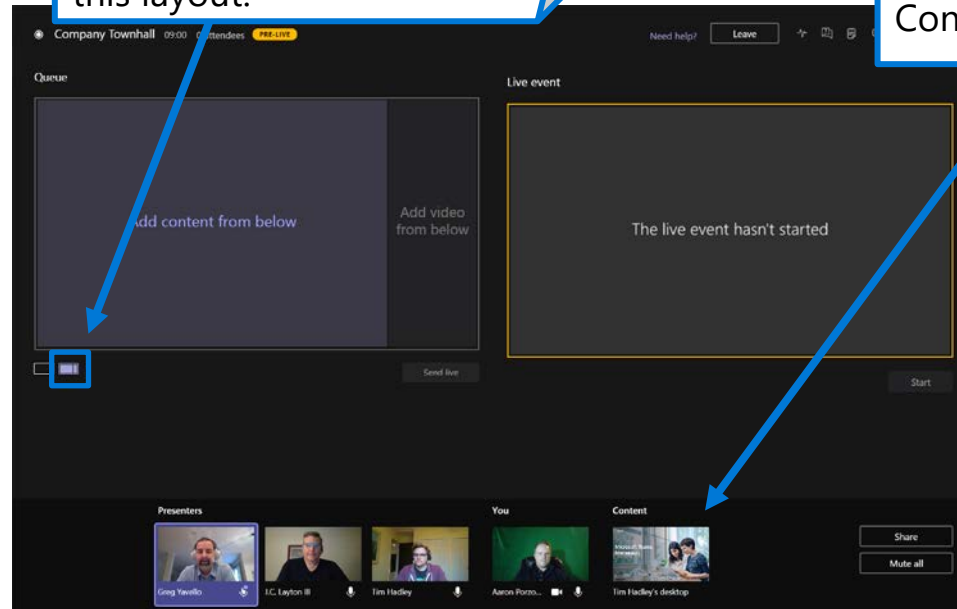
Your Presenter's Video (Camera) will then appear in the Queue window.





# Producer's view – preparing Content

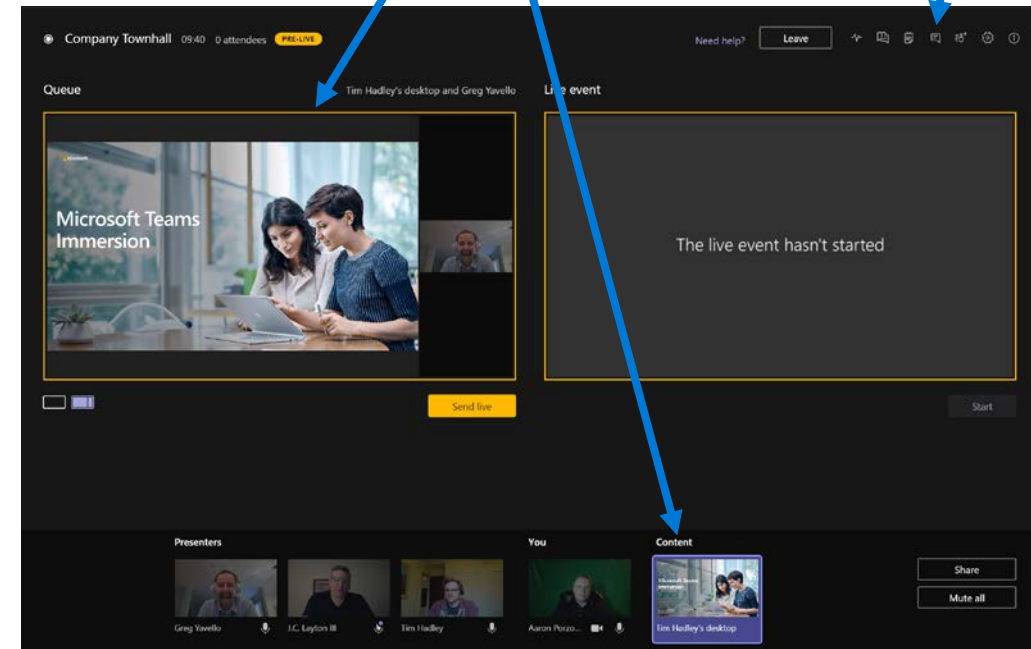
To present both Content (PowerPoint, etc.) and a Presenter's Video, change to this layout.



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.

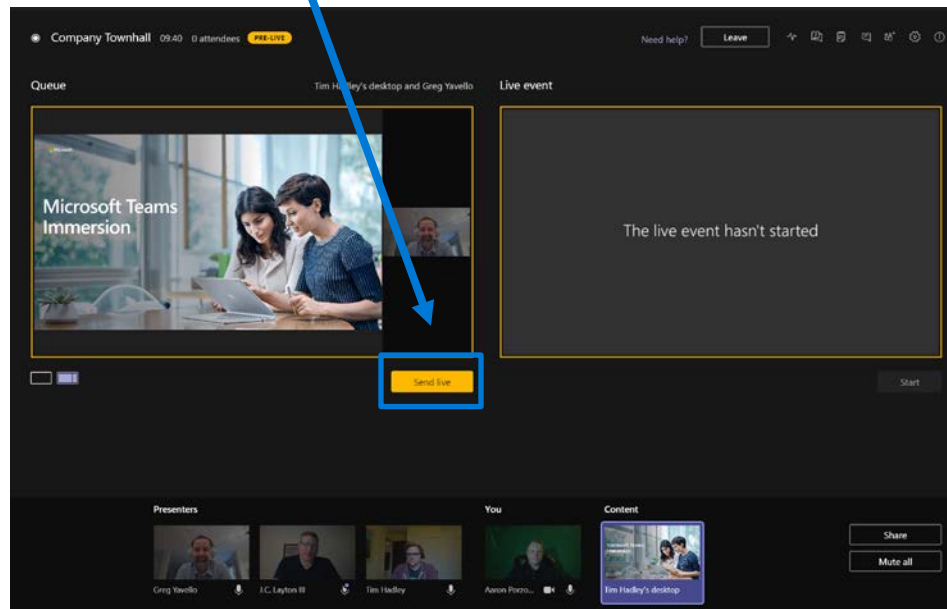
Once both the Presenter and the Content are selected, both will appear in the **Queue** window.



**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.

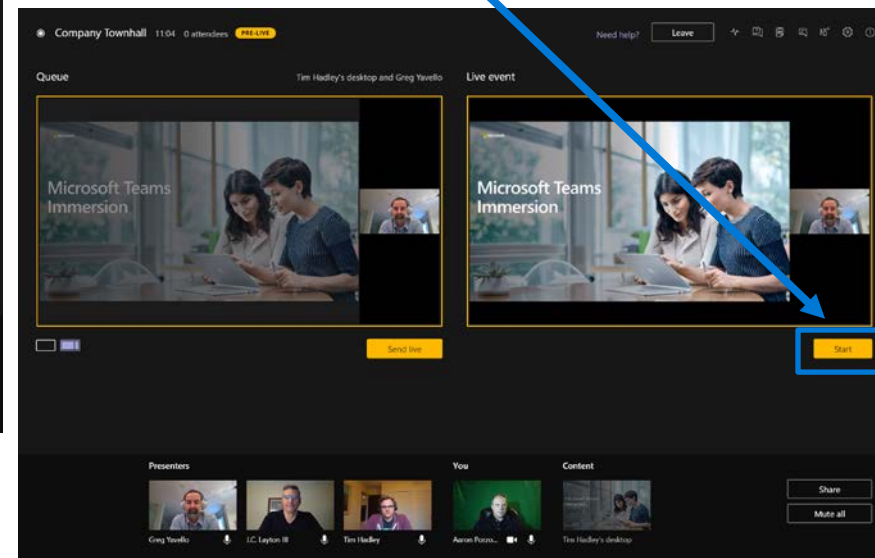
# Producer's view – sending Presenter and Content to the Live Event

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

Company Townhall 12:40 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley's desktop and Greg Yavello

Live event Tim Hadley's desktop and Greg Yavello are live

Microsoft Teams Immersion

Attendee count is displayed as well.

Send live

End

Presenters You Content

Greg Yavello J.C. Layton III Tim Hadley Aaron Porzo... Tim Hadley's desktop

Share Mute all

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

Company Townhall 35:42 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley Live event Tim Hadley's desktop and J.C. Layton III are live

Send live End

Presenters You Content

Tim Hadley J.C. Layton III Aaron Porzo... Tim Hadley's desktop

Share Mute all

Make an announcement

**Live event Q&A**

New (1) Published (0) Dismissed (0)

Open

Dismiss Publish

**Anonymous** 11:41 AM  
When will Teams be rolled out to us all?  
Private reply

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

Company Townhall 13:59 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley's desktop and Greg Yavello

Live event Tim Hadley's desktop and Greg Yavello are live

Microsoft Teams Immersion

Send live End

Presenters You Content

Greg Yavello J.C. Layton III Tim Hadley Aaron Porzo... Tim Hadley's desktop

Share Mute all

Meeting chat

Aaron Porzondek joined the meeting.

Tim Hadley and 2 others joined the meeting.

Aaron Porzondek renamed the meeting to Company Townhall.

11:20 AM  
Tim, are you ready to present your slides in 2 minutes?

Tim Hadley 11:20 AM  
Aaron Porzondek, yes, I am ready to go.

Type a new message

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

Company Townhall 39:52 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley Live event Tim Hadley's desktop and J.C. Layton III are live

Send live End

Presenters Tim Hadley J.C. Layton III Aaron Porzo... Tim Hadley's desktop

Share Mute all Make an announcement

**Live event Q&A**

New (0) **Published (1)** Dismissed (0)

Open Most recent

Anonymous 11:45 AM 1 When will Teams be rolled out to us all?

Tim Hadley (Moderator) 11:46 AM Teams is coming next week.

Reply

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

Company Townhall 12:40 795 attendees **LIVE** Need help? Leave

Queue Tim Hadley's desktop and Greg Yavello Live event Tim Hadley's desktop and Greg Yavello are live

Microsoft Teams Immersion

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.

Send live End

Presenters You Content

Greg Yavello J.C. Layton III Tim Hadley Aaron Porzo... Tim Hadley's desktop

Share Mute all