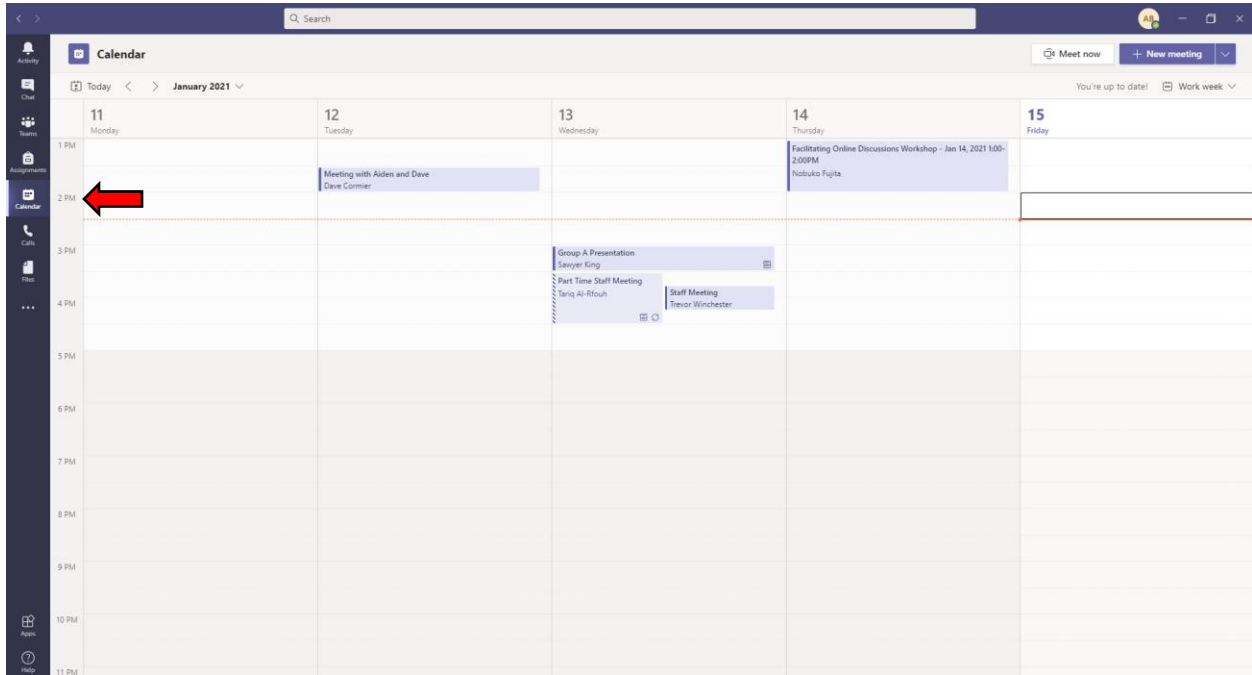


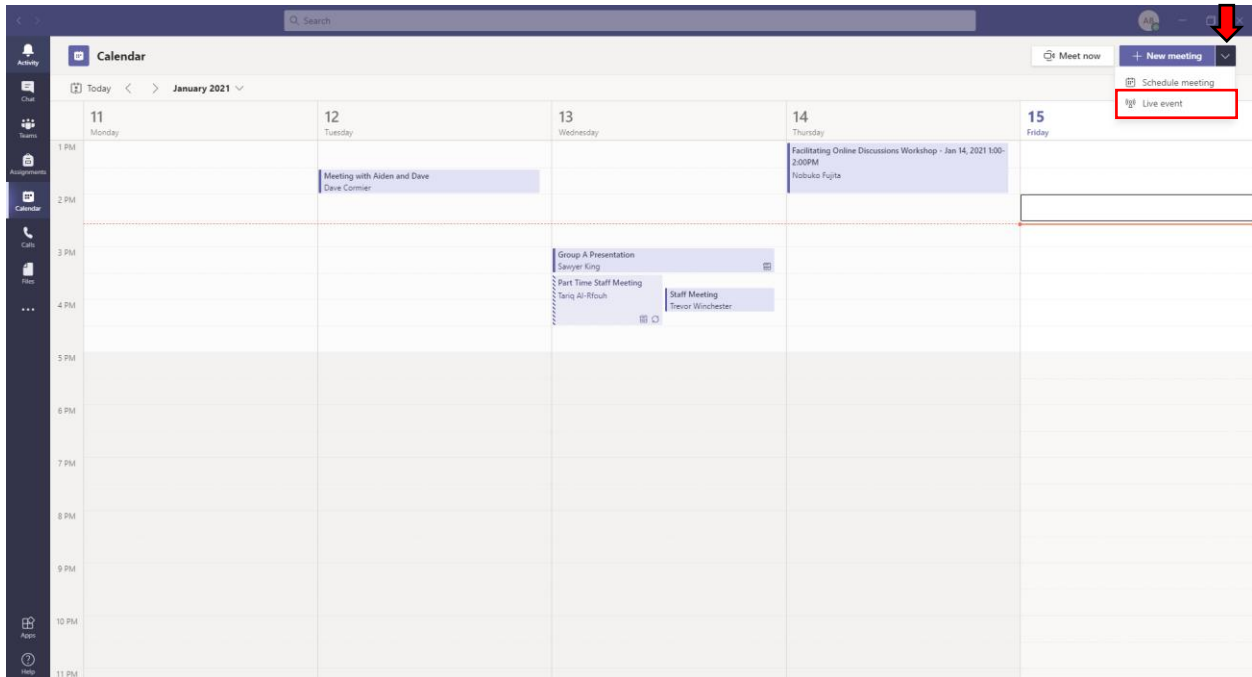
How to Create a Live Event in Microsoft Teams

Scheduling a Live Event

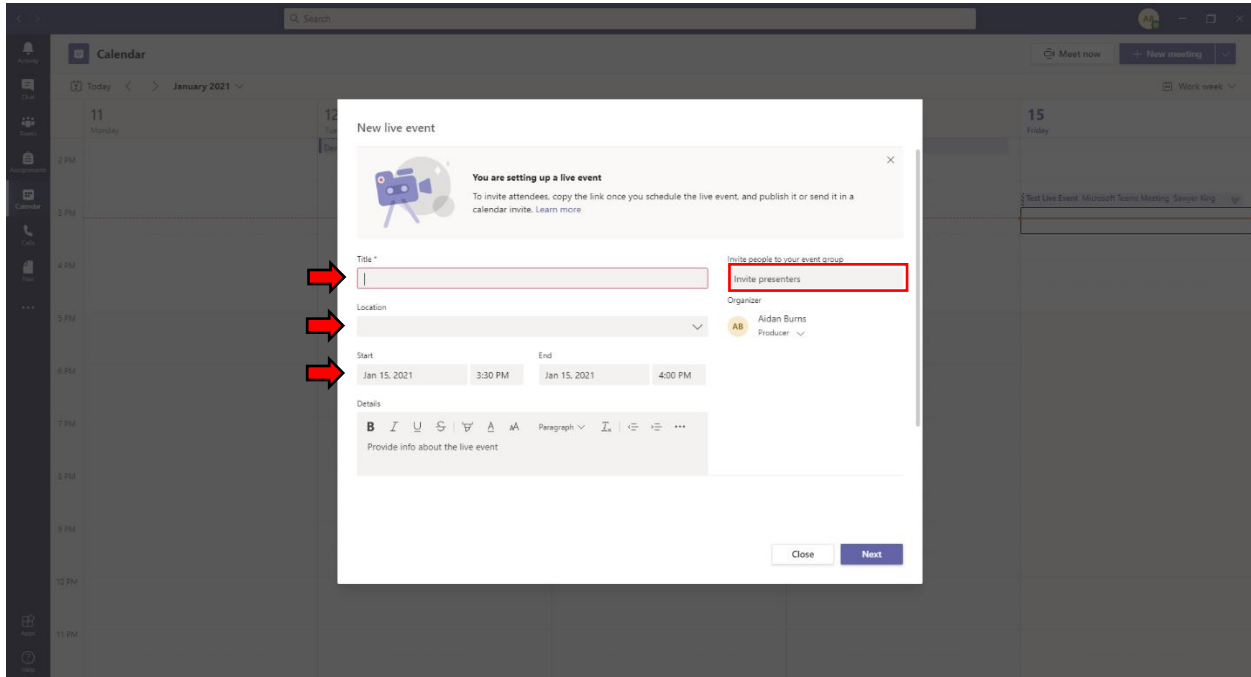
Step 1: Within MS Teams, click on the **Calendar** tab on the left side of the screen.



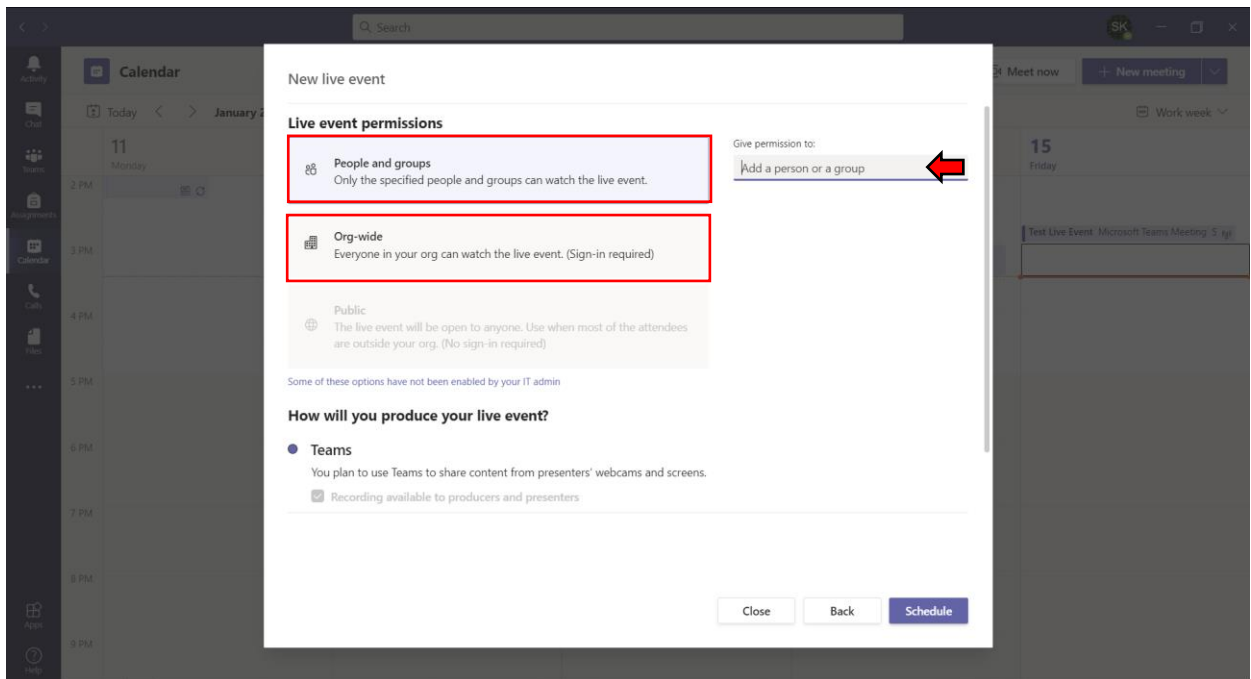
Step 2: Click the downward arrow next to **New Meeting** and select **Live Event**.



Step 3: Choose the settings for your meeting, such as the title, location (if there is a physical location), start and end time, details, and time. If there are any other people that should have control of the live event, invite them as a presenter. Once you have finalized the details of your meeting, click Next.



Step 4: Choose who may attend your meeting, people, and groups that you manually add yourself or anyone within the organization (University of Windsor), the final option for a public presentation has been disabled as all content should be within organization. Once you have selected who you would like to attend, click Schedule.



Step 5: From this screen you can join the meeting and copy the link to send to whoever you'd like to attend. Click **Get attendee link** to copy the link to the live event, then you may paste that link in a chat or email and send it to the attendees, then click Exit.

