

Teams Webinars and Live Events

This tutorial will show you the differences between Teams Webinars and Live events and how to create them.

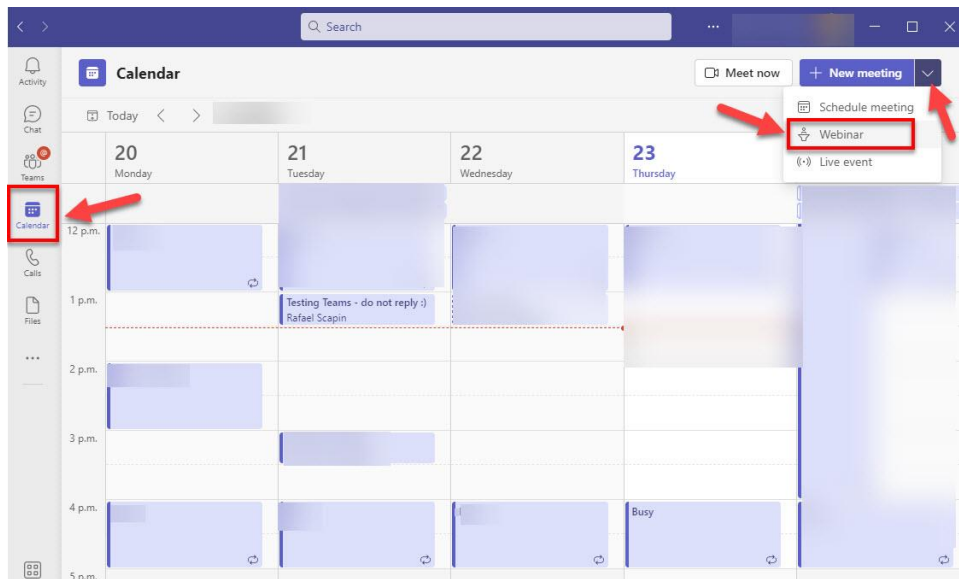
Teams Webinar

Webinars are structured meetings where presenters and participants have clear roles. A key difference between webinars and Teams meetings is that webinars support registration and provide attendee engagement data.

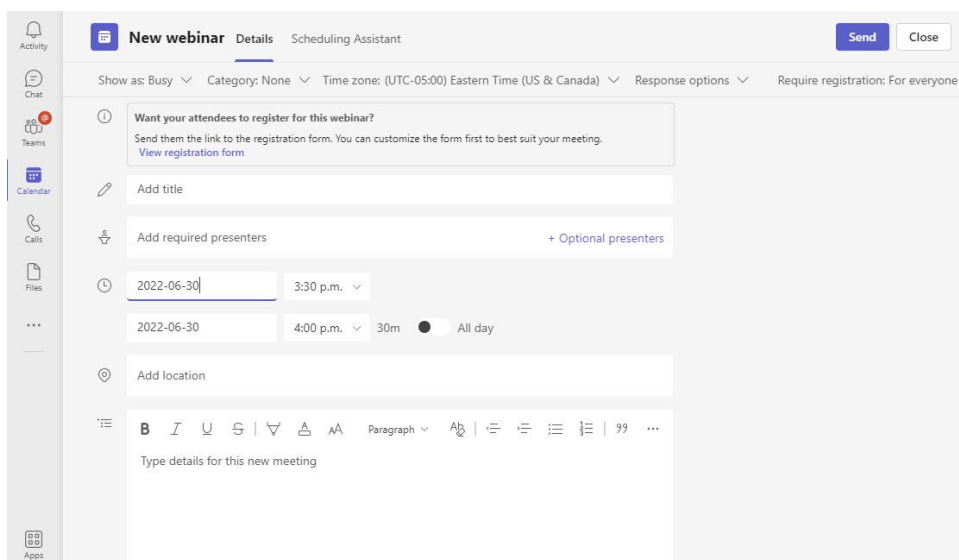
These are the main differences between a regular Teams meeting, an online webinar and a live event:

Type of meeting	Number of participants	Interaction	Registration supported
Meetings	Up to 20,000*	-Participants up to 1,000 have fully interactive equal meeting capabilities. -Participants over 1,000 up to 20,000 have View-only capabilities.	No
Webinars	-Up to 1,000 -Increased limits with View-only capabilities coming soon.	-Participants up to 1,000 have fully interactive capabilities. -Audience interaction configurable. -Can specify presenters.	Yes
Live events	Up to 20,000**	-Broadcast to large audiences. -Moderated Q&A for audience interaction. -Can specify producers and presenters, including external presenters. -Supports more advanced production capabilities.	No

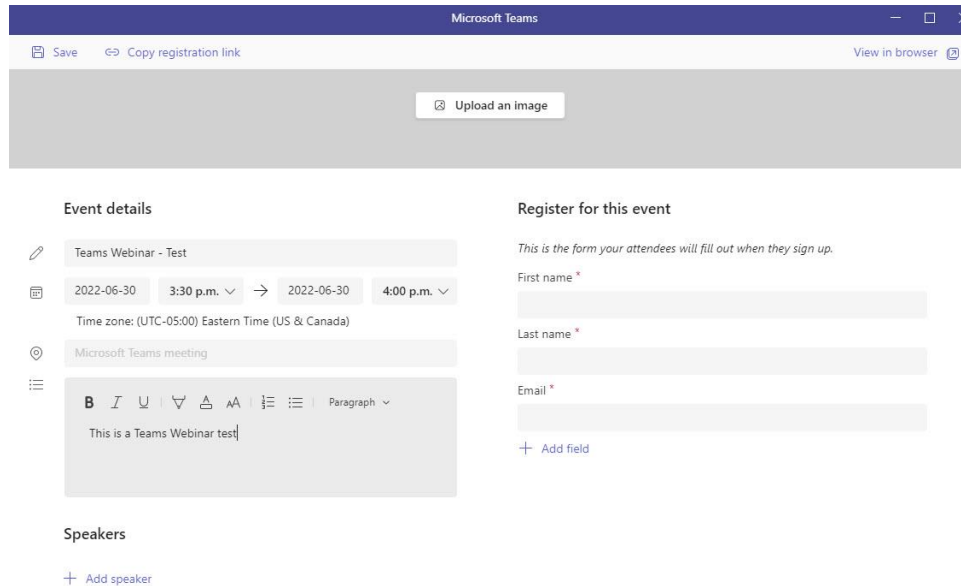
To create a webinar, go to your Teams desktop and click on **Calendar** on the left menu. Then click on the drop-down menu under **“New meeting”** (upper right) and select **“Webinar”** as shown below:



Now just set up your webinar:



You can also create a customized registration form if needed:

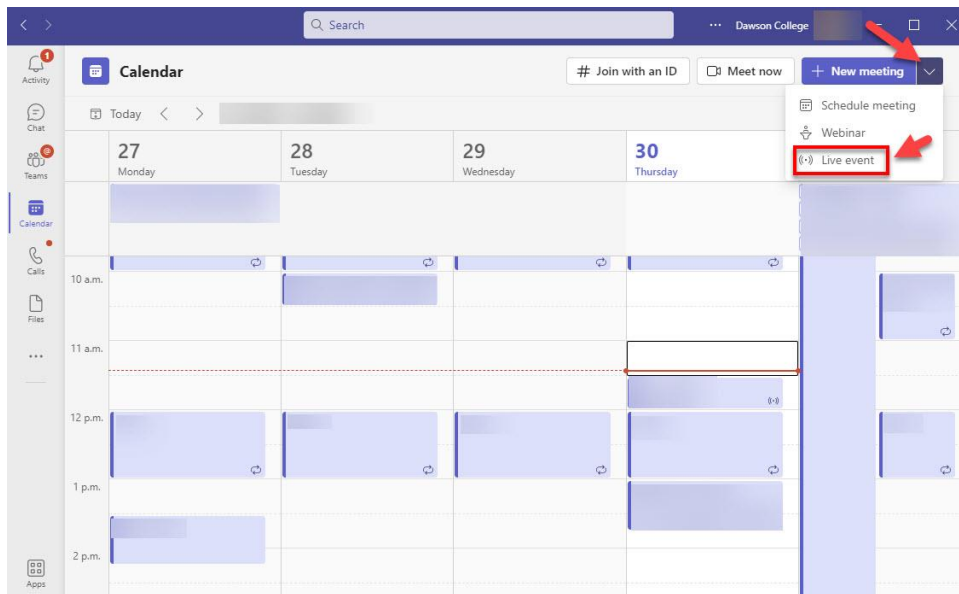


The screenshot shows the Microsoft Teams registration form editor. At the top, there is a blue header with the text "Microsoft Teams" and window control icons. Below the header, there are three buttons: "Save", "Copy registration link", and "View in browser". A large grey area contains an "Upload an image" button. The main content is divided into two columns. The left column, titled "Event details", includes a title field with "Teams Webinar - Test", a date and time selector for "2022-06-30" from "3:30 p.m." to "4:00 p.m.", a time zone dropdown set to "(UTC-05:00) Eastern Time (US & Canada)", a meeting type dropdown set to "Microsoft Teams meeting", and a rich text editor with the text "This is a Teams Webinar test". The right column, titled "Register for this event", includes a subtitle "This is the form your attendees will fill out when they sign up.", three input fields for "First name *", "Last name *", and "Email *", and an "Add field" button. At the bottom left, there is a "Speakers" section with an "Add speaker" button.

Teams Live Events


Teams live events is an extension of Teams meetings, enabling you to produce events for large online audiences with more control over video, audience interaction, and reporting.

To create a webinar, go to your Teams desktop and click on **Calendar** on the left menu. Then click on the drop-down menu under “**New meeting**” (upper right) and select “**Live Event**” as shown below:



Now just set up your Live Event:

New live event



You are setting up a live event

To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)

Title * New Live Event	Invite people to your event group Invite presenters
Location [Empty field]	<input type="checkbox"/> Allow external presenters ⓘ
Start Jun 30, 2022 11:30 a.m.	End Jun 30, 2022 12:00 p.m.
Time Zone (UTC-05:00) Eastern Standard Time	Organizer Rafael Scapin Producer
Details [Rich text editor with icons: Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Paragraph, Undo, Redo, etc.]	

Provide info about the live event

Close Next

New live event

Live event permissions



People and groups

Only the specified people and groups can watch the live event.



Org-wide

Everyone in your org can watch the live event. (Sign-in required)



Public

The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

Some of these options have not been enabled by your IT admin

How will you produce your live event?

Teams

You plan to use Teams to share content from presenters' webcams and screens.

Some of these options have not been enabled by your IT admin

An external app or device

Close

Back

Schedule

New Live Event



Invite attendees

To invite attendees, copy the link and share it or send it in a calendar invite.

[Get attendee link](#) [Learn more](#)

June 30, 2022

11:30 a.m. - 12:00 p.m. (30 minutes)

Organizer



Join

Chat

[Cancel meeting](#)

Live event resources

[Refresh](#)

Available after event

Close

Edit

Questions?

For any questions, please contact the Helpdesk: helpdesk@dawsoncollege.qc.ca