

Using Teams for Events

When you are setting up an event on MS Teams, you should consider the roles and permissions that it's participants, and attendees are given. This guide should support you in picking which permissions to give and how. If you have any questions about anything in this document, please get in touch with ailsa.morris@abdn.ac.uk who will be happy to help.

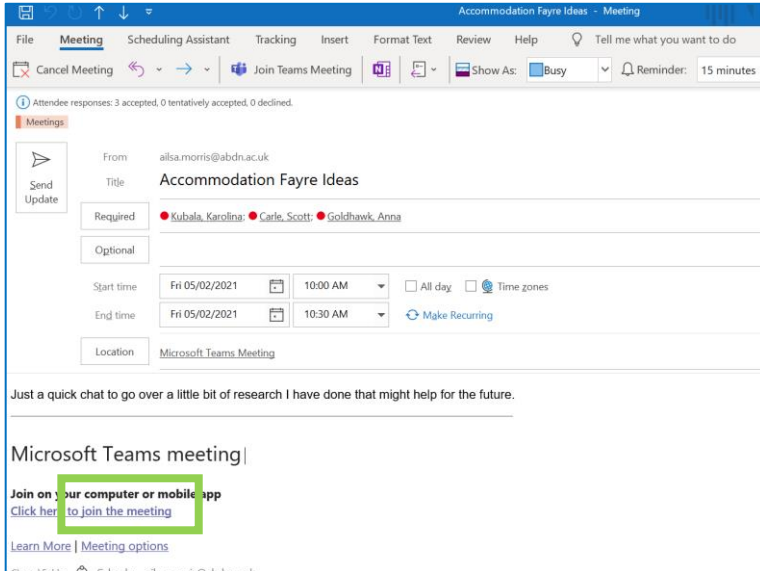
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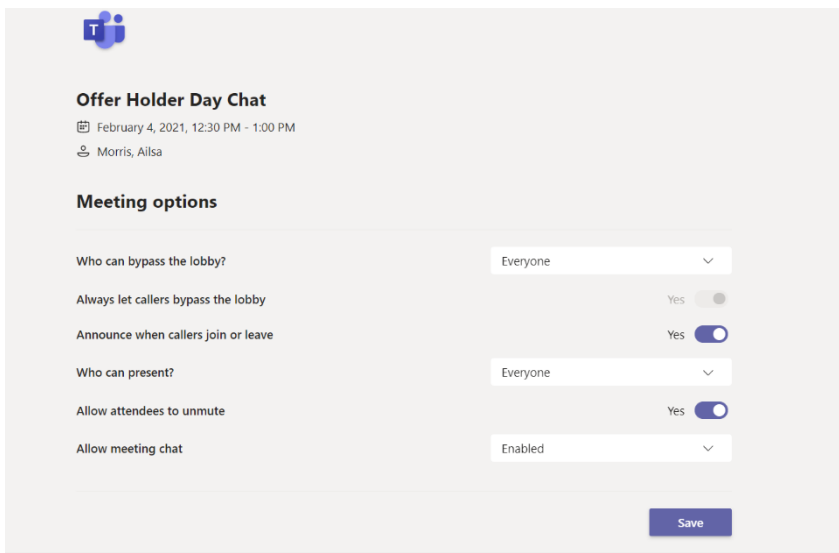
1. Changing Meeting Options & Assigning Permissions

When you schedule a Teams meeting, **you** are the **Organiser**. The Organiser has specific permissions e.g. to end the meeting for all and to download a participant report. By default, *all* other participants are **Presenters** and can share content during the meeting, admit people from the lobby, and start or stop recordings. This is not always ideal. So, it's a good idea to limit the number of privileged users, particularly when many participants are joining a meeting.

It's generally best to assign permissions at the point of scheduling a meeting – that way you won't forget to do it later.



Step 1: Set up your meeting, but before sending the invitation. Ctrl + click on the “Meeting Options” link at the foot of the meeting window.



Step 2: This launches the **Meeting Options** window in your web browser. Here you can...

- Choose who can bypass the lobby
- Choose who can present
- Choose if callers can bypass the lobby and if they are announced when joining or leaving
- Choose if you would like people to be muted when they join.
- Choose if you would like to disable chat
- Click **Save or Done** to save your Meeting Options.

More information on these permissions below.

2. Meeting Options in Relation to Events

Who can bypass the lobby?

Scenario 1: Teams Meeting where link has been shared

If holding an event where the meeting link has been shared, we would recommend selecting “Only Me”. This then gives the meeting organiser the ability to check/vet all meeting attendees and therefore decreases the change of unwanted attendees, who have not been invited/signed up to attend.

Note: A member of the University must be present before an externa/guest can enter, even if this setting is set to “Everyone”.

Scenario 2: Meeting in MS Teams

If you are holding a meeting which has been set up within a Team and the link is not shared wider than the MS Team, we would recommend disabling the lobby element. The lobby element can be distracting for meeting participates as they will receive notifications, as well as the organiser.

Note: Only members of the Team will be able to use the chat function in a meeting if it has been set up through a Team.

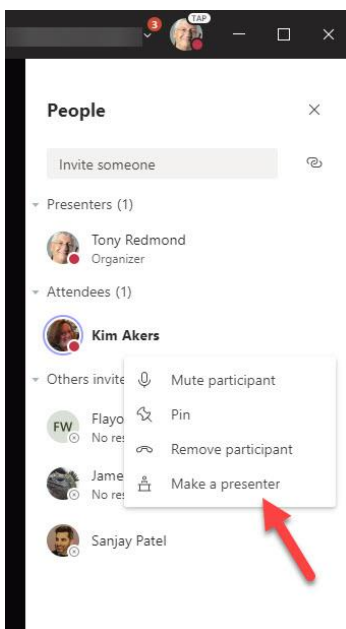
Announce when callers leave or join?

We would recommend you selected “No”. Having this selection open can be frustrating for attendees as they will see a box pop up on their screen stating who has just joined or left.

Who can present?

To ensure no one shares their screen appropriately during an event, it is a good idea to set “Specific People”. In Meeting Options, you can select who can present from the list of participates you have invited to the meeting. This feature works when setting up a meeting in both the Outlook or MS Teams app.

Allow attendees to unmute?



If you are holding an event where you don't necessarily want everyone to have the ability to speak, select “No” (Do not let people unmute). If “No” is selected, all participants will be muted when they enter the meeting and they will be unable to mute anyone else.

If during the meeting you would like to change this setting for one or more participates, next to their name select the three dots and select “make a presenter”. To change this back then select “make an attendee”.

Allow meeting chat?

Disabling a meeting chat can be a great way to help ensure all participants are focused on the event speaker or presentation, as well as eliminating unwanted comments in the chat. However, for the following reasons, if you can, we would encourage you to “Enable” the chat.

- Some participants may feel nervous to physically speak
- Some participants may have technical issues and be unable to use microphone

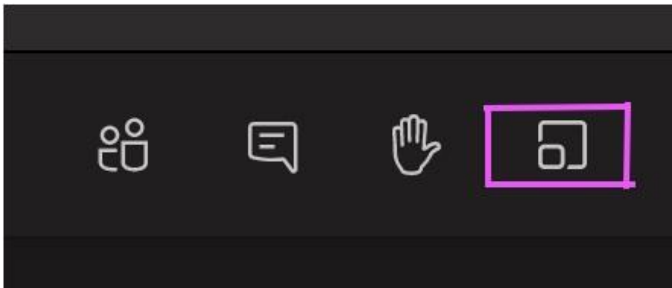
Learn how to change this setting in short YouTube demo [here](#).

3. Breakout Rooms

Breakout Rooms is a great tool to use during online events for splitting attendees into multiple smaller groups for discussion and collaboration. The most “up to date” way to do this is by setting up breakout rooms in a meeting, however you can also create a similar effect through breaking a group up into Channels. More information below.

Option 1: Using Breakout Rooms in Meeting

The organizer can start a breakout room in a Teams meeting allowing greater flexibility on how you want to meet. Using the breakout room settings, the meeting organizer can choose to allow participants to come back to the main meeting at any time, then return to the assigned breakout room.

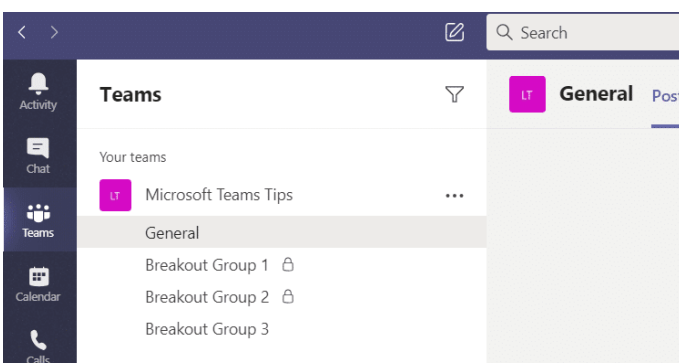


Toolkit have created a guide on how to set up Breakout Rooms within a meeting. This can be found [here](#).

If you would prefer to watch an video tutorial, we would recommend this YouTube [video](#).

Option 2: Using Channels as Breakout Rooms

Teams channels can be used to create a breakout room effect. This option is particularly good if the groups are working on documents and the rooms will be used again in the future.



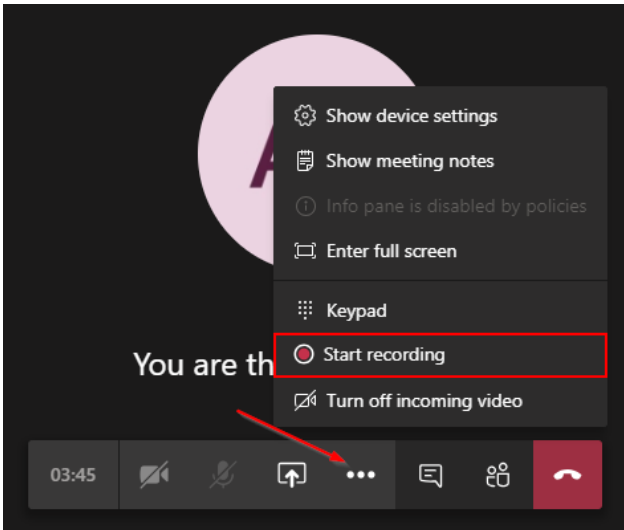
Toolkit have created a useful guide which explains how to set up Breakout Rooms by using MS Teams Channels. This document can be found [here](#).

If you would prefer to watch an video tutorial, we would recommend this YouTube [video](#).

4. Recording an Event

How to record a Teams Meeting

Any Teams meeting or call can be recorded to capture audio, video, and screen sharing activity. The recording happens in the cloud, and it is saved so you can share it securely across your organization.



1. To start recording, go to the meeting controls and select **More options** ******* > **Start recording**.

2. Everyone in the meeting is notified that recording has started.

3. To stop recording, go to the meeting controls and select More options More options button > Stop recording.

- The recording is then processed and saved to SharePoint if it was a channel meeting or OneDrive if it was any other type of meeting.

- The meeting recording shows up in the meeting chat—or in the channel conversation, if you're meeting in a channel. These links are available for seven days.

Recording Protocol

- If the event is to be recorded, this must be highlighted to attendees when they sign up
- Inform speakers/guests in advance and ensure permission is sought
- Consent must be sought from attendees or participants if any online images/videos are to be used post event

Learn more about safeguarding students and staff [here](#) in Aberdeen University's Safeguarding Document.

5. Livestreaming Teams

What is Livestreaming?

Livestreaming refers to broadcasting live media in real-time. The immediacy of livestreaming an event can be very appealing. It is 'authentic' in that there is no editing process and viewers can follow along and comment in real time.

Why Livestream?

Here are a few benefits to streaming your Teams event to social media:

- It can bring new people to your social media accounts
- Livestreaming an event can encourage your followers to engage with you in a new way
- Viewers do not necessarily have to sign up or login to watch
- Instant viewing/no download needed for viewers
- On some platforms, your followers will receive a notification when you have gone live

However, before deciding to stream an event, we would suggest considering the following:

- Why are you choosing to livestream?
- Will streaming the event add any value to your event or attendees?
- Is the content of the event appropriate for social media?
- Are your target audience on social media?
- Is your internet connection strong enough to livestream a Teams meeting?

How to Livestream

At the moment MS Teams does not allow users to stream meetings or events directory to social media or YouTube, however using OBS you can broadcast your event for free.

Watch YouTube tutorial [here](#) or [here](#)

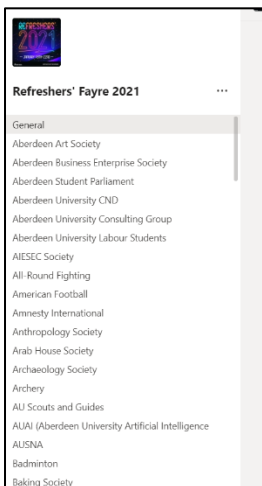
Download OBS [here](#)

Note: Hosting an event on Teams and livestreaming through OBS at the same time can put a lot of pressure on the host, therefore we would suggest selecting one person whose role would be to solely livestream the event.

6. Examples of using Teams and Channels for events

Freshers & Refreshers' Fayre

Virtual Fayres can be set up using Teams Channels. This has been used by AUSA to create the 2020 Freshers' Fayre and 2021 Refreshers' Fayre. Key information and screenshots below.

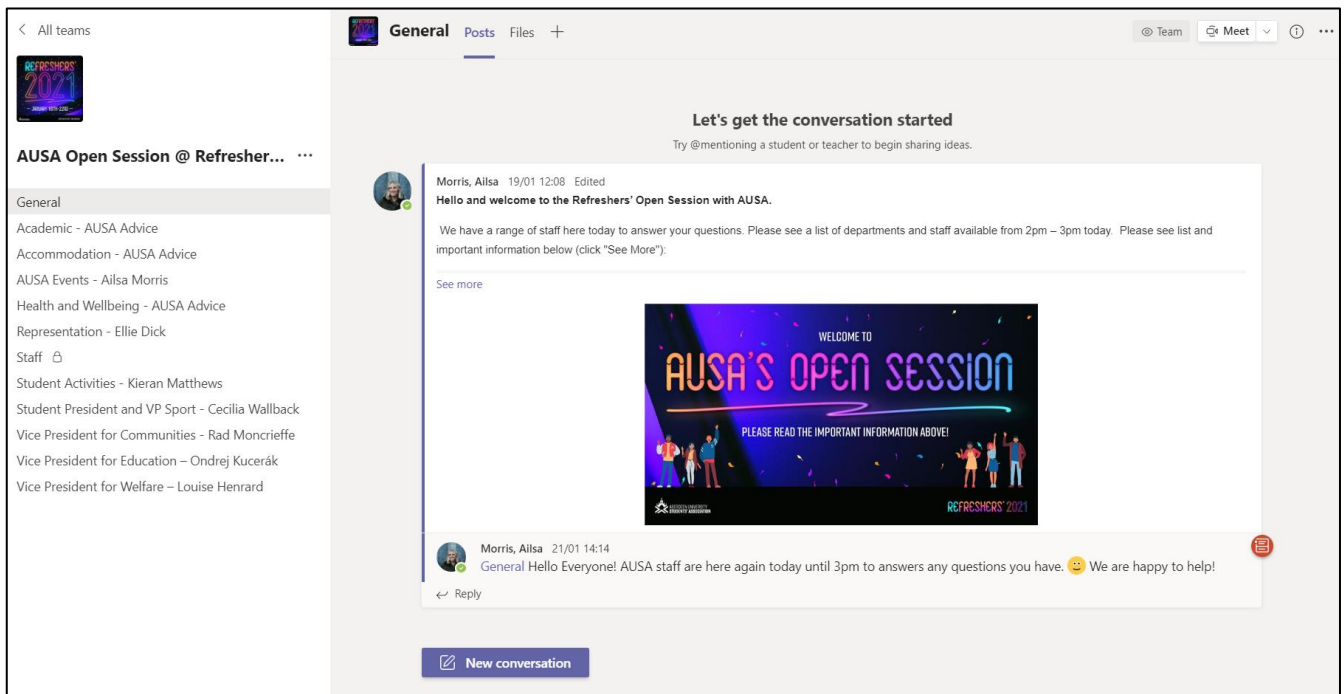


- Each sign up for a “virtual stall” were given a Chanel on Teams.
- Channels were set up so that only Team Owners had the ability to add or edit teams.
 - Change team settings in – “Manage Team” > “Team Settings”
- A guide was sent to all stall holders which gave instructions on how to use and navigate through the Fayre. Please email ailsa.morris@abdn.ac.uk if you would like to see this guidebook.
- Stall holders were encouraged to use their Channels to share information, upload pictures, answer questions and start live meetings.

AUSA Open Session

MS Teams was used to create “chat room” Channels for AUSA’s Refreshers’ Open Session event.

- AUSA staff were given their own Channel where they could answer student questions.
- A private staff channel was used to allow the event’s staff to chat and ask for support if needed.
- All staff were given a welcome message template to adapt and post to their channel.
- Participates were vetted when entering the Team to ensure they were student email addresses.



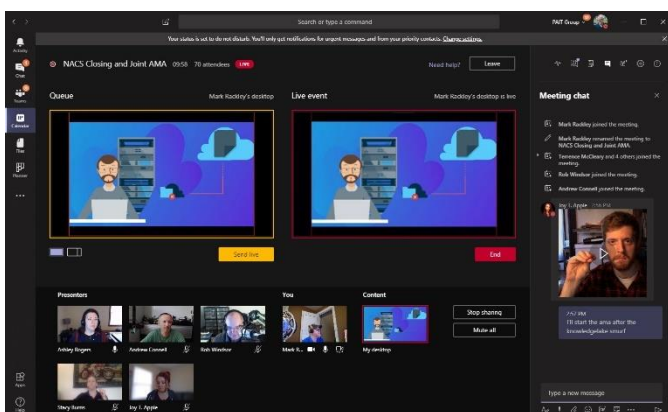
[7. Teams Live Events](#)

What is it?

With Teams Live Events, users can broadcast video and meeting content to large online audiences. Attendees are not visible but can ask questions by using the software's Q&A function.

Learn more about Teams Live Events [here](#).

How to Set-up



Aberdeen University's Media Services department (mediaservices@abdn.ac.uk) hold the Teams Events license, therefore only they have the ability to set up these events.

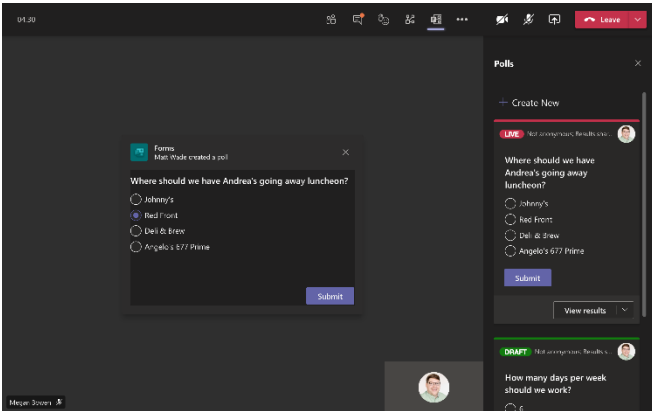
However, if you would like to set up a Teams Live Event, please contact ailsa.morris@abdn.ac.uk before planning. Ailsa will help you determine if the event is most suited to this software or if another option would be more appropriate.

Once your event has been set up, learn how to use Teams Live Events [here](#).

8. Using Polls During Events

Teams Forms

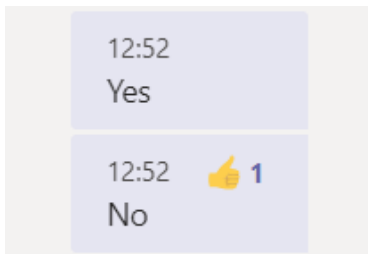
If you would like to use a poll during a meeting for engagement or voting, we would suggest Teams Forms. As a meeting organizer or presenter, you can use Microsoft Forms to create polls before your Microsoft Teams meeting, then launch them during the meeting so attendees from any endpoint (mobile, web, desktop) can view and answer. You can even poll attendees before your meeting and collect information ahead of it.



Learn how to add polls before and during a meeting by watching this comprehensive video tutorial [here](#).

If you would prefer to read a blog, learn how to set up Teams Forms [here](#).

Thumbs Up



For a really quick voting system, in the chat you can post questions or statements and ask for participants to “thumbs up” their choice. This then allows to you see how many people have voted for each.

Note: We would recommend you do not use this format for official voting.

9. Top Tips

Prepare: Complete AUSA’s Event Outline document to help ensure you are considering all elements of your event.

Test: To help ensure your online event run’s smoothly, have a few practises and test meeting options on other staff to ensure you are happy with how to run the event.

Be Vigilant, Safe and Sensible: Although events online offer a range of opportunities, unfortunately, moving events online also has its challenges. To stay safe online, please remember the following,

- Be sensible in the information that you give out. Refrain from giving out personal information including your home address or personal email address.
- Be careful what you download.
- Remember that not everyone online is who they say they are so be sensible and if something doesn’t feel right, inform the event organiser.

Support: Don’t be afraid to ask for help. If you have any questions, please get in touch with ailsa.morris@abdn.ac.uk.

More information on event planning and “Hints & Tips” can be found in AUSA’s Online Event Handbook.

[10. Useful Links](#)

Aberdeen University MS Teams Toolkit (Doc) [here](#)

Quick Guide to Teams Meetings (Doc) [here](#)

Aberdeen University Safeguarding Document (Doc) [here](#)

MS Teams Video Tutorials [here](#)