
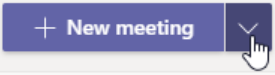



## Weekly Tech Tip: How to use MS Teams Live Event

Do you need to present to large audiences virtually, live or asynchronously, to keep everyone safe, whether they are part of the ENMU community or not? Do you wish such capabilities were only a couple clicks away? If this is you, this week's tech tip has fantastic news. MS Teams Live Events can last up to 4 hours and up to 10,000 people can attend them. In addition, it also provides attendance tracking and recording capabilities options.

To schedule a Live Event:

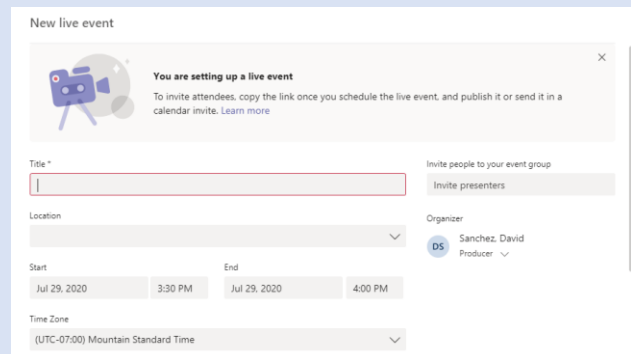
- On the left hand side of MS Teams, left click 

- On the top right corner left click on the drop down arrow of 

and select  Live event

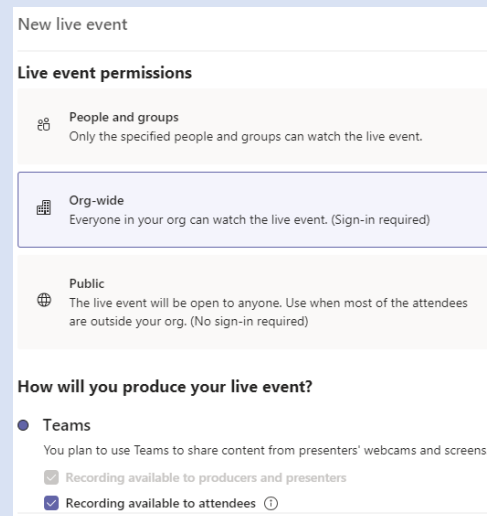
- Fill out all the information on the next screen

- Left click 



- Select all the desired second round of options

- Left click 





- In the next screen, left click 'Get attendee link' to copy the link which you

can send out to others via email or other means as an invitation to attend.

#### **Invite attendees**

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

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



Below is an additional tutorial resource for MS Teams Live Events:

<https://www.youtube.com/watch?v=XaKamte4dYg>

**Additional technical training materials can be found at:**

<https://enmu.edu/workfromhome>

<https://enmu.edu/schoolfromhome>

If you need any assistance or have questions, please contact the Help Desk

via Teams by clicking [Here](#)

via phone at: **575-562-4357**

via email at: [Help.Desk@enmu.edu](mailto:Help.Desk@enmu.edu)

–ENMU Portales ITS Technical Trainer