Microsoft Teams meetings, webinars and live events

Currently there are three options when creating a new video conference within Microsoft Teams: **meeting**, **webinar** and **live event**. This page gives an overview of the different features of each option, and provides recommendations and guidance on when to use which option.

### Meetings

Standard Teams meetings are what most people will be used to using. They can accommodate up to 1,000 attendees and offer full interaction via meeting chat, webcam and microphone, and allow for presenters to share content with others. Meetings are suitable for day-to-day video calls with small (less than 1,000) numbers of attendees where registration is not required, and attendees are invited by the organiser.

Meetings can actually host up to 20,000 attendees (reduced to 10,000 from December 31st 2021), however participants beyond the first 1,000 will enter the meeting in **view only mode**, a heavily restricted mode where only content shared via the presenter’s screen can be seen (presentations shared via PowerPoint live are not visible to attendees in view only mode). This mode also does not allow access to the meeting chat, or the ability to share webcam or microphone.

### Webinars

Webinars have all of the same features and limitations as meetings, but include a registration form which attendees must use to register. This registration form acts as an attendance tracker, and can be customised to capture any data that might be useful to you, such as what department the attendee is from. Links to the registration form can be sent out or advertised to relevant parties, and attendees will receive a meeting link upon registering.

### Live Events

Live events are for broadcasting purposes only, as there is no audience interaction beyond an optional Q&A (i.e. participants will not have access to a meeting chat, nor will they be able to share their webcam or microphone). They are best utilised for presenting highly curated content that is strictly controlled, to a large audience. They have an attendee cap of 20,000 attendees (reduced to 10,000 from December 31st 2021).

**Note**

Standard Teams meetings are converted to webinars when mandatory registration is turned on, and vice versa.
### Summary

<table>
<thead>
<tr>
<th>Attendanc e cap</th>
<th>Meetings</th>
<th>Webinars</th>
<th>Live Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisers on an A3 licence: 1,000 (hard limit of 20,000 with attendees beyond the first 1,000 being restricted to view only mode)</td>
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<tr>
<td>Organisers on an A1 licence: 300</td>
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</tbody>
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#### Meeting chat
- Yes* | Yes* | No

#### Attendees can share microphone/webcam
- Yes* | Yes* | No

#### Presenter can share screen
- Yes | Yes | Yes

#### Presenter can share via PowerPoi nt live
- Yes | Yes | Yes

#### Registration required
- No | Yes | Built-in registration not supported

#### Moderate d participation
- Attendee ability to use chat, webcam, microphone and reactions can be toggled. | Attendee ability to use chat, webcam, microphone and reactions can be toggled. | Q&A can be toggled. Attendees cannot share webcam, microphone or use meeting chat.

#### Q&A function
- No | No | Yes

* For first 1,000 attendees only

**Note**

Most full-time staff and students are on A3 licences. Comprehensive guidance on the differences between licences can be found on A1 and A3 Microsoft 365 licences.

### Recommendations

The decision of which option to use comes down to the number of expected attendees, and whether or not you would like a registration process.

- If you are expecting over 1,000 attendees, it is recommended to set up a live event. If you require registration, it is recommended to use LibCal.

- If you are expecting fewer than 1,000 attendees and you require registration, there are two options available:
  1. If you are familiar with using LibCal, set up a standard meeting and use LibCal for registration.
  2. If you are unfamiliar with using LibCal, set up a webinar. This is preferred over using third-party applications such as Eventbrite.

- If you are expecting fewer than 1,000 attendees and you do not require registration, set up a standard meeting.

**Note**

Users on an A1 licence cannot organise live events.
Frequently Asked Questions

When the meeting or webinar has over 1,000 attendees, anyone else who joins the meeting will join in view only mode. They will be unable to participate in chat, or see screen shares if the presenter is using PowerPoint Live or sharing a specific application/window. They will only be able to see content if the presenter shares their entire desktop.

By default, these roles can do the following:

- **Organiser**: has access to all functionality of the meeting and the exclusive rights to managing breakout rooms and changing meeting options.
- **Presenter**: has the same rights as organiser, but cannot manage breakout rooms or change meeting options.
- **Attendee**: can speak and share video, participate in the meeting chat, and
- **Producer**: this role is unique to live events. A producer has several features available to them to assist with a broadcast, including controlling whose video feed/screen is being broadcast, moderate the Q&A and the ability to mute the audio and video feeds of other presenters.