



# AI Producer for Microsoft Teams - Deployment Guide

## Introduction

AI Producer integrates easily with Microsoft Teams. This guide walks through the steps for IT admin to deploy the app for users in your organization. With AI Producer, users can:

- Automatically create a vivid and engaging broadcast from Microsoft Teams meetings
- Play high-quality video in a Teams meeting and / or broadcast
- Record a produced meeting
- Broadcast to other destinations using Preset Production formats that suit their needs
- Increase engagement in their hybrid workspace in countless use cases

## Deployment guidance for IT admin

- Prerequisites
  - Active Teams subscription
  - Global Admin or Teams Administrator role
- Sign in to [Microsoft Teams Admin Center](#)
  - If disabled, allow access to third-party apps
  - Select Teams Apps, Manage Apps and search for AI Producer
  - Select and Review permissions for AI Producer
- [Grant consent](#) for the AI Producer Admin Portal app
  - This enables AI Producer Admins to access and manage AI Producer for their organization
- Configure alternative Azure Storage Account (if applicable)

## Deployment guidance for Teams users

- New or previously created meeting
  - Edit the meeting AI Producer shall be added to
  - Select the plus (+) symbol to add an extension to the meeting
  - Search for and select AI Producer
  - Proceed through AI Producer settings, and select 'OK' save
- Ongoing meeting
  - Select the plus (+) symbol to add an app to the meeting
  - Search for and select AI Producer
  - Click on the newly added icon to open the Control Room
  - Proceed through AI Producer settings, and select 'OK' to save

## Troubleshooting

- The 'Valid License Required' message appears.
  - Contact your AI Producer Admin to assign you a license

For support with troubleshooting, please visit [the AI Producer quick start guide](#).

## Technical support contact information

- For additional assistance, email [helpdesk@livearena.com](mailto:helpdesk@livearena.com)