

SimuLive User Guide

Getting Started with Runbooks for Automated Meetings and Webinars (Microsoft Teams)

1. Getting Started

Before creating runbooks for your automated Teams meetings and webinars, you need to connect your Microsoft Teams account and your Google account. Microsoft Teams is where SimuLive creates and runs your events, and Google Drive stores your content files.

Connect Your Microsoft Teams Account

Connecting your Microsoft 365 work or school account authorizes SimuLive to create and run automated Teams meetings and webinars on your behalf.

1. Go to **Dashboard** → **Integrations** → **Microsoft Teams**.
2. In **Public Client**, click the **Connect to Teams** button.
3. Sign in with your Microsoft 365 work or school account.
4. Review the permissions on the Microsoft screen and click **Accept**.
5. You will see **Active** status when connected.

Note: If Microsoft shows an approval required message, your organization requires an administrator to approve new apps. Ask your Microsoft 365 administrator to approve SimuLive, then connect again. Teams webinars and meeting chat features require a work or school account whose Microsoft 365 plan includes them.

Google Drive (Required)

Google Drive is required for all SimuLive platforms. It stores your video files, chat message files, and participant name files. Connect it from the Google Drive & Meet tab under Integrations.

1. Go to **Dashboard** → **Integrations** → **Google Drive & Meet**.
2. Click **Connect Google**.
3. On the Google authorization screen, review the requested permissions.
4. You will see **Active** status when connected.

Note: Google Drive access is always required regardless of which platform (Zoom, Google Meet, or Teams) you use for your runbooks.

2. Creating a Runbook

A runbook is your automated Teams meeting or webinar configuration. It contains all the settings needed to run your event automatically, including video content and scheduled chat messages. Creating a runbook has two steps: Config and Details.

Step 1: Config

Configure the technical settings for your meeting or webinar, including which accounts and content to use.

1. Go to **Dashboard** → **Runbooks** and click **Create Runbook**.
2. Click to select your **Subscription** from the list.
3. Click to select your **Microsoft Teams Account** from the list.
4. Click to select your **Google Drive Account** from the list.
5. Your content folders will appear in the **Google Drive Tab**. Expand and select a folder containing your meeting or webinar assets.
6. If you do not have content yet, go to the **Upload Files Tab**.
7. Click **Next** to continue.

Uploading Files

Prepare your meeting or webinar content files. Need sample files? Click the download links at the top of the Config section to get **messages.xlsx** and **participant-names.xlsx** templates.

Subscription	Files You Need
Silver	Video file (.mp4)
Gold	Video file (.mp4)
Platinum or Diamond	Video file (.mp4) + messages.xlsx + participant-names.xlsx

Drag and drop your files into the **Upload Files Tab**. After upload, your new folder will appear in the Google Drive Tab ready for your meeting or webinar.

Note: Visit simulive.us/pricing to see which features are included in your subscription plan.

Step 2: Details

Set up the scheduling and event details for your meeting or webinar.

1. To reuse a Teams meeting or webinar you already scheduled, turn on **Import from Existing Event** and pick it from the list. Each event shows a **Meeting** or **Webinar** badge.
2. Enter a **Title** for your runbook.
3. Enter a **Description** (this will be the meeting or webinar agenda).
4. Select **Event Type**: Meeting or Webinar.
5. Set the **Date**, **Time**, and **Timezone** for your event.
6. Select **Duration** (based on your subscription credits).
7. Choose **Schedule Type**: Scheduled, Recurring (with fixed times), or Recurring (without fixed times).
8. Click **Create Runbook**.

Note: Schedule time must be at least 5 minutes in the future. When you choose Webinar, SimuLive creates a real Teams webinar for one time schedules. If you choose a recurring schedule or turn on Registration, SimuLive creates a Teams meeting instead.

3. Starting a Teams Webinar

Microsoft Teams only lets the organizer start a webinar and choose who attendees see. Microsoft does not offer an API for apps to do this, so for every Teams webinar run SimuLive emails you these steps, even if runbook notifications are turned off. Teams meetings do not need these steps.

1. Open the email **Action Required: Start your Teams webinar** and click **Open Webinar in Teams**. Use the Microsoft account that organizes the webinar.
2. Select **Start meeting** at the top of the meeting window. Until you do, attendees wait and cannot see anything.
3. Open **People**, find **Host**, select the three dots next to it, and choose **Bring on screen**.
4. SimuLive starts your content from the beginning as soon as Teams lets Host share.

Note: If you do not see Bring on screen, open Meeting options, go to Engagement, turn off Manage what attendees see, and then make Host a presenter.

4. Adding Live Stream

Extend your meeting or webinar reach by broadcasting to external platforms such as YouTube, Facebook, Twitch, TikTok, and custom RTMP. After creating a runbook, you can schedule a live stream to share your content with a wider audience.

1. Open your meeting or webinar runbook.
2. Click **Schedule Live Stream**.
3. Set the stream start time (must be within plus or minus 1 minute of your runbook start time).
4. For each platform, enter your **Stream Key** and **Stream URL**, then click **Save All**.

Note: You must start the Source Encoder before starting any individual stream destinations.

5. When Your Runbook Runs

At your scheduled time, SimuLive automatically handles everything for your Teams meeting. For a Teams webinar, SimuLive does the same as soon as you start the webinar and bring Host on screen.

At your scheduled time, everything starts automatically:

- The SimuLive host joins your Teams meeting or webinar as **Host**
- Your video and audio play from the beginning
- Live streaming begins (if scheduled)
- Scheduled chat messages are posted in the meeting chat (if included in your subscription)
- SimuHost answers attendee questions in the meeting chat, if you set it up (if included in your subscription)

Host leaves when your event ends. You can **Abort** a running runbook at any time if needed.

6. SimuHost in Teams Chat

SimuHost is the optional AI co-host that answers attendee questions in your Teams meeting chat using your own AI provider key. Set it up from the SimuHost window on your runbook.

- Type **/ask** followed by the question, for example **/ask What will we cover today?**
- Reply to a message in the chat and type **/ask** in the reply to ask about that message.
- If you set a custom @handle in your profile, attendees can type **@yourhandle** followed by the question.

Note: In Teams meetings, SimuLive can create captions of what is said aloud so SimuHost can answer from them. Captions are only sent to your AI provider when you turn on Share live session details with SimuHost. Attendee emails and other chat messages are never shared.

7. Editing a Runbook

Update your meeting or webinar settings, schedule, or content at any time before the event runs.

1. Go to **Dashboard** → **Runbooks**.
2. Click on the runbook you want to edit.
3. Click **Edit**.
4. Make your changes and save. SimuLive updates the Teams meeting or webinar to match.

Note: You cannot edit a runbook while it is running.

8. Deleting a Runbook

Remove runbooks you no longer need. You have several options depending on whether you want to keep the associated Teams event.

1. Go to **Dashboard** → **Runbooks**.
2. Click on the runbook you want to delete.
3. Click **Delete**.
4. Choose your deletion option:

Option	What Happens
Delete Runbook Only	Removes from SimuLive, keeps the Teams meeting or webinar
Delete Associated Event	Removes the runbook AND cancels the Teams meeting or webinar
Delete Current Occurrence	For recurring meetings: removes only this one
Delete All Occurrences	For recurring meetings: removes the entire series

9. Disconnecting Accounts

Remove your linked Microsoft account if you need to switch to a different account or revoke SimuLive access to Microsoft Teams. Disconnecting deletes the stored Microsoft credentials from SimuLive.

- Go to **Dashboard** → **Integrations** → **Microsoft Teams**
- Click **Disconnect** next to the account
- Confirm when prompted

Note: Disconnecting your Microsoft account stops SimuLive from creating or running Teams events for any runbooks that use this account.

10. Deleting Your Account

Permanently remove your SimuLive account and all associated meeting, webinar, and account data.

- Go to **Dashboard** → **Settings** → **Delete Account**
- Your account will be deactivated immediately
- Permanent deletion completes within 30 days

Need help with your meetings and webinars? Contact us at support@simulive.us



Resources

Blog

Section	Link
What is SimuLive?	https://simulive.us/blog/what-is-simulive-complete-guide-automated-webinars-meetings-2025
How to Create Your First Automated Meeting	https://simulive.us/blog/how-to-create-first-automated-webinar-meeting-simulive
How to Connect Google Drive	https://simulive.us/blog/how-to-connect-google-drive-simulive
SimuHost AI Brain and Bring Your Own Key	https://simulive.us/blog/simulive-ai-brain-simuhost-bring-your-own-key
Live Streaming to YouTube, Facebook, Twitch and TikTok	https://simulive.us/blog/live-streaming-youtube-facebook-twitch-tiktok-simulive

Integrations

Section	Link
Microsoft Teams Integration	https://simulive.us/dashboard#integrations-teams
Google Drive & Meet Integration	https://simulive.us/dashboard#integrations-google
Knowledge Base · Microsoft Teams	https://simulive.us/knowledge-base/teams
Knowledge Base · Google	https://simulive.us/knowledge-base/google
Knowledge Base · SimuLive	https://simulive.us/knowledge-base/simulive

User Manuals & Support

Section	Link
User Manual (General)	https://simulive.us/user-manual
User Manual · Microsoft Teams	https://simulive.us/user-manual/microsoft-teams
User Manual · AI Brain & BYOK	https://simulive.us/user-manual/ai-brain
User Manual · Google Meet	https://simulive.us/user-manual/google-meet
Pricing	https://simulive.us/pricing
FAQs	https://simulive.us/faqs
Support	https://simulive.us/support

Legal

Section	Link
Privacy Policy	https://simulive.us/legal/privacy-policy
Terms of Service	https://simulive.us/legal/terms-of-service