

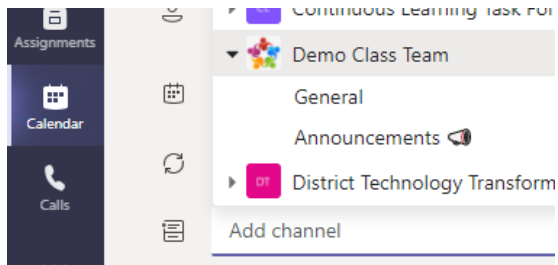
Setting Meeting Options

Thursday, August 27, 2020 4:11 PM

By default when you add participants to a Teams Meeting they are added as presenters. This poses an issue since students can mute each other, remove each other from the Meeting and stop the recording. [Roles in a Meeting](#)

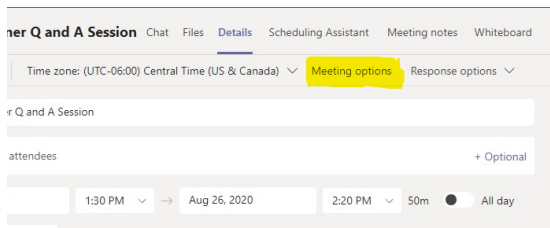
Use the Calendar

When creating a Meeting with your students go to Calendar in Microsoft Teams. Set the date and time. Choose the channel you want the Meeting to post to.



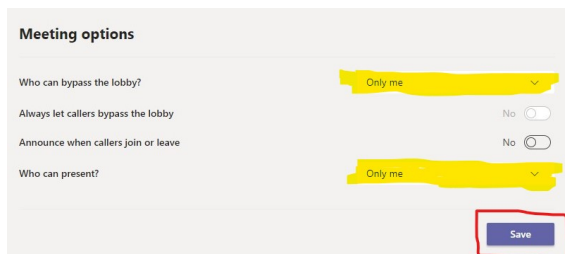
Meeting Options

AFTER the Meeting has posted to Calendar, you can click back on the Meeting in Calendar and there is additional options that are not there when you create the calendar event.



Click on Meeting options.

Meeting options will open in a new tab. The default is everyone is set to "Who can present?" Which really means... who has presenter rights? Change this from "Everyone" to "Only me." Also make sure you set "Who can bypass the lobby" to "Only Me".



Every Time

Unfortunately, this must be done **each time for every meeting** you schedule with students or unless you have a **reoccurring meeting**.