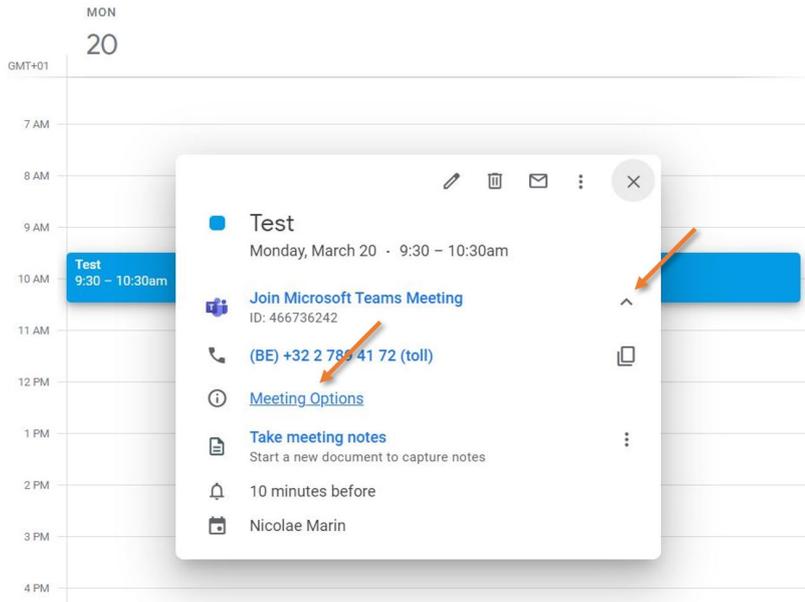


Teams Meeting Options

How to: change the Lobby settings; Co-organizers (Co-teachers); Who can present; Allow mic or camera; Record automatically; ETC.

Find the Team meeting in your Google Calendar, click on it, and select Meeting Options from the pop-up. You may have to click on the ^ symbol to make the options link visible.



The Options page will open separately (see an example underneath); from here, you can:

1. Change who can bypass the lobby.
You can decide who gets into meetings directly and who should wait to be let in. If you choose to have people wait, you (and anyone else allowed to admit people) will see a list of people in the lobby. From there, you can choose whether to accept or deny them.
2. Get notified when callers join or leave.
You may want to receive an alert when someone calling in by phone joins or leaves your meeting.
3. Read a reminder on how to add co-organizers (co-teachers), assign roles (presenter, attendee), and what their capabilities will be after the meeting starts. We created a friendlier version of the page [here](#). (work in progress)
4. Change who can present.
See [Roles in a Teams meeting](#) for details about selecting presenters and changing

someone's role before and during a meeting.

5. Allow mic for attendees.

Prevent attendees from unmuting themselves.

6. Allow camera for attendees.

Prevent attendees from sharing their cameras.

7. Decide to record automatically.

If you turn on this option, a recording and transcription of your meeting will begin as soon as the meeting starts.

8. Allow meeting chat.

In general, people who are on the meeting invite can participate in a meeting chat before, during, and after the meeting.

If you select Disabled for this option, there will be no meeting chat at any time.

If you select In-meeting only, the meeting chat will be unavailable before and after the meeting.

9. Allow reactions.

Choose whether people can use live reactions in a meeting. If you choose not to allow it, they will still be able to raise their hand.

10. Enable the Q&A module.

Use Q&A to allow attendees to post, reply, and react to questions in real time during a meeting.

11. Provide CART Captions.

Communication access real-time translation (CART) captions are human-generated captions in which a trained CART captioner listens to speech during a meeting and translates it to text.

12. Allow attendance report.

Enable attendance reports in Teams meetings to view and download details about who attended your meeting, how long they attended, and more.

13. Do not forget to **Save** if you change any of the options.



Test team calls and management

March 20, 2023 at 9:30 AM - 10:30 AM

Marin, Nicolae

Meeting options

Who can bypass the lobby?

1

Only me and co-organizers



Always let callers bypass the lobby

No

Announce when callers join or leave

2

Yes

Choose co-organizers:

3

To assign a role to a participant, invite them to the meeting individually. [Learn more](#)

Who can present?

4

Only me and co-organizers



Allow mic for attendees?

5

Yes

Allow camera for attendees?

6

Yes

Record automatically

7

No

Allow meeting chat

8

Enabled



Allow reactions

9

Yes

Enable Q&A

10

No

Provide CART Captions

11

No

Enable language interpretation

To select interpreters, send the invite from Outlook and then [refresh this page](#)

Allow attendance report

12

Yes

13

Save

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