



Mastering Teams Meeting Options

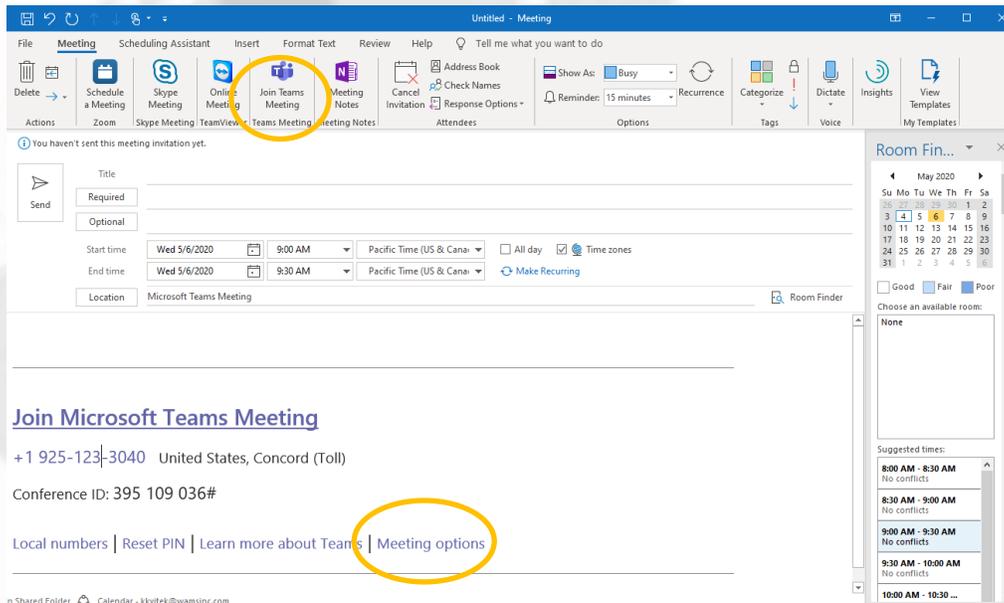
You can simply click a button and start a Teams Meeting. What more do you need to know?

- Selecting the best method for you to schedule a Teams Meeting
- Preset meeting options will give you more control over your meetings
- Where are meeting options found

Should You Schedule Meetings from the Teams or Outlook Calendar

There is no right or wrong way to schedule your meeting. But you may want to consider using Outlook if you want to set Meeting Options before you send the invitation.

- Go to your Calendar in Outlook and select the **New Teams Meeting** command



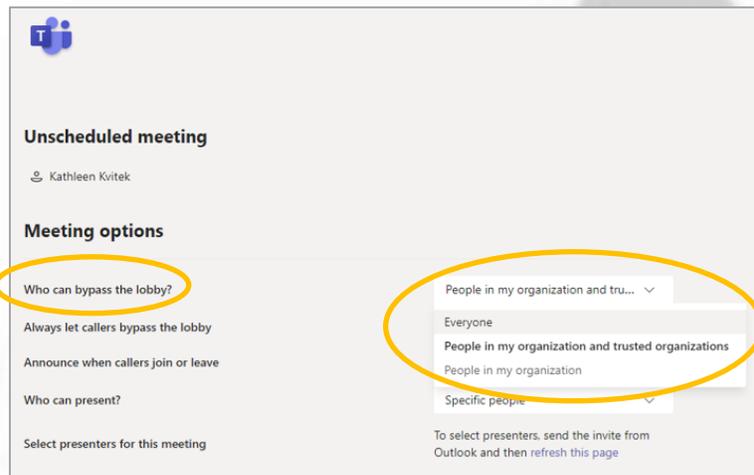
- Select **Meeting Options** before Sending your Meeting Invitation
- You can always go back to the calendar appointment and select the options after it is scheduled. But we all get busy and you don't want to forget!
- If you schedule the meeting through your Teams calendar, you will need to send the invitation and then open the appointment to access the options

Setting Meeting Options



Who can bypass the lobby? What does this mean?

1. The lobby is like a virtual waiting room
2. This allows the organizer to control who and when joins the meeting if the attendee is not part of your company



Everyone

1. Anyone who receives the meeting link can join without approval
2. This means even people outside your organization



People in my organization and trusted organizations

1. Anyone with an Office 365 or Business Skype Account
2. This means even people outside your organization



People in my organization

1. Anyone in your organization who receives a meeting link can join
2. You cannot put someone in your organization who uses the Teams app in the lobby



Your IT Provider or Department can assist with further settings and rules, if needed

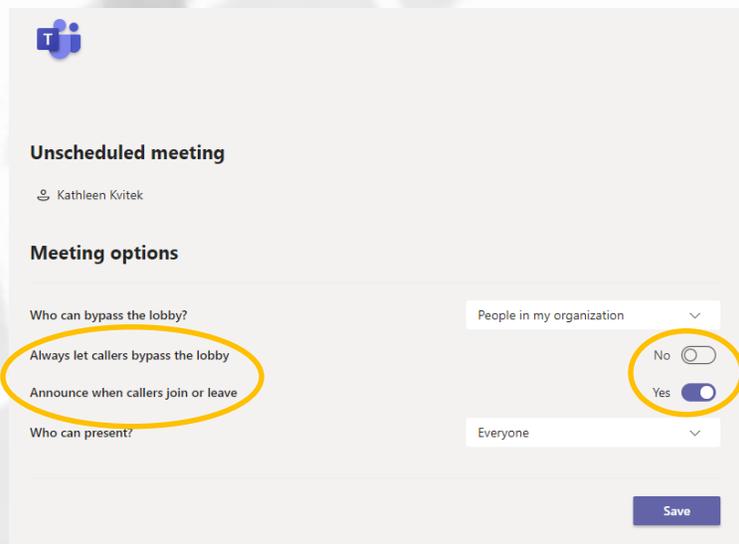


Always Let Callers Bypass the Lobby



Always let callers bypass the lobby. If security and privacy is a concern, this is an important option

1. Only the phone number of an attending using a phone and not using the Teams app will appear in the attendee list
2. If security is a concern, you may want to require all callers to wait in the virtual lobby until you let them in
3. However, the default option is set to **"No"**.
4. So this means you will have to let each phone attendee into the meeting, which could be disruptive to you if they arrive late



Announce when callers join or leave



Do you want the name of everyone joining by phone to be announced as they arrive?

1. The default for name announcements in meetings is set to **"Yes"**
2. This may be disruptive if your meeting is scheduled with a lot of attendees
3. Anyone not using the Teams app to call in, will be required to announce their name
4. The name announcement will "talk over" whoever is speaking and may interrupt the flow of a meeting already in progress

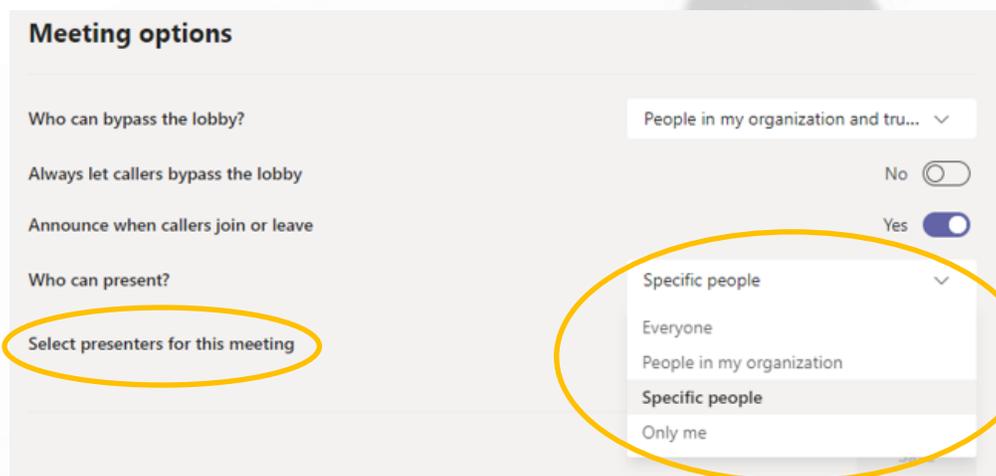


Who can present?



By default anyone attending a meeting, using the Teams app can present/share their screen

1. You should consider the meeting and the attendees before leaving the default **Everyone** option
2. This means that anyone, at anytime can select the **Share** option once the meeting has started and show anything on their screen, without your approval



3. However, if the purpose is to share content, then the default **Everyone** makes sense so that you don't have to give permission each time someone wants to share
4. If you do select **Only me**, you can always give people access to share their screen on an as need basis
5. To choose **Specific People**, you will need to add them to the meeting attendee list first
6. **Pro Tip** – when sharing your screen, you can choose what you share. You may not want to share your entire screen!