

Ensure you set up your own Teams Meeting. If not possible, make sure you are made the Presenter / Organiser in the meeting. You can, **before the meeting** start go to the meeting in the Teams Calendar, click Edit, Meeting Options, and

- Disable Mic for attendees, reactions, and Camera and allow specific people to present (versus everyone).
- **NB!!!!! By default, everyone is a presenter.** Go to Who can present and select "Me". If you are creating the meeting for someone else, i.e for lecturer, make them the presenter. (Who can present specific people search for participants).

If you are in the meeting already

- Go to Meeting Options – click the three dots to the left of the video icon, and then Meeting Option

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- Change the options
 - Who can present only me, or specific people if you did not set up the meeting?
 - You can mute everyone deselect Allow mic for attendees
 - You can take away the video of all deselect Allow camera for attendees
 - You can disable the chat Allow meeting chat, set to disabled, and
 - Deselect Allow reactions
 - o Click Save

Meeting options	×							
Who can bypass the lobby?								
People in my organization and $ imes $								
Always let callers bypass the lobby	\bigcirc							
Announce when callers join or leave								
Who can present?								
Everyone	\sim							
Allow mic for attendees?								
Allow camera for attendees?								
Allow meeting chat								
Enabled	\sim							
Allow reactions								
Provide CART Captions	\bigcirc							
	Save							

In a meeting, if you click the three dots next to a participant name, you can make them a Presenter / Attendee, or remove them from the meeting.