# How to overcome disruptions in a Teams Meeting

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
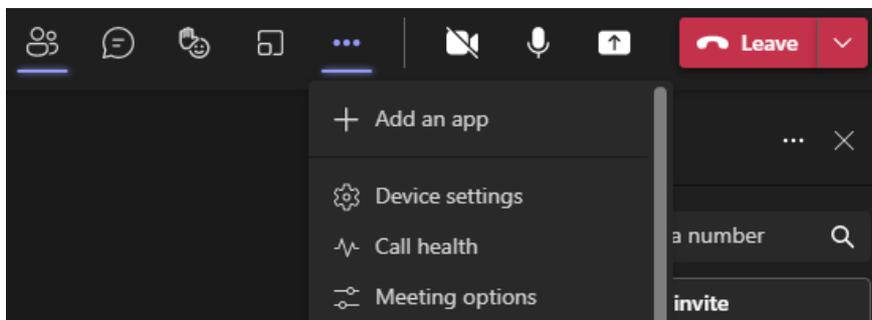
- Change the options
  - Who can present only me, or specific people if you did not set up the meeting?
  - You can mute everyone – deselect – Allow mic for attendees
  - You can take away the video of all – deselect – Allow camera for attendees
  - You can disable the chat – Allow meeting chat, set to disabled, and
  - Deselect – Allow reactions
  - Click Save
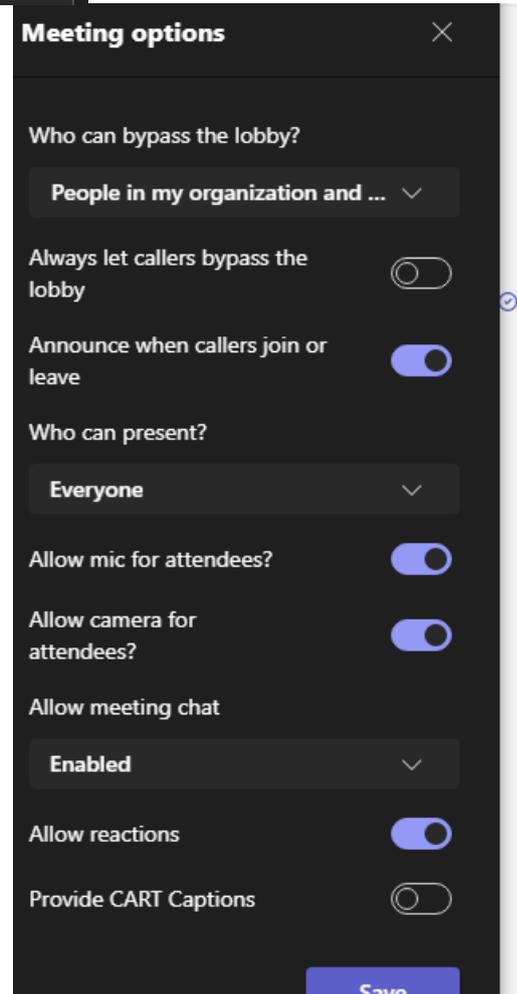
In a meeting, if you click the three dots next to a participant name, you can make them a Presenter / Attendee, or remove them from the meeting.