


Setting Meeting Options for a Teams Meeting

Why meeting options?

Although default participant settings are determined by an IT admin, a meeting organizer may want to change them for a specific meeting. Organizers can make these changes on the **Meeting options** web page.

Where do I find meeting options?

You'll need to schedule the meeting before you can change meeting options.

Once you've done that, go to **Calendar**  (in Outlook or Teams), click on the meeting you just created, scroll down and move your mouse to **Meeting options**. Once your cursor is over **Meeting Options** and the link of **Meeting Options** shows up, press **Ctrl** and left click with your mouse at the same time to open **Meeting Options** in a separate window.

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Conference ID: 587 873 78#

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```
https://teams.microsoft.com/  
meetingoptions/?  
organizerid=8c44fc9c-da9e-4ca8-807b-ed  
c51b08dbc4&tenantid=07597248-ea38-4  
51b-8abe-a638eddbac81&threadid=19_m  
eeting_otkxngu5ndmtn2q4my00nmjhlwjkn  
dytndzmnwfmmdnkote4@thread.  
v2&messageid=0&language=en-us  
Click or tap to follow link.
```

Meeting options

Who can bypass the lobby?

People in my organization and tru... 

Always let callers bypass the lobby

Yes

Announce when callers join or leave

No

Who can present?

Everyone 

Save

Meeting options let you control:

Meeting Option	Current Default Setting	Choices
Who can bypass the lobby?	People in my organization and trusted organizations	<ul style="list-style-type: none"> ▪ Everyone ▪ People in my organization and trusted organizations ▪ People in my organization ▪ Only me
Always let caller bypass the lobby	Yes	<ul style="list-style-type: none"> ▪ Yes ▪ No
Announce when callers join or leave	No	<ul style="list-style-type: none"> ▪ Yes ▪ No
Who can present?	Everyone	<ul style="list-style-type: none"> ▪ Everyone ▪ People in my organization ▪ Specific people ▪ Only me

Who can bypass the lobby?

As the meeting organizer, you get to decide who gets into your meetings directly, and who should wait for someone to let them 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 admit or deny them.

Who can bypass the lobby?	What happens	Recommended when...
Everyone	Anyone who has access to the meeting link gets into the meeting directly, including people who call in.	You don't want anyone to wait in the lobby. You want everyone to be able to join your meetings without specific approval.
People in my organization and trusted organizations	Only people in your Teams org and external guests from trusted organizations can get into your meetings directly.	You want some external guests to wait in the lobby so you can approve them one by one.
People in my organization	Only people in your org, including colleagues and guests who have different email domains than you do, can get into your meetings directly.	You want all external guests to wait in the lobby so you can approve them one by one.
Only me	As the meeting organizer, only you can get into your meeting directly. Everyone else will wait in the lobby.	You want everyone else to wait in the lobby until you're ready to admit them.

Always let callers bypass the lobby

You'll see a toggle next to **Always let callers bypass the lobby**. When this setting is enabled, people calling in by phone will join your meeting without having to wait for someone to admit them. Select the toggle to turn it on or off.

Announce when callers join or leave

When this setting is enabled, whenever someone enters or leaves the meeting using the alternate phone number, an automated voice will announce the phone number of the caller who has joined or left. To change this setting, select the toggle next to **Announce when callers join or leave?**

Who can present?

If you're organizing a meeting with multiple attendees, you may want to assign roles to each participant to determine who can do what during the meeting.

There are two roles to choose from: *presenter* and *attendee*. Presenters can do just about anything in a meeting, while the role of an attendee is more controlled.

Below are the specific capabilities of each role:


Capability	Organizer	Presenter	Attendee
Speak and share video	✓	✓	✓
Participate in meeting chat	✓	✓	✓
Share content	✓	✓	
Privately view a PowerPoint file shared by someone else	✓	✓	✓
Take control of someone else's PowerPoint presentation	✓	✓	
Mute other participants	✓	✓	
Remove participants	✓	✓	
Admit people from the lobby	✓	✓	
Change the roles of other participants	✓	✓	
Start or stop recording	✓	✓	

Keep in mind:

- If you do not want anyone to record your meeting, follow [Before a meeting](#) and select **Only Me** to be the presenter.

Before a meeting

You'll need to send out the meeting invite before you can assign roles.

Once you've done that, go to **Calendar**  (in Outlook or Teams), click on the meeting you just created, scroll down and move your mouse to **Meeting options**. Once your cursor is over **Meeting Options** and the link of **Meeting Options** shows up, press **Ctrl** and left click with your mouse at the same time to open **Meeting Options** in a separate window.

This will bring you to a web page, where you'll see a few choices under **Who can present?**


Who can present?	What happens
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	Only the organizer will be a presenter. All other participants will join as attendees.

A couple things to keep in mind:

- You'll need to send your meeting invite directly to anyone you want to select as a presenter.
- You won't be able to select someone from a different org as a presenter before the meeting. However, you can change the external presenter's role to presenter once the meeting starts.
- If the meeting is recurring, any change you make in Meeting options will apply to all meeting occurrences.

During a meeting

There are two ways to change someone's role while a meeting is in progress:

1. Click **Show participants** in the meeting controls to see a list of all the people in the meeting.
2. Hover over the name of the person whose role you want to change and click **More options** . From there, select **Make a presenter** or **Make an attendee**.

A couple things to keep in mind:

- If the meeting is recurring, role assignments made in this way will only apply to the ongoing occurrence of the meeting. For future occurrences, participants will keep the role assigned to them on the **Meeting options** page.
- For recurring meeting with different presenter(s) each time, follow [During a meeting](#).
- If someone exits the meeting and then rejoins it later, they'll rejoin with the last role they were assigned.