

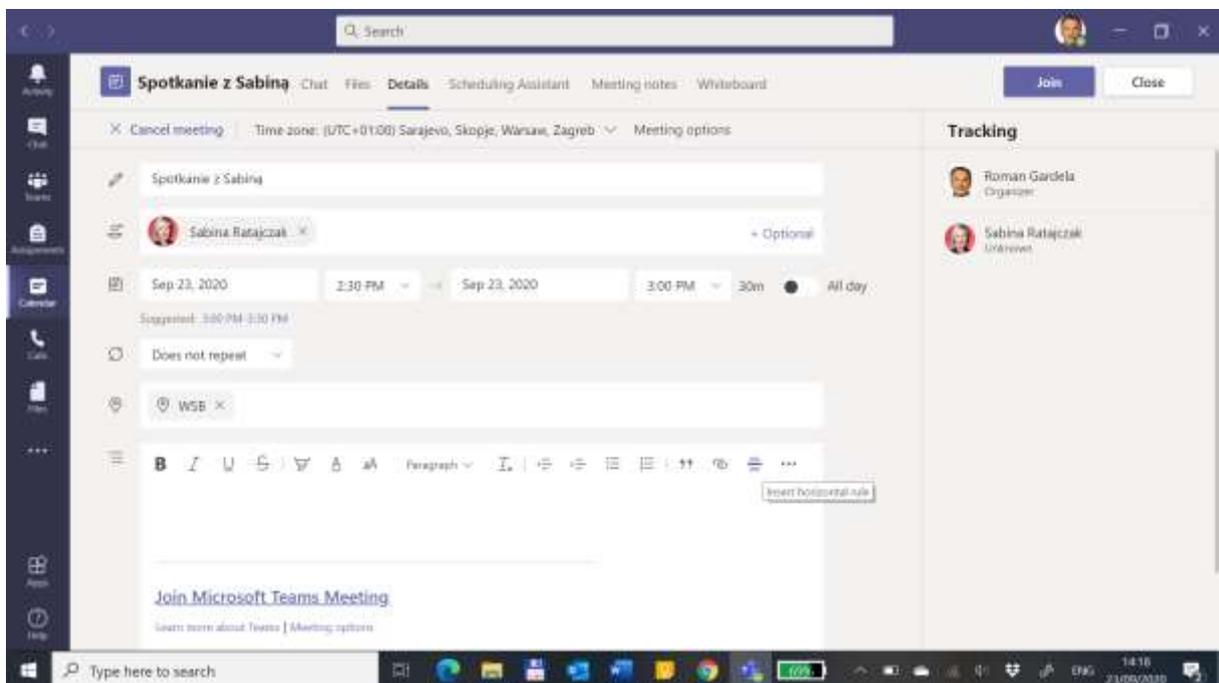
Configuring MS Teams meeting options

Each participant of the meeting can be given a role that influences what they can see and do when they join the meeting. For example, a **participant** can use their microphone and video camera and view content shared by others, but not share their own content or add or remove participants. **The Organizer**, on the other hand, has wider powers.

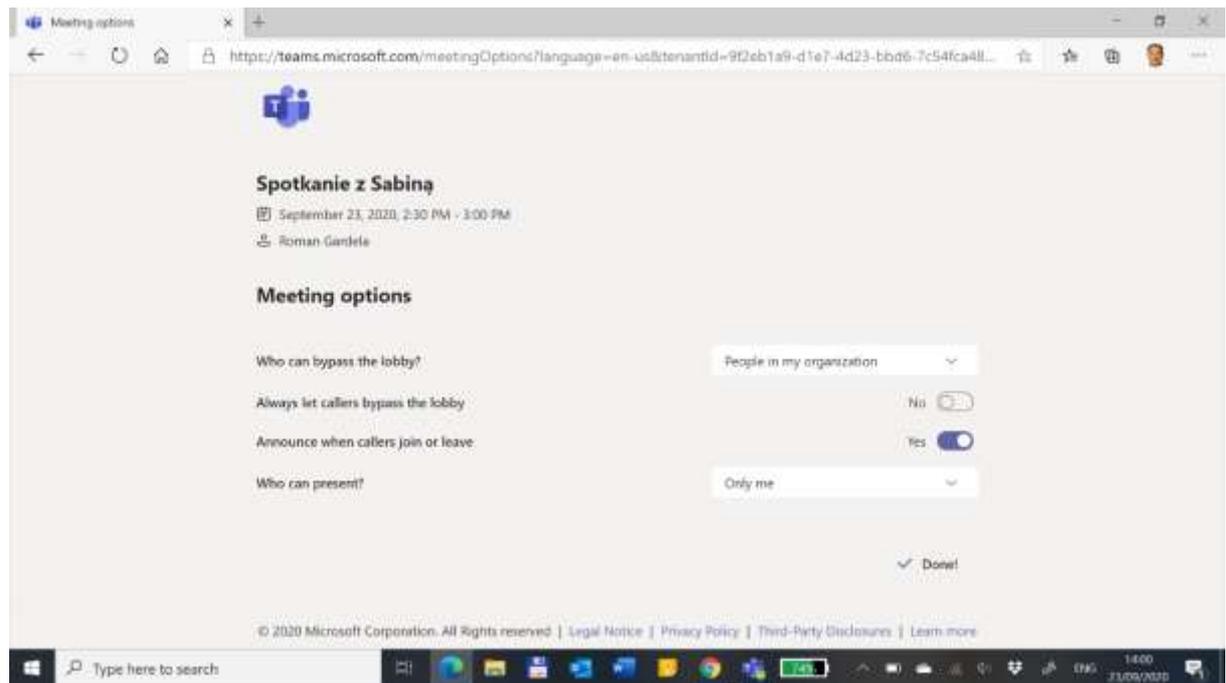
The permissions assigned to meeting participants can be changed in two ways. This can be done by configuring the meeting from the calendar or by configuring the permissions of an ongoing meeting.

In order to change permissions for a scheduled meeting (from the calendar):

1. Open the meeting from your calendar, then select *Meeting Options* .

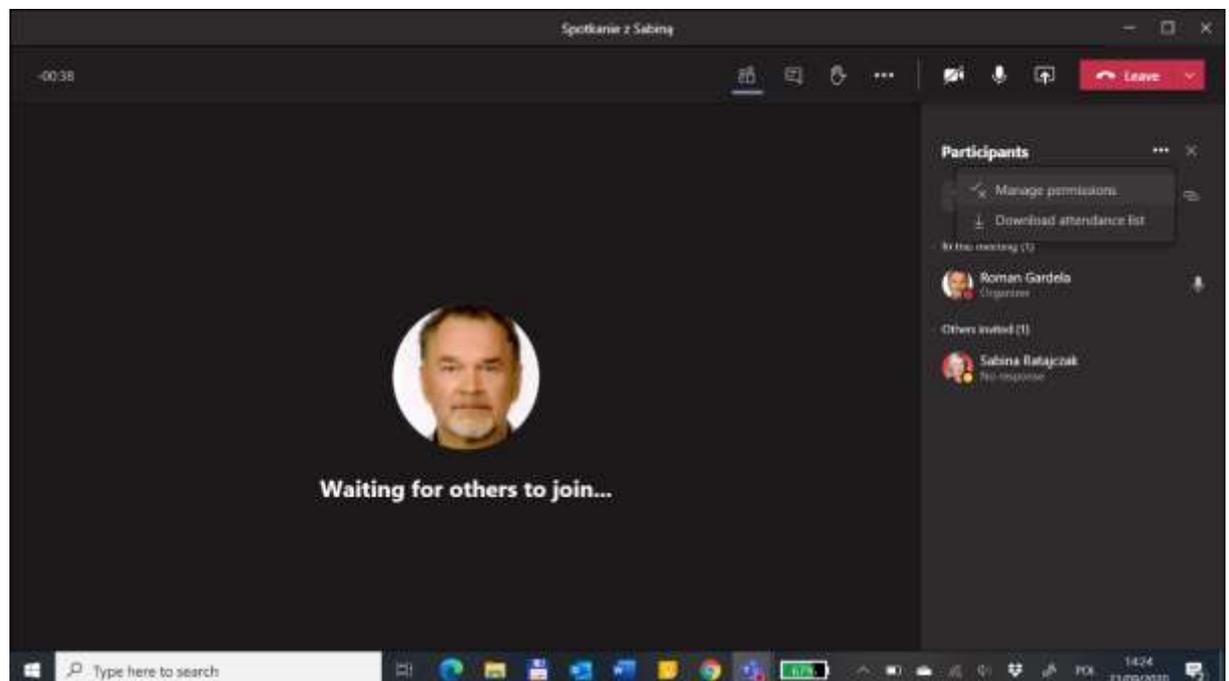


2. Select *Me* from the *Who can present* drop-down list. Then the person making these changes will be the only one who has authority in **conducting** the meeting. (Organizer)



In order to change permissions of an ongoing meeting:

1. In the side menu *Participants of the ongoing meeting*, click the  button and select *Manage Permissions* from the drop-down list



2. Select *Me* from the *Who can present* drop-down list. Then the person making these changes will be the only one who has authority in **conducting** the meeting. (Organizer)

Meeting options

https://teams.microsoft.com/meetingOptions?language=en-us&tenantid=9f2eb1e9-d1e7-4d23-bbd6-7c54fca48...



Spotkanie z Sabiną

September 23, 2021, 2:30 PM - 3:00 PM
Roman Gardela

Meeting options

Who can bypass the lobby? People in my organization

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Only me

Done!

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14:30 23/09/2021