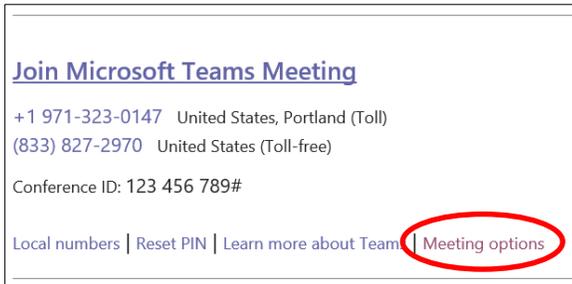


# MS Teams – Meeting Options - Job Aid

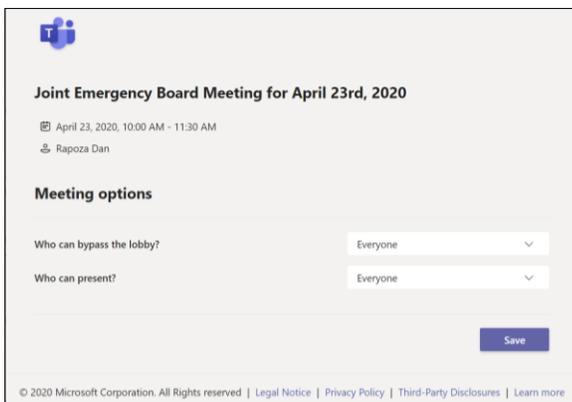
## Purpose

For MS Teams meetings, setting Meeting Options can help you run a more efficient meeting.

## Opening Meeting Options



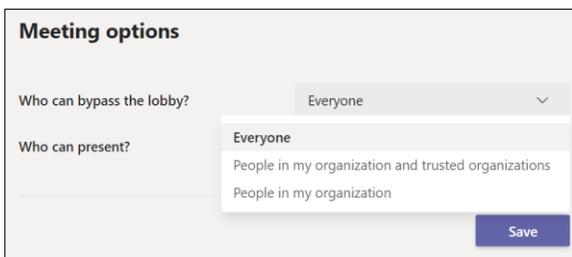
After sending the meeting invite, open the meeting.  
Click “Meeting options”



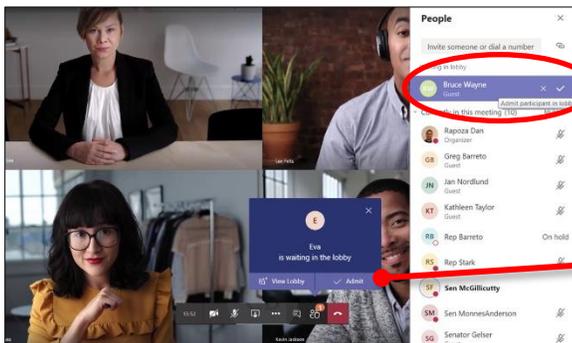
Your Internet browser will open with Meeting Options

## Lobby Options

The Lobby is a virtual location where virtual attendees must wait until a Presenter or the Meeting Organizer lets them into the meeting. This option enables you to indicate who may bypass the Lobby.



*\*Note:* if an individual within the Legislature is not signed into Teams when they join a meeting, they will be identified as a “guest” and will wait in the Lobby, unless the “Everyone” option is selected.



To admit people from the Lobby, first join the meeting.

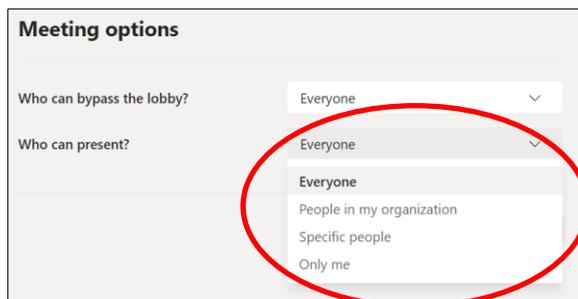
A list of everyone in the lobby will appear at the top. Click the checkmark to admit them.

You may also see a notification when a new person enters the lobby. Click Admit let them in.

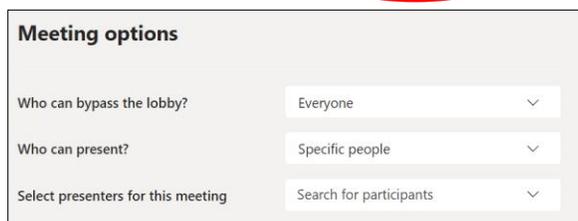
# MS Teams – Meeting Options - Job Aid

## Presenters

This option allows you to set which attendees are Presenters for the meeting.



Anyone not set as a Presenter will be an Attendee.



To select specific participants to be Presenters, select “Specific people”

A sub option will appear below from where you can choose Presenters.

Please see the table below for capabilities for the Meeting Organizer, Presenters, and Attendees

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	✓	✓	