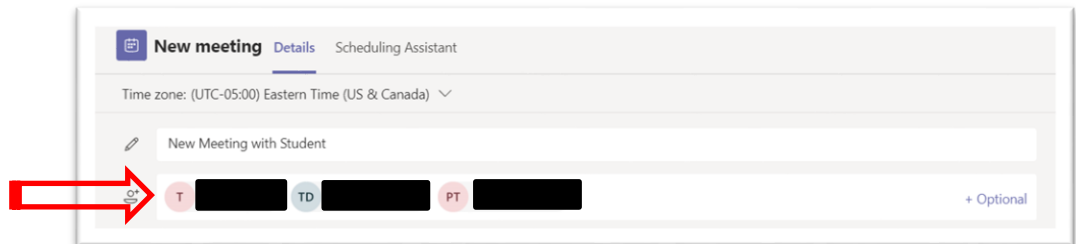


TEAMS - FORCE LOBBY AND ATTENDEE ACCESS

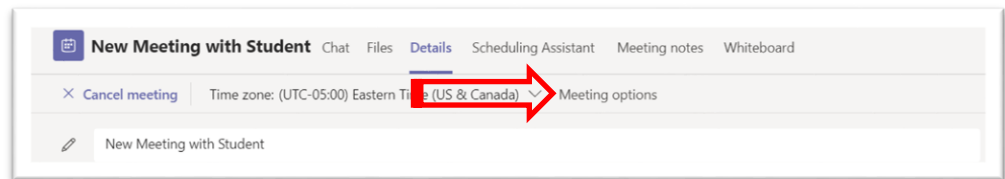
Created By: Technology Services

This document provides a walkthrough on how to set your meeting options. Meeting options allow you to designate students as Attendees, limiting their rights during the meeting to voice, video and meeting chat and also forcing them to wait in a lobby until the meeting has begun. All other organizer and presenter options, like muting and removing other members from the meeting, will not be available to the student.

1. **Invite students** (studentnumber@ucps.k12.nc.us) to a meeting for a future date.



2. **Send** the meeting invite
3. Click on your Teams **calendar**
4. **Locate the meeting** on your calendar and click the item.
5. Click on **Meeting options**



6. Your browser will open to the teams website.
7. Change these two options.
 - Who can bypass the lobby? **Only me**
 - Who can present? **Only me**
8. Click **Save**.
9. Meeting participants are now attendees.
 - All will now be forced to wait for the meeting to start and will only be permitted to enter by the Owner.
 - They will not be able to present unless given permission.
 - They will not be able to mute or remove other members of the meeting.

