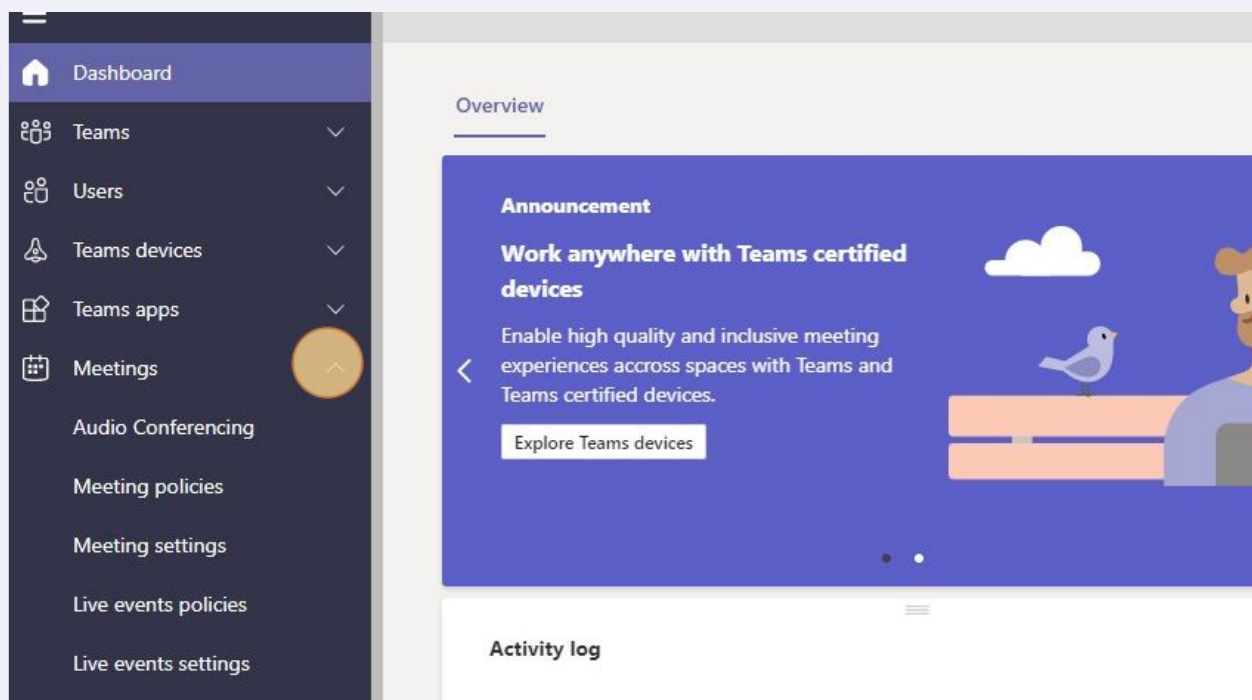


# How to Configure Microsoft Teams Meeting Policies

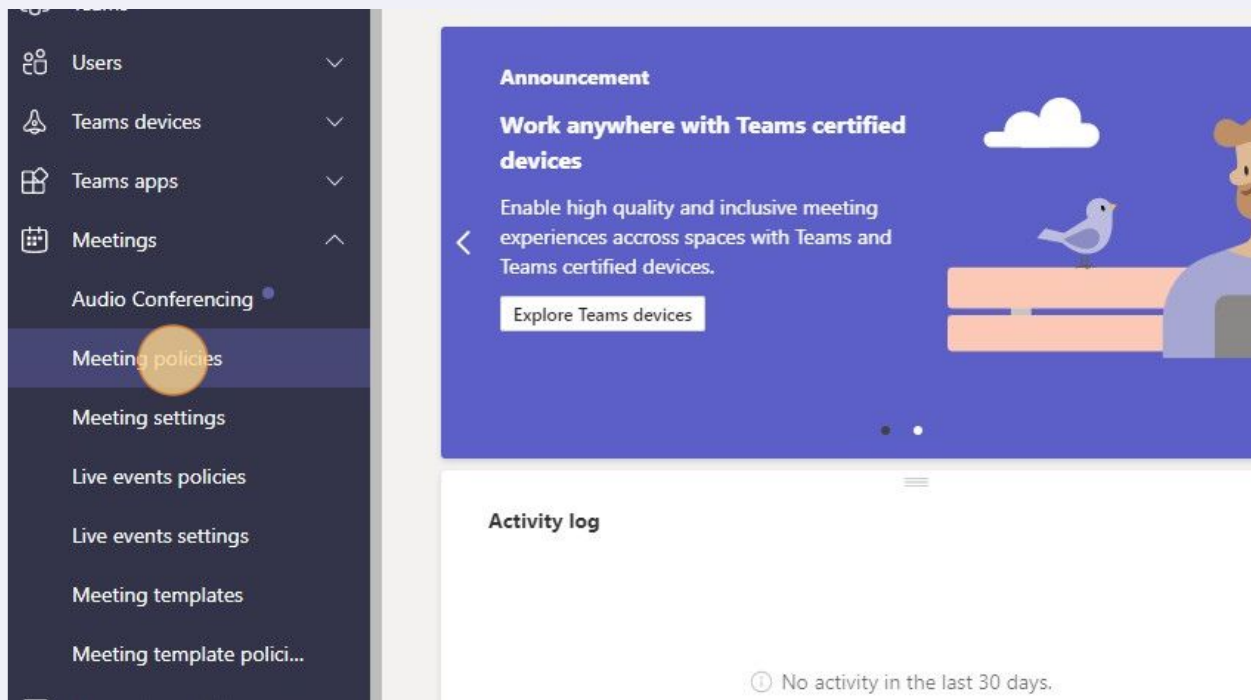
In this guide, we walk through the process of configuring Microsoft Teams Meeting Policies.

1 Navigate to [admin.teams.microsoft.com](https://admin.teams.microsoft.com)

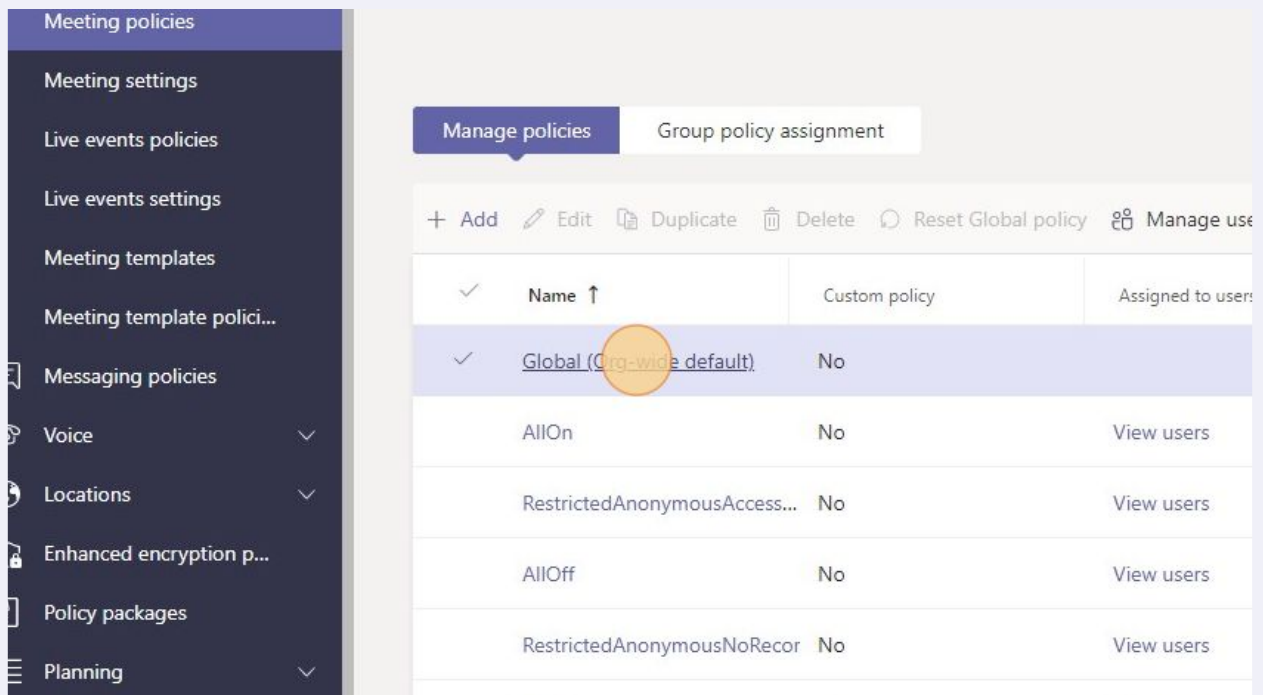
2 Click "Meetings"



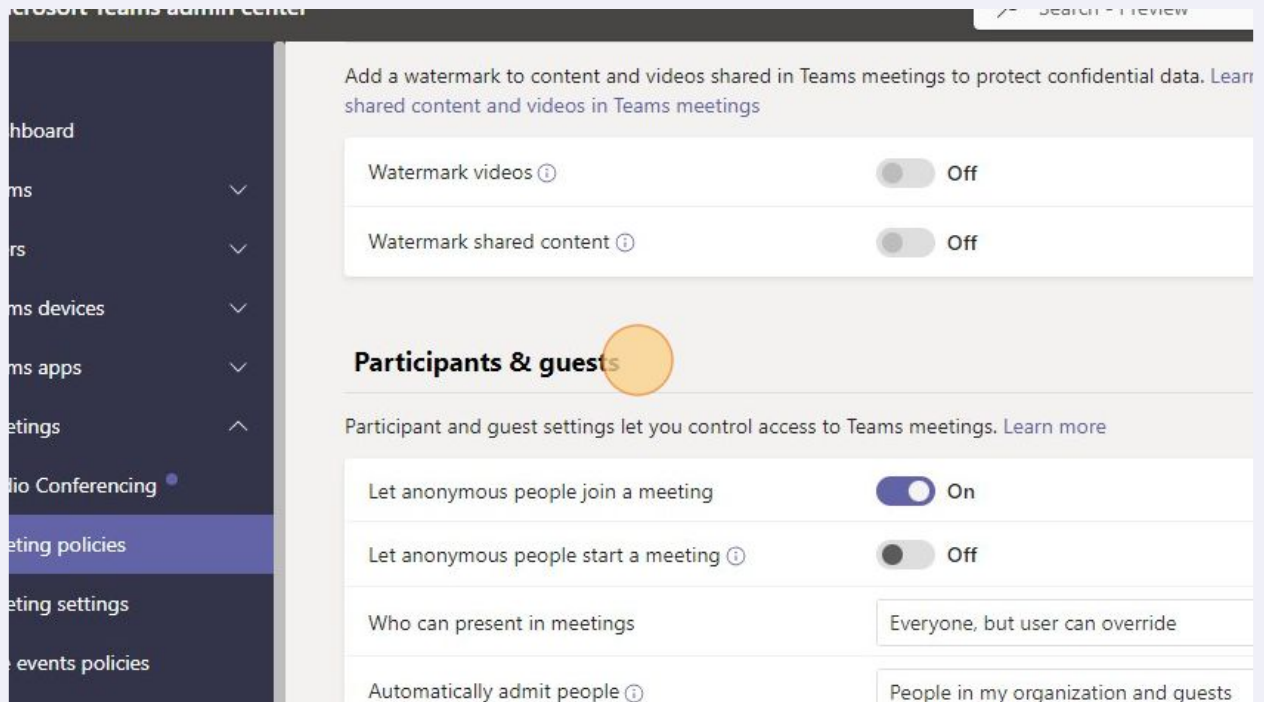
### 3 Click "Meeting policies"



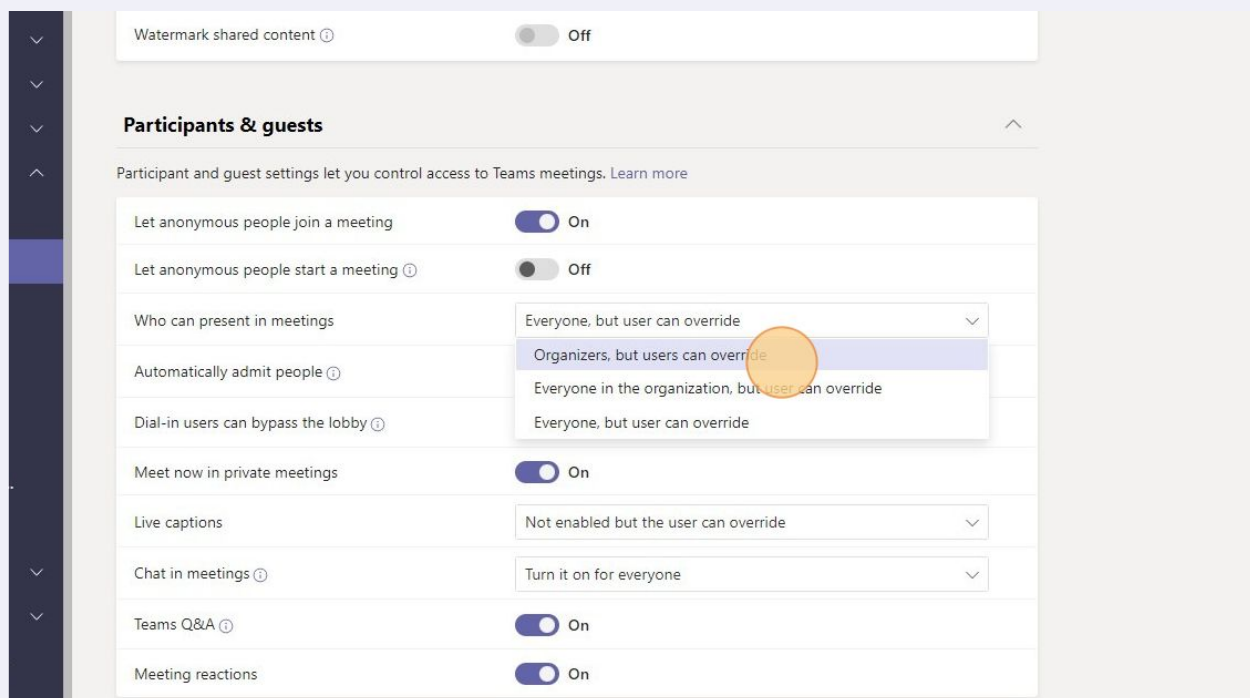
### 4 Click "Global (Org-wide default)"



## 5 Navigate to "Participants & guests"



## 6 Set "Who can present in meetings" to "Organizers, but users can override"



7

Set "Automatically admit people"  
to  
"Invited users only"

Let anonymous people start a meeting

Who can present in meetings Organizers, but users can override

Automatically admit people People in my organization and guests

Dial-in users can bypass the lobby

Meet now in private meetings

Live captions

Chat in meetings

Teams Q&A ☒ On

Meeting reactions ☒ On

Dropdown menu options for 'Automatically admit people':

- Everyone
- People in my organization and guests
- People in my organization, trusted organizations, and guests
- People in my organization
- Organizer only
- Invited users only**

**Save** **Cancel**

8

Set "Let anonymous people join a meeting"  
to  
"Off"

Watermark videos ☐ Off

Watermark shared content ☐ Off

**Participants & guests**

Participant and guest settings let you control access to Teams meetings. [Learn more](#)

Let anonymous people join a meeting ☒ On

Let anonymous people start a meeting ☐ Off

Who can present in meetings Organizers, but users can override

Automatically admit people Invited users only

Dial-in users can bypass the lobby ☐ Off

Meet now in private meetings ☒ On

9

Set "Dial-in users can bypass the lobby"  
to  
"Off"

Participant and guest settings let you control access to Teams meetings. [Learn more](#)

Let anonymous people join a meeting	<input type="checkbox"/> Off
Let anonymous people start a meeting ⓘ	<input type="checkbox"/> Off
Who can present in meetings	Organizers, but users can override ▾
Automatically admit people ⓘ	Invited users only ▾
Dial-in users can bypass the lobby ⓘ	<input type="radio"/> Off
Meet now in private meetings	<input checked="" type="checkbox"/> On
Live captions	Not enabled but the user can override ▾
Chat in meetings ⓘ	Turn it on for everyone ▾
Teams Q&A ⓘ	<input checked="" type="checkbox"/> On
Meeting reactions	<input checked="" type="checkbox"/> On

10

Set "Let anonymous people start a meeting" to "Off"

Watermark shared content ⓘ

☐ Off

### Participants & guests

Participant and guest settings let you control access to Teams meetings. [Learn more](#)

Let anonymous people join a meeting

☐ Off

Let anonymous people start a meeting ⓘ

☐ Off

Who can present in meetings

Organizers, but users can override

Automatically admit people ⓘ

Invited users only

Dial-in users can bypass the lobby ⓘ

☐ Off

Meet now in private meetings

☒ On

Live captions

Not enabled but the user can override

11

Navigate to the "Content sharing" section.

Dashboard

Teams

Users

Teams devices

Teams apps

Meetings

Audio Conferencing

Meeting policies

Meeting settings

Live events policies

Live events settings

Cloud recording

Meetings automatically expire ⓘ

☒ On

Default expiration time

120

Store recordings outside of your country or region ⓘ

☐ Off

### Content sharing

#### Watermark Premium ⓘ

Add a watermark to content and videos shared in Teams meetings to protect confidential shared content and videos in Teams meetings

Watermark videos ⓘ

☐ Off

Watermark shared content ⓘ

☐ Off

12

Set "External participants can give or request control" to "Off"

**Content sharing**

Content sharing settings let you control the different types of content that can be used during Teams meetings that are held in your organization. [Learn more](#)

Screen sharing mode	Entire screen
Participants can give or request control	<input checked="" type="checkbox"/> On
External participants can give or request control	<input type="checkbox"/> Off
PowerPoint Live	<input checked="" type="checkbox"/> On
Whiteboard	<input checked="" type="checkbox"/> On
Shared notes ⓘ	<input checked="" type="checkbox"/> On
Select video filters	All filters

ⓘ Video filters aren't available for all Teams clients. [Learn more](#)

13

Click "Save"

**Live events settings**

Meeting templates

Meeting template polici...

Messaging policies

Voice

Locations

Enhanced encryption p...

Policy packages

Planning

Analytics & reports

Locations & alerts

Automatically admit people ⓘ	Limited users only
Dial-in users can bypass the lobby ⓘ	<input type="checkbox"/> Off
Meet now in private meetings	<input checked="" type="checkbox"/> On
Live captions	Not enabled but the user can
Chat in meetings ⓘ	Turn it on for everyone
Teams Q&A ⓘ	<input checked="" type="checkbox"/> On
Meeting reactions	<input checked="" type="checkbox"/> On

**Save** Cancel

## 14 Accept the warning by clicking "Confirm"

