**Microsoft Teams Meetings Management**

In Microsoft Teams Meetings can be administered by policies. Depending on corporate policy and other requirements you can set the policies accordingly.

**Types of Policies**

**Per Microsoft there are 3 types of policies:**

1. **Per-organizer -** When you implement a per-organizer policy, all meeting participants inherit the policy of the organizer. For example, Automatically admit people is a per-organizer policy and controls whether users join the meeting directly or wait in the lobby for meetings scheduled by the user who is assigned the policy.
2. **Per-user -** When you implement a per-user policy, only the per-user policy applies to restrict certain features for the organizer and/or meeting participants. For example, Allow Meet now is a per-user policy.
3. **Per-organizer and per-user -** When you implement a combination of a per-organizer and per-user policy, certain features are restricted for meeting participants based on their policy and the organizer's policy. For example, Allow cloud recording is a per-organizer and per-user policy. Turn on this setting to allow the meeting organizer and participants to start and stop a recording.

**Managing Policies**

**Participants Settings**

1. Open Microsoft Teams Admin Center
2. Go to Meetings then Meeting Settings
3. Under Participants, you can turn Anonymous users can join a meeting on and off.

**Custom Meeting Invitations**

1. If you want to put a company logo or something in the invitation create a .jpg and put it up in a public file share where everyone can find it.
2. Go to Meetings then Meeting Settings
3. Go to Email invitation and customize the following:
4. Logo URL - Enter the URL where your logo is stored.
5. Legal URL - If your organization has a legal websites or disclaimers you can enter a url here.
6. Help URL - If your organization has a support website, you can enter it here
7. Footer - Enter whatever you want as the footer
8. Sometimes you have to wait up to an hour for the changes to propagate.

**Setting up how you handle real time media traffic for Teams meetings**

If you're using Quality of Service (QoS) to prioritize network traffic, you can enable QoS markers and you can set port ranges for each type of media traffic.

1. Go to Meetings then Meeting Settings then Network
2. To allow DSCP markings to be used for QoS, turn on Insert Quality of Service (QoS) markers for real-time media traffic. You only have the option of using markers or not; you can't set custom markers for each traffic type. For more help. For help selecting implementation method go to. [Select a QoS implementation method](https://docs.microsoft.com/en-us/microsoftteams/qos-in-teams#select-a-qos-implementation-method)
3. To specify port ranges, next to Select a port range for each type of real-time media traffic, select Specify port ranges, and then enter the starting and ending ports for audio, video, and screen sharing. Selecting this option is required to implement QoS.

If you select Automatically use any available ports, available ports between 1024 and 65535. Use this option only when not implementing QoS.

Selecting a port range that is too narrow will lead to dropped calls and poor call quality. The recommendations below should be a bare minimum.

Follow the recommended settings in the link QoS implementation method link.

**Enable users to record their name when they join a meeting in Microsoft Teams**

1. Go to Meetings, then Conference Bridges, then Bridge Settings
2. Enable or disable Meeting entry and exit notifications.
3. If enabling notifications, choose Names or phone numbers under Entry/exit announcement type, and then turn on Ask callers to record their name before joining a meeting.
4. Save

**Turn entry and exit announcements for meetings on or off**

Setting meeting join options

1. Go to Meetings then Conference Bridges, then bridge settings
2. In the Bridge settings pane, enable or disable Meeting entry and exit notifications. This is selected by default. If you clear it, users who have already joined the meeting won't be notified when someone enters or leaves the meeting
3. Under Entry/exit announcement type, select Names or phone numbers or Tones.
4. If you chose Names or phone numbers, enable or disable Ask callers to record their name before joining the meeting.
5. Save

**Configure desktop sharing in Microsoft Teams**

1. Go to Meetings, then Meeting Policies, then New Policy
2. Give your policy a name and description
3. Under Content sharing, choose a Screen sharing mode from the drop-down list:
4. Entire screen – lets users share their entire desktop.
5. Single application – lets users limit screen sharing to a single active application.
6. Disabled – Turns off screen sharing.
7. Turn the following settings on or off:
8. Allow a participant to give or request control – lets members of the team give or request control of the presenter’s desktop or application.
9. Allow an external participant to give or request control – lets guests and external (federated) users give or request control of the presenter’s desktop or application.
10. Allow PowerPoint sharing - lets users create meetings that allow PowerPoint presentations to be uploaded and shared.
11. Allow whiteboard – lets users share a whiteboard.
12. Allow shared notes – lets users take shared notes.

**Teams cloud meeting recording**

In Microsoft Teams, users can record their Teams meetings and group calls to capture audio, video, and screen sharing activity. There is also an option for recordings to have automatic transcription, so that users can play back meeting recordings with closed captions and search for important discussion items in the transcript. The recording happens in the cloud and is saved

**Prerequisites:**

1. For a Teams user’s meetings to be recorded, Microsoft Stream must be enabled for the tenant.
2. User has an Office 365 E1, E3, E5, A1, A3, A5, M365 Business, Business Premium or Business Essentials
3. User needs to be licensed for Microsoft Stream
4. User has Microsoft Stream upload video permissions
5. User has consented to the company guidelines, if set up by the admin
6. User has sufficient storage in Microsoft Stream for recordings to be saved
7. User has TeamsMeetingPolicy-AllowCloudRecording setting set to true
8. User is not an anonymous, Guest, or federated user in the meeting

Additionally, to allow the person initiating the recording to choose whether to automatically transcribe the recording, the user's TeamsMeetingPolicy -AllowTranscription setting must be set to true]

**Set up Teams cloud meeting recording**

1. Enable Microsoft Stream for users in the organization

* Assign the user who will be doing the recording a license

https://support.office.com/article/Assign-licenses-to-users-in-Office-365-for-business-997596B5-4173-4627-B915-36ABAC6786DC

1. Ensure that users have upload video permissions in Microsoft Stream

By default, everyone in the company can create content in Stream, once Stream is enabled and the license is assigned to the user. A Microsoft Stream administrator can restrict employees for creating content in Stream

https://docs.microsoft.com/stream/restrict-uploaders

1. Notify employees to consent to company guidelines in Microsoft Stream

If a Microsoft Stream administrator has set up company guideline policy and requires employees to accept this policy before saving content, users must do so before recording in Microsoft Teams. Before you roll out the recording feature in the organization, make sure users have consented to the policy.

1. Turn on or turn off cloud recording

Use the setting AllowCloudRecording in TeamsMeetingPolicy in Teams PowerShell to control whether a user’s meetings are allowed to be recorded or not. You can learn more about managing TeamsMeetingPolicy with Office 365 PowerShell here.

https://docs.microsoft.com/office365/enterprise/powershell/manage-skype-for-business-online-with-office-365-powershell

1. For a user to fall back to Global policy, use the following cmdlet to remove a specific policy assignment for a user:

Grant-CsTeamsMeetingPolicy -Identity {user} -PolicyName $null -Verbose

To change value of AllowCloudRecording in Global policy, use the following cmdlet:

Set-CsTeamsMeetingPolicy -Identity Global -AllowCloudRecording $false

|  |  |
| --- | --- |
| scenario | steps |
| I want all users in my company to be able to record their meetings | 1. Confirm Global CsTeamsMeetingPolicy has AllowCloudRecording = True  2. All users have the Global CsTeamsMeetingPolicy OR one of the CsTeamsMeetingPolicy policies with AllowCloudRecording = True |
| I want the majority of my users to be able to record their meetings but selectively disable specific users who are not allowed to record | 1. Confirm GlobalCsTeamsMeetingPolicy has AllowCloudRecording = True  2. Majority of the users have the Global CsTeamsMeetingPolicy OR one of the CsTeamsMeetingPolicy policies with AllowCloudRecording = True  3. All other users have been granted one of the CsTeamsMeetingPolicy policies with AllowCloudRecording = False |
| I want recording to be 100% disabled | 1. Confirm Global CsTeamsMeetingPolicy has AllowCloudRecording = False  2. All users have been granted the Global CsTeamsMeetingPolicy OR one of the CsTeamsMeetingPolicy policies with AllowCloudRecording = False |
| I want recording to be disabled for the majority of the users but selectively enable specific users who are allowed to record | 1. Confirm Global CsTeamsMeetingPolicy has AllowCloudRecording = False  2. Majority of the users have been granted the Global CsTeamsMeetingPolicy OR one of the CsTeamsMeetingPolicy policies with AllowCloudRecording = False  3. All other users have been granted one of the CsTeamsMeetingPolicy policies with AllowCloudRecording = True |

1. Turn on or turn off recording transcription

Use the setting AllowTranscription in TeamsMeetingPolicy in Teams PowerShell to control whether a recording initiator gets a choice to transcribe the meeting recording. You can learn more about managing TeamsMeetingPolicy with Office 365 PowerShell here.

https://docs.microsoft.com/office365/enterprise/powershell/manage-skype-for-business-online-with-office-365-powershell

1. For a user to fall back to Global policy, use the following cmdlet to remove a specific policy assignment for a user:

Grant-CsTeamsMeetingPolicy -Identity {user} -PolicyName $null -Verbose

To change value of AllowCloudRecording in Global policy, use the following cmdlet:

Set-CsTeamsMeetingPolicy -Identity Global -AllowTranscription $false

Grant-CsTeamsMeetingPolicy -Identity {user} -PolicyName $null -Verbose

|  |  |
| --- | --- |
| Scenario | Steps |
| I want all users in my company to be able to transcribe when initiating recording of a meeting | 1. Confirm Global CsTeamsMeetingPolicy has AllowTranscription = True  2. All users have the Global csTeamsMeetingPolicy OR one of the CsTeamsMeetingPolicy policies with AllowTranscription = True. |
| I want the majority of my users to be able to transcribe the meeting recordings, but selectively disable specific users who are not allowed to transcribe | 1. Confirm Global CsTeamsMeetingPolicy has AllowTranscription = True  2. Majority of the users have the Global CsTeamsMeetingPolicy OR one of the CsTeamsMeetingPolicy policies with AllowTranscription = True  3. All other users have been granted one of the CsTeamsMeetingPolicy policies with AllowTranscription = False |
| I want transcription of the recording to be 100% disabled | 1. Confirm Global CsTeamsMeetingPolicy has AllowTranscription = False  2. All users have been granted the Global CsTeamsMeetingPolicy OR one of the CsTeamsMeetingPolicy policies with AllowTranscription = False |
| I want transcription to be disabled for the majority of the users but selectively enable specific users who are allowed to transcribe | 1. Confirm Global CsTeamsMeetingPolicy has AllowCloudRecording = False  2. Majority of the users have been granted the Global CsTeamsMeetingPolicy OR one of the CsTeamsMeetingPolicy policies with AllowCloudRecording = False  3. All other users have been granted one of the CsTeamsMeetingPolicy policies with AllowCloudRecording = True |

**Manage meeting recordings**

The meeting recordings are considered tenant-owned content. If the owner of the recording leaves the company, the admin can open the recording video URL in Microsoft Stream in admin mode. The admin can delete the recording, update any recording metadata, or change permissions for the recording video. Learn more about admin capabilities in Stream.

https://docs.microsoft.com/stream/manage-content-permissions

**Compliance and eDiscovery for meeting recordings**

The meeting recordings are stored in Microsoft Stream, which is Office 365 Tier-C compliant. To support e-Discovery requests for compliance admins who are interested in meeting or call recordings for Microsoft Streams, the recording completed message is available in the compliance content search functionality for Microsoft Teams. Compliance admins can look for the keyword "recording" in the subject line of the item in compliance content search preview and discover meeting and call recordings in the organization. A prerequisite for them to view all recordings is that they will need to be set up in Microsoft Stream with admin access.

<https://docs.microsoft.com/stream/assign-administrator-user-role>

**Use the Teams Meeting add-in in Outlook**

The Teams Meeting add-in lets users schedule a Teams meeting from Outlook. The add-in is available for Outlook on Windows, Mac, web, and mobile.

* Teams Meeting add-in in Outlook for Windows
* The Teams Meeting add-in is automatically installed for users who have Microsoft Teams and either Office 2013 or Office 2016 installed on their Windows PC. Users will see the Teams Meeting add-in on the Outlook Calendar ribbon.
* Teams Meeting add-in in Outlook for Mac

The Teams Meeting button in Outlook for Mac will appear in the Outlook for Mac ribbon if Outlook is running Production Build 16.24.414.0 and later.

* Teams Meeting add-in in Outlook Web App

The Teams Meetings button in Outlook Web App will appear as part of new event creation if the user is on an early version of the new Outlook on the web.

* Teams Meeting add-in in Outlook mobile (iOS and Android)

The Teams Meeting button shows up in latest builds of the Outlook iOS and Android app.

(For each add-inn on each platform, the meeting coordinates (the Teams join link and dial-in numbers) will be added to the meeting invite after the user clicks Send.)

1. Authentication requirements

The Teams Meeting add-in requires users to sign in to Teams using Modern Authentication. If users do not use this method to sign in, they’ll still be able to use the Teams client, but will be unable to schedule Teams online meetings using the Outlook add-in. You can fix this by doing one of the following:

* If Modern Authentication is not configured for your organization, you should configure Modern Authentication.
* If Modern Authentication is configured, but they canceled out on the dialog box, you should instruct users to sign in again using multi-factor authentication.

To configure Modern Authentication see link below:

https://docs.microsoft.com/en-us/microsoftteams/identify-models-authentication

1. Enable private meetings

Allow scheduling for private meetings must be enabled in the Microsoft Teams admin center for the add-in to get deployed.

1. Go to Meetings, Meeting Policies, and in the General section go to Allow scheduling private meetings to On.

* Users might need to restart Outlook after an installation or upgrade of Teams to get the latest add-in

Teams upgrade policy and the Teams Meeting add-in for Outlook

Customers can choose their upgrade journey from Skype for Business to Teams. Tenant admins can use the Teams co-existence mode to define this journey for their users. Tenant admins have the option to enable users to use Teams alongside Skype for Business (Islands mode).

When users who are in Island mode schedule a meeting in Outlook, they typically expect to be able to choose whether to schedule a Skype for Business or a Teams meeting. In Outlook on the web, Outlook Windows, and Outlook Mac, users see both Skype for Business and Teams add-ins when in Islands mode. Due to certain limitations in the initial release, Outlook mobile can only support creating Skype for Business or Teams meetings. See the following table for details

|  |  |
| --- | --- |
| Coexistence mode in the Teams admin center | Default meetings provider in Outlook mobile |
| Islands | Skype for Business |
| Skype for Business only | Skype for Business |
| Skype for Business with Teams collaboration | Skype for Business |
| Skype for Business with Teams collaboration and meetings | Teams |
| Teams only | Teams |

**Meeting Migration Service (MMS)**

See Doc Office 365 - Microsoft Teams Meeting Migration Service (MMS)

**Microsoft Teams Rooms**

See doc Office 365 - Microsoft Teams Rooms

**Whiteboard in Microsoft Teams**

Microsoft Whiteboard is a free-form, digital canvas where people, content, and ideas come together. Whiteboard integration in Microsoft Teams meetings is powered by the Whiteboard Web App (Preview), which lets Teams meeting participants draw, sketch, and write together on a shared digital canvas.

* This must be turned on in the Microsoft 365 admin center.

Users can share a whiteboard to make it available to all participants in a Teams meeting. That same whiteboard is simultaneously available in all the Whiteboard applications on Windows 10, iOS, and the Web App (Preview).

To turn on or turn off the Whiteboard Web App (Preview), do the following:

1. Go to the Microsoft 365 admin center.Go to Settings > Services & add-ins.
2. On the Service & add-ins page, scroll down, and then choose Whiteboard.
3. To turn on the Whiteboard app, on the Whiteboard pane, switch Turn Whiteboard preview on or off for your entire organization to On.
4. To turn off the Whiteboard app, on the Whiteboard pane, switch Turn Whiteboard preview on or off for your entire organization to Off.
5. Click Save.

**Microsoft Teams live events**

See doc Office 365 - Microsoft Teams live events