

GSD. MS Teams - Roles in a Microsoft Teams Meeting

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General Information:

Possible symptoms/errors:

User wants to know What are the Roles in a Microsoft Teams Meeting

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Meeting organizer can assign roles to each participants to determine what capabilities they can do in a meeting. There are three roles in a Teams meeting:

Organizer - The person who created the session or the meeting has the Organizer role. Presenter - Presenter have full permissions in the meeting. Attendees - Attendees have more controlled capabilities. Attendees cannot share content, cannot share content, take control, mute or remove other participants, admit people waiting in the lobby, or start/stop recording.

Details:

Below are the specific capabilities of each role:

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

Prevent attendees from unmuting themselves

Remove participants

Admit people from the lobby

Change the roles of other participants

Start or stop recording

Start or stop live transcription

Manage breakout rooms

Change meeting options

Add or remove an app

Use an app*

Change app settings

* – Some apps may limit what certain roles can do.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

O365 Support

https://fnc.service-now.com/sp?id=kb_article&sysparm;_article=KB0012329

Roles in a Teams meeting

<https://support.microsoft.com/en-us/office/roles-in-a-teams-meeting-c16fa7d0-1666-4dde-8686-0a0bfe16e019#:~:text=There%20are%20two%20roles%20to,an%20attendee%20is%20more%20controlled.>