GSD. MS Teams – Changing Roles in a Microsoft Teams Meeting

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General Information:

Possible symptoms/errors:

User wants to know how to change 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:

Before a meeting

User will need to send out the meeting invite before they can assign roles.

Once they've done that, advise them to go to Calendar, double-click the meeting they just created, and select Meeting options.

This will bring them to a web page, where they'll see a few choices under Who can present?

Who can present?

What happens?

Everyone

Anyone who has access to the meeting link will join the meeting as a presenter.

People in my organization

Only people in user organization will be presenters. External participants will join as attendees.

Specific people

Only people user choose from the list of invitees will be presenters. Everyone else will join as attendees.

Only me

Only the organizer will be a presenter. All other participants will join as attendees.

A couple of things to keep in mind:

User will need to send their meeting invite directly to anyone they want to select as a presenter.The role of the meeting organizer can't be changed.

NOTE: The ability to select specific presenters isn't yet available for channel meetings.

During a meeting

There are two ways to change someone's role while a meeting is in progress. Advise user to:

Go to Calendar, double-click the meeting, and select Meeting options. Use the dropdown menu for Who can present? to select a new presenter.

NOTE: If the meeting is recurring, any change user makes in Meeting options will apply to all meeting occurrences.

Select Show participants in the meeting controls to see a list of all the people in the meeting.

User must hover over the name of the person whose role they want to change and select More options. From there, they must select Make a presenter or Make an attendee.

NOTE:

If the meeting is recurring, role assignments made in this way will only apply to the current meeting. For future occurrences, participants will keep the role assigned to them on the Meeting options page.If someone exits the meeting and then rejoins it later, they'll rejoin with the last role they were assigned.

Lock a meeting

In a Teams meeting, meeting organizers can choose to lock their meetings to prevent subsequent join attempts. Anyone attempting to join a locked meeting from any device will be informed that the meeting is locked.

To lock a meeting from a desktop, advise user to select Schedule a meeting > Join > Participants > ... > Lock the meeting (or unlock it when locked).

From a mobile device: Schedule a meeting > Join > ... (in the meeting toolbar) > Lock meeting.

When a meeting is locked, no additional participants will be able to join, but invitees can still access the meeting chat, recording, and other meeting info.

NOTE: Once participants leave the meeting, they will not be able to join again until the meeting is unlocked.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A