

# GSD. MS Teams - How to Change Participant Settings for a Teams Meeting

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General Information:

Possible symptoms/errors:

How to Change Participant Settings for a Teams Meeting.

Alternative names of the system:

N/A

**IMPORTANT NOTICE:**

These settings are valid for every new scheduled Teams meeting.

Solution:

Meeting organizer can change the default participant settings for a specific meeting in Microsoft Teams. This article shows a guide on how to make these changes on the Meeting options.

Details:1. User can get to Meetings options for a scheduled meeting in three different ways.

From Teams application

In Teams, advise the user to go to Calendar and to select a meeting.Ask the user to click Meeting options.

In a meeting invitation in Outlook

In a meeting invitation, advise the user to select Meeting options.

During a meeting

During a meeting, user needs to click Show participants button in the meeting controls.Above the list of participants, ask the user to click on Manage permissions button.

2. In the Meeting options page, the meeting organizer can change different participant settings.

Who can bypass the lobby? - Meeting organizer gets to decide who gets into the meetings directly and who should wait from someone to let them in.

Everyone - Anyone has access to the meeting link gets into the meeting directly. Everyone does not have to wait in the lobby and is able to join meetings without specific approval.People in my organization and trusted organization - Only people in user's Teams organization and external guests from trusted organizations can get into user's meetings directly. Some external guests need to wait in

the lobby so user can approve them. People in my organization - Only people in the organization, including colleagues and guests who have different email domains than user does, can get into their meetings directly. All external guests need to wait in the lobby so user can approve them.

Always let callers bypass the lobby - When this setting is enabled, people calling in by phone will join the meeting without having to wait for someone to admit them.

Advise the user to select the toggle to turn it on or off. Note: This option is automatically enabled and cannot be disabled when Everyone is selected in Who can bypass the lobby.

Announce when callers join or leave - When this setting is enabled, meeting organizer can receive an alert when someone calling in by phone joins or leaves the meeting.

Advise the user to select the toggle to turn it on or off.

Who can present? - Meeting organizer can choose who can be the presenter in the meeting.

Everyone - Anyone who has access to the meeting link will join the meeting as a presenter. People in my organization - Only people in user's organization will be presenters. External participants will join as attendees. Specific people - Only people user chooses 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.

3. Advise the user to click on Save to save changes. Note: If the meeting is recurring, any change user makes in Meeting options will apply to all meeting occurrences.

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:

N/A: