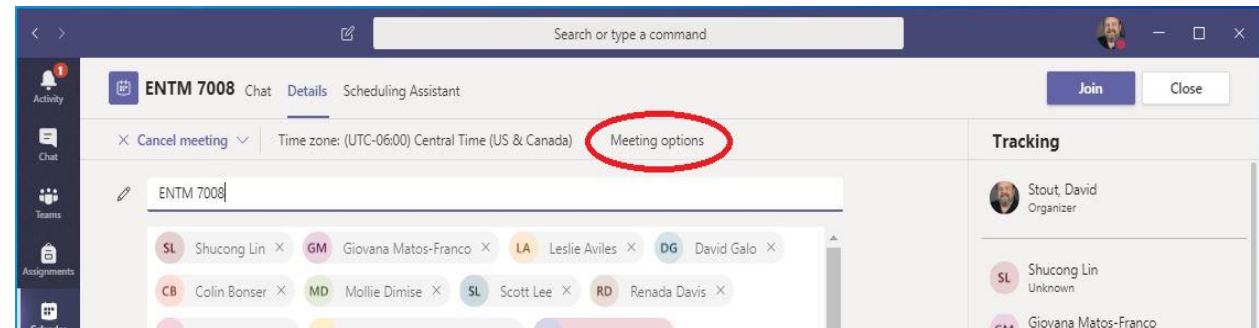
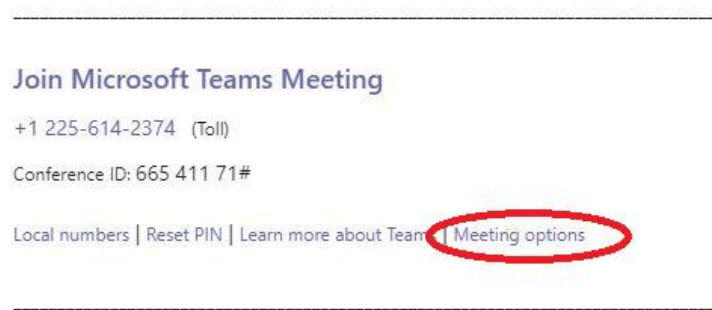


Control your meeting settings - your... “Meeting options”

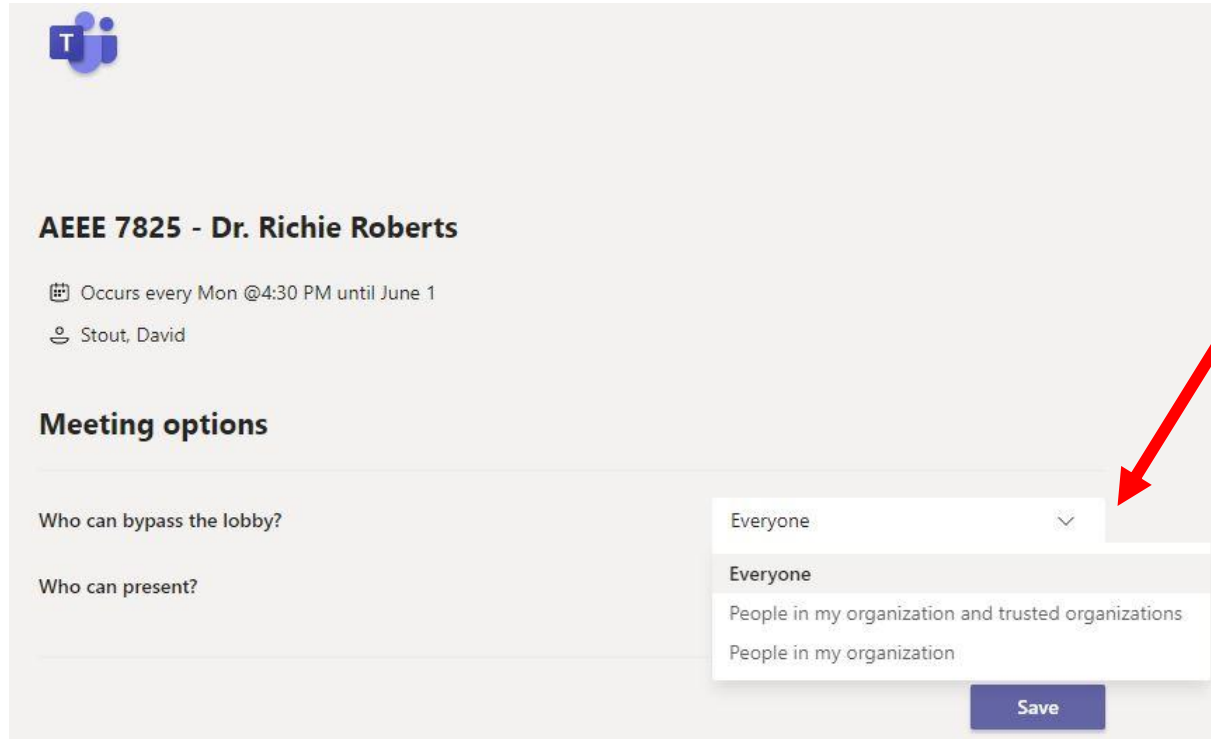
After you have created your Teams Meeting and sent your invitations, but before the meeting, select your “Meeting options”, to choose the behavior of the Lobby and the Content Share.

Either from your invite as you create it, or from the Teams Calendar, open your invite and select “Meeting options” at the top of the page.



This will open a page in your browser. These settings can be changed anytime by the meeting organizer.

Adjusting your “Meeting options” through the browser



You can set your Lobby and the Share behavior for your meeting. You can allow “Everyone” to bypass the lobby and get right into the meeting. Use this if you know who you will be inviting, but, be careful the meeting link can be shared. Once shared anyone who gets it can join into your meeting and possibly cause disruption. You will get an email that your invite has been shared, shared by who and who it was shared with.

About the Lobby settings...

Who can bypass the lobby?	What happens	Recommended when...
People in my organization	Only people in your org, including colleagues and guests who have different email domains than you do, can get into your meetings directly.	You want all external guests to wait in the lobby so you can approve them one by one.
People in my organization and trusted organizations	Only people in your Teams org and external guests from trusted organizations can get into your meetings directly.	You want some external guests to wait in the lobby so you can approve them one by one.
Everyone	Anyone who has access to the meeting link gets into the meeting directly, including people who call in.	You don't want anyone to wait in the lobby. You want everyone to be able to join your meetings without specific approval.

Setting the Content sharing parameters...

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 your org will be presenters. External participants will join as attendees.
Specific people	Only people you 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.