



Understanding the different types of meeting in Teams and impact on managing chat.

Why is this important?

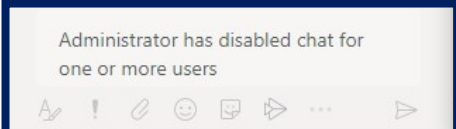
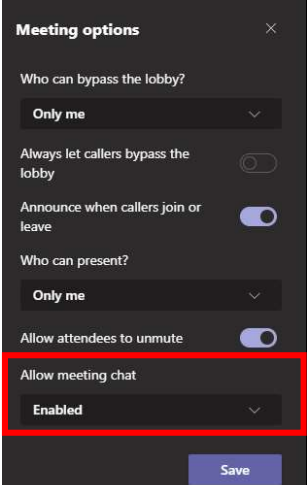
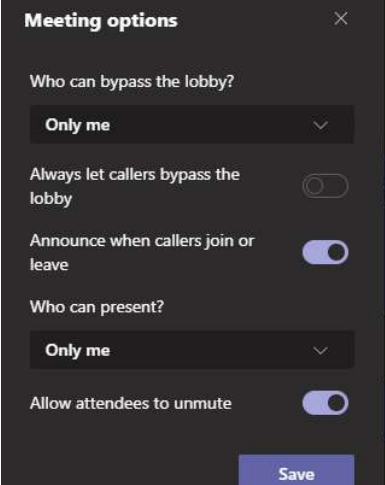
This distinction is important as it affects the way policies and settings are applied and the options you have to control the meeting. If you have a **Channel Meeting**, as most Live Lessons are and create breakout rooms, the **breakout will become Team Meetings** and the chat will be determined by the settings for Team Meetings. The main room will remain as Channel Meeting.

Team Meetings and Channel Meetings.

Within Microsoft Teams there are two types of meeting. If the meeting

- is created within a Team or Channel or when you apply a channel to a meeting, you create a **channel meeting**
- is created in the calendar and you just invite people in the To: field it is a **Team Meeting**
- is created when you create breakout rooms, they are just **Team Meetings**

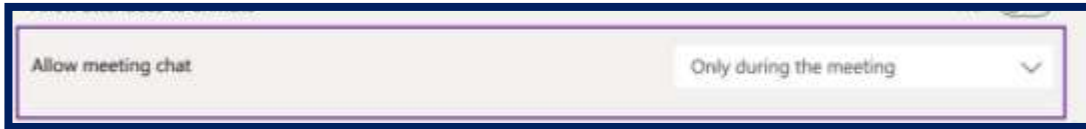
Please see the table below:

Team Meeting		Channel Meeting
<p>Meeting chat must be enabled by IT Admin; you will know it is disabled if your pupils see the message “Administrator has disabled chat for one or more users”</p> 	<p>Who can enable chat?</p>	<p>Team Posts and Channel Meeting Chat are the same and managed by the teacher (owner) of the Team</p>
<p>Meeting chat can be managed by the teacher in the Meeting options.</p>	<p>How can teachers manage chat?</p>	<p>Meeting chat can be turned on or off by the teacher in the Team</p> <ul style="list-style-type: none"> • Moderator settings • Team settings – Mute
	<p>Meeting options available in the different meeting types</p>	



Team Meeting Chat.

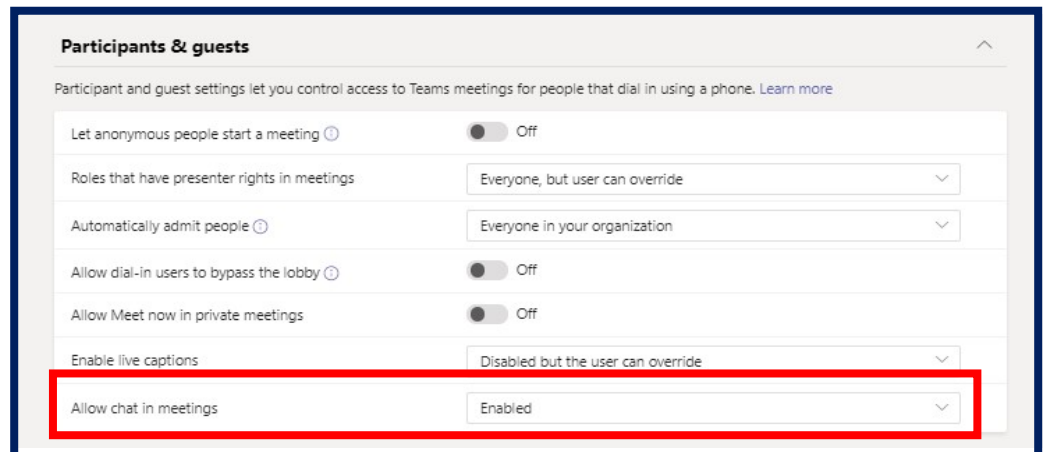
If using normal Teams meetings, make sure that you change the “Allow meeting chat” to **During the meeting only** or **Off** to prevent pupils chatting out of lesson time.



Setting the Meeting policy to allow chat in Teams Meetings.

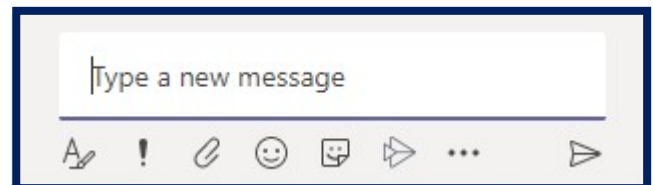
The IT Admin will need to go to

- the Teams Admin Console and
- select **meetings policies** and then
- select the policy **you apply to pupils**, then find
- **Allow chat in meetings** and
- Set to **Enabled**



Possible Team Meeting Chat messages.

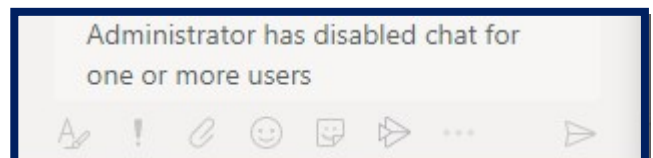
If you allow chat in meetings pupils should see this.



If you (the meeting organiser) have turned chat off in your meeting your pupils will see.



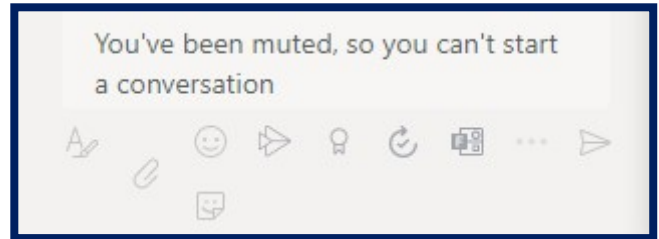
If chat has been disabled by your IT Admin your pupils will see this.



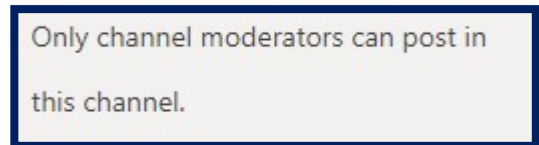


Possible Channel Meeting Chat Messages

If you have muted pupils in the Team your pupils will see this message – muting pupils in the Team is only way to prevent pupils replying to messages in the General Channel.

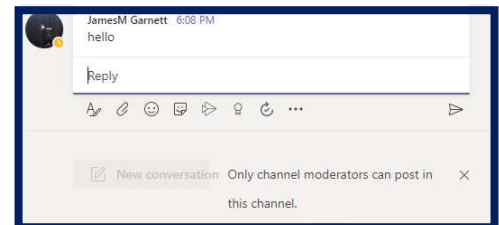


If you have created the meeting in a channel (other than general) and applied moderator settings the pupils will see this message.

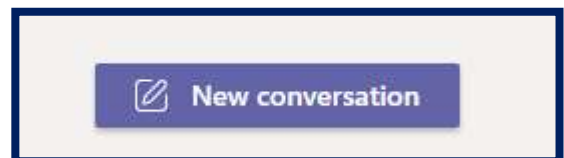


If you allow replies in a channel (other than the General Channel) pupils will be able to reply to messages but not create new ones.

Note: pupils cannot create new messages.



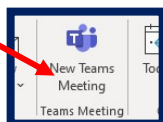
If you are not restricting posting messages in Teams Channels they will see this message.



Creating Team Meetings and Channel Meetings.

Create a **Team Meeting** by adding attendees here.

Or create the **Teams Meeting** in Outlook.



To create a **Channel Meeting**, you need to choose your class when you click Add channel.

If you invite a **Channel** and **Add required attendees**, the meeting will be a **Channel Meeting**.

