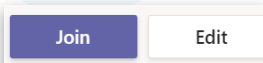


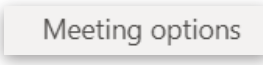
Teams for Teaching and Learning: Accessing Meeting Options

Accessing Meeting Options to control access to Live Lessons

After you have scheduled a meeting, return to the scheduled event from the calendar and choose **Edit**.

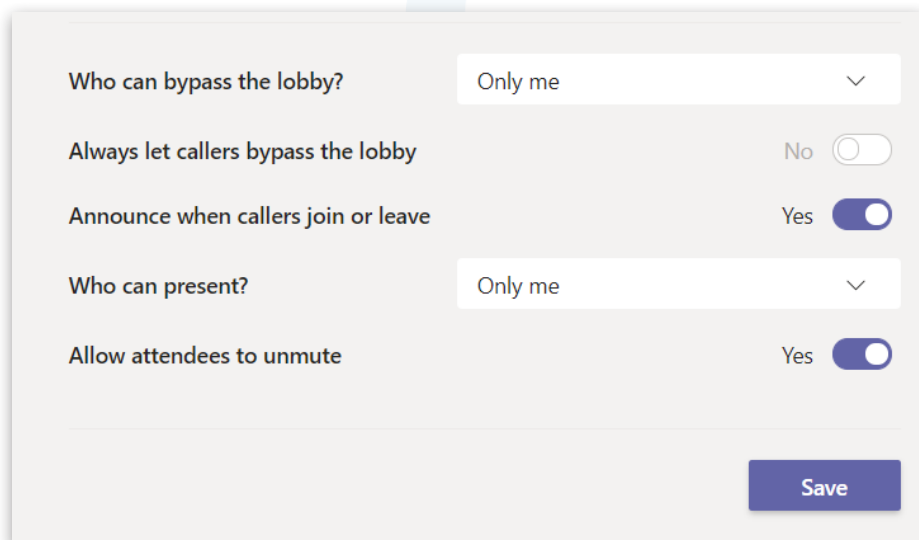
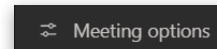


At the top of the page, you should see an option called **Meeting Options**. Click this to enter settings.



NB: You can also access Meeting Options *during* the Live Lesson by selecting the **More Options** button (three dots) on the meeting toolbar.

Select Meeting Options to bring up the same menu.



The Meeting Options menu includes the following settings:

- Who can bypass the lobby?** Only me (dropdown menu)
- Always let callers bypass the lobby** No (toggle switch)
- Announce when callers join or leave** Yes (toggle switch)
- Who can present?** Only me (dropdown menu)
- Allow attendees to unmute** Yes (toggle switch)

A **Save** button is located at the bottom of the menu.

Set the meeting up so that only the organiser or teacher can enter the meeting first. It also means if a pupils is removed from the meeting, they cannot return.

NB: School's may wish to set up a technical policy in Teams so that only the teacher can bypass the lobby for any live lessons.

Provides a useful notification when attendees are waiting in the lobby or leave the lesson.

This ensures that only you can share yourscreen or remove pupils from the lesson.

Switching this off ensures pupils join muted and cannot speak until you are ready.

Click Save to save and apply your meeting settings.

For more information about using Microsoft Teams for Remote Teaching and Learning, use the following links to access our comprehensive resources, videos and printable PDFs:

[United Learning EdTech Demonstrator website](#)
Resources and Events for schools

[United Learning ICT YouTube Channel](#)
Webinars, Instructional Videos and Playlists to support your EdTech development

