MS Teams: Roles and Permissions in Teams Meetings

When you are setting up a Teams Meeting you should consider the **roles** and **permissions** that you want the participants in your meeting to have. Although this guide is aimed at those organising any kind of Teams meeting, it is *particularly relevant* for organising meetings *for teaching*.

Meeting defaults

By default, **everyone** invited to a Teams meeting is given **Presenter** permissions. This means they can bypass the lobby, present, and can unmute themselves. If it's important for you to have an element of control during your meeting, you should edit permissions via the **Meeting Options**.

About meeting roles and permissions

Below is a summary of Teams Meeting Roles and associated permissions. For full details, see Microsoft's support page.

Organiser There can be only one Organiser and the role is non-transferable	Full control	• The person who creates/schedules the Teams meeting • Assigns settings and roles in Meeting Options • Controls roles, permissions, activity of participants during meeting • Has all Presenter permissions
Presenter	Elevated permissions	• Share content/take control of content. • Admit and/or remove participants. • Mute/unmute participants and prevent attendees unmuting. • Allow/disable cameras. • Change roles of participants during the meeting
Attendee	Limited permissions	• Turn own video on/off • Turn own audio on/off (unless restricted by organiser/presenter) • Chat • View content. Controls own view e.g. zoom, turn on live captions

Assign permissions

It's generally best to assign permissions at the point of scheduling a meeting – that way you won't forget to do it later. You assign permission via the **Meeting Options**.
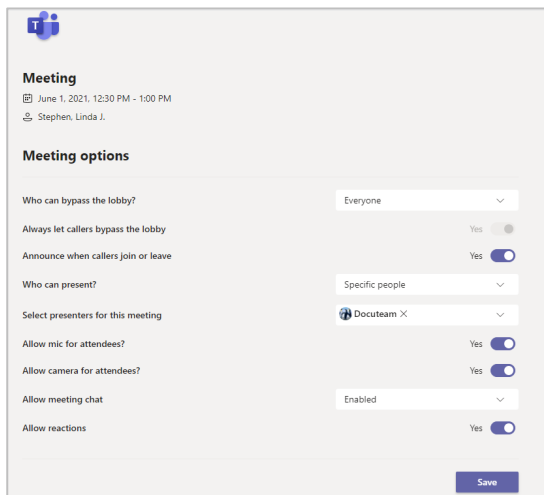
Access Meeting Options

Access Meeting Options using Outlook Desktop App

Set up your Teams meeting in the usual way but **before** sending the invitation, **click** on **Meeting Options** at the foot of the meeting window. This launches the Meeting Options page in a new browser window.

Access Meeting Options using Teams or Outlook Web App (OWA)

1. Set up the meeting as you would usually do and **save** it or **send** it.

2. Return to the meeting in the Teams or OWA calendar and open it for editing.

3. **Click** on **Meeting Options**. In OWA, you'll find this at the foot of the meeting window. In Teams, it's on the top bar.

4. Meeting Options open in a separate window. Note that this may appear behind the application, or on a different screen.

Setting Meeting Options

Who can bypass the lobby?

Choose from: **Everyone**; **People in my organization, trusted organizations and guests; People in my organization and guests; People in my organization; People I invite (Turn Off Allow Forwarding in the meeting invite)** or **Only me**.

> ⚠️ A member of the University *must* be present before an external/guest can enter, even if this setting is set to Everyone.

Always let callers bypass the lobby *and* Announce when callers join or leave

Available if your meeting has a **call-in** option, choose: **Yes** or **No**, as appropriate.

Who can present?

Choose from: **Everyone**, **People in my organization and guests**, **Specific People**, or **Only me**. If you select **Specific People**, you can then **Select presenters for this meeting** from a pop-up list of invited participants. These individuals are in addition to the Organiser, who is always a Presenter.

> ⚠️ **Note**
>
> -   The pop-up list of presenters only includes participants who are part of the University and have received direct invitations.
>
> -   If you choose **Only me**, you **must** attend the meeting as the other participants will all be attendees and so will have very limited permissions.
>
> -   To allow an **external/guest to present**, these are two options:
>
>   o   Leave the **Who can present?** set as **Everyone**. The disadvantage of this is that *all* attendees are then Presenters.
>
>   o   Set **Who can present?** as **Only me**, or add a University colleague as an additional Presenter. This means the external will enter the meeting as an attendee.
>
>   Once they have joined the meeting, either you or your colleague can go to the 3 dots (**…**) next to the external/guest's name in the Participants list and select **Make a presenter** from the pop-up options.
>
>   This will only work if you/your colleague join the meeting at the start.

Allow mic for attendees?

Choose: **Yes** or **No**, as appropriate. If you choose No, all attendees (but not presenters) will be muted when they join the meeting and unable to unmute.

Allow camera for attendees?

Choose: **Yes** or **No**, as appropriate. If you choose No, all attendees (but not presenters) will have cameras disabled when they join the meeting.

Allow meeting chat

Choose from: **Enabled, Disabled** or **In-meeting only**. If you choose **In-meeting only**, no-one except the Organiser can post a message to the chat after the meeting ends.

Allow reactions

Choose: **Yes** or **No**, as appropriate. Raise hand is available either way. If you choose Yes participants can also use thumbs up, heart, clapping, and smiling reactions.

Save Meeting Options

Click **Save** to save your Meeting Options.

# What the Organiser can do during a meeting

⚠️ Although Presenters have elevated permissions in a Teams meeting, only the **Organiser** of the meeting has overall control and is the only individual with these specific options.

Manage permissions

As the meeting Organiser, you can manage permissions from the Meeting options pane *during* the meeting.

1. Click **More Actions** (**…**) on the meeting control toolbar and choose **Meeting options**. Edit options to suit, then **Save**.
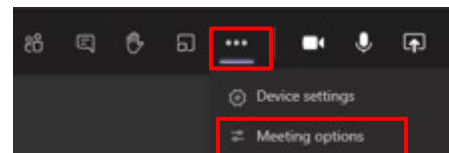
💡 **Control chat** *during* a meeting! In the Meeting options change **Allow meeting chat** to **Disabled** during the meeting to focus the participants' attention on a presentation.

Breakout Rooms

As Organiser, you can set up Breakout Rooms in the meeting. See <u>Using Breakout Rooms in a Meeting</u>

Download attendance list

As meeting Organiser, you can download an **attendee list** *during* the meeting from the **Participants** panel. Click **3 dots (…)** at top of panel and choose **Download attendance list** to **save** the report to your **Downloads** folder.

An **attendance report** is now **automatically generated** *after* a meeting which **only the organiser** can see and download from the meeting chat. This is a **.CSV** file containing the **name**, **join time** and **leave time** of all meeting attendees

End the Meeting

As meeting Organiser, you can end the meeting for everyone at one time.

1. In the meeting toolbar, go to the arrow next to **Leave**; or in some toolbars, go to More actions (**…**)

2. Choose **End Meeting**. You will be warned that this will end the meeting for everyone. Click **End** if you are sure you want to end the meeting.
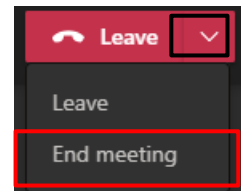
A 5-minute warning notification is automatically posted to all participants 5 minutes before the end time that was set in the calendar invitation. However, the meeting will not end until the Organiser ends it.
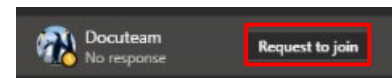
What a Presenter can do during a meeting

As well as presenting and sharing content, a Presenter can:

Control entry to meeting

Any Presenter can control entry via the lobby (if that has been set in meeting options) and **Admit** individual entrants or **Admit all**. Note that even if the lobby is set so that *everyone* can bypass, anyone who joins via the web appears as a **guest** and so has to be admitted, and there has to be at least one participant who has a Teams account within the meeting before it can start.

Request to Join

A Presenter can hover over the name of an invited person who has not yet joined the meeting and click the option **Request to Join** or Ask to Join.

Control Microphones

When attendees join a meeting, they either control their own microphones *or* are muted and unable to unmute. During a meeting, a presenter can control who is muted and who can unmute.

Click **Participants** icon on the meeting toolbar:

- Click **Mute all participants** to mute all participants' microphones *without disabling them*.

- Click 3 dots (…) next to a person's name to choose **Disable mic**

- Click 3 dots (…) at top of panel to choose **Disable mic for attendees**

- Click 3 dots (…) at top of panel to choose **Allow mic for attendees**

If attendees cannot unmute, anyone who wishes to speak can use Raise Hand and a presenter can
- Click 3 dots (…) next to the person's name and choose **Allow mic**

Once they have spoken a presenter can
- Click 3 dots (…) next to the person's name and choose **Disable mic**

Control Cameras

The meeting organiser sets permissions at the start of a meeting for attendees to either control their own cameras *or* join the meeting with cameras disabled.

During a meeting, a presenter can control cameras for all attendees or for individuals, either disabling or allowing, in a similar way to controlling microphones and can respond to Raise Hand, if appropriate.

Click **Participants** icon on the meeting toolbar

- Click 3 dots (…) at top of panel to choose **Disable camera for attendees** or **Allow camera for attendees**

- Click 3 dots (…) next to a person's name to choose **Allow camera** or **Disable camera**

Note: You may see different terminology for microphone and camera control on a Mobile rather than on Desktop, but the functionality is the same.

For more about mic and camera control see Manage attendee audio permissions in Teams meetings

> If you have allowed all participants to be presenters, you *don't* have control over their mics or cameras.
> However, you can change the *role* of a participant or apply a change to *Who can present?* in the Meeting options, *during the meeting*.

Change permissions during a meeting

During a meeting, a Presenter can **change the role** of a participant.

1. Open the **Participants** panel

2. Click on the 3 dots (**…**) next to a person's name

3. From pop-up list, choose to **Make an attendee a presenter** or **Make a presenter an attendee**

   Note: This can only be done on a one-by-one basis, not as a group.

Polls

A Presenter can add a tab in the Chat for **Forms** and create **Polls**. More about Polls

Further Help and Support

- Keeping students safe while using Teams for distance learning
- Full detail of roles and permissions
- Change participant settings
- Microsoft support on Teams Meetings
- Manage attendee audio permissions in Teams meetings

See also our Guides and Links in Toolkit including how to set up a meeting. Or use MyIT to log calls with the IT Service desk https://myit.abdn.ac.uk/