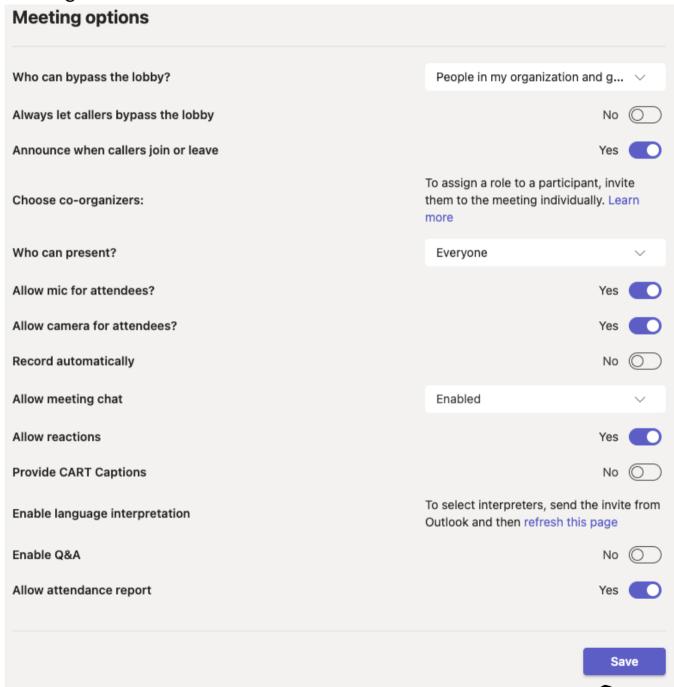# Microsoft Teams Meeting Options Guide

While CMS has set default options for Teams meetings as shown below, <u>organizers and co-organizers can edit these options (click for more info)</u>

For more information on organizers, co-organizers, and attendees in Teams meetings, <u>click here.</u>

Meeting options

Who can bypass the lobby?	People in my organization and g... ⌄
Always let callers bypass the lobby	No ⚪
Announce when callers join or leave	Yes 🔵
Choose co-organizers:	To assign a role to a participant, invite them to the meeting individually. Learn more
Who can present?	Everyone ⌄
Allow mic for attendees?	Yes 🔵
Allow camera for attendees?	Yes 🔵
Record automatically	No ⚪
Allow meeting chat	Enabled ⌄
Allow reactions	Yes 🔵
Provide CART Captions	No ⚪
Enable language interpretation	To select interpreters, send the invite from Outlook and then refresh this page
Enable Q&A	No ⚪
Allow attendance report	Yes 🔵

Save

PRO TIP: **Make sure that you scroll down and click on the save button if you change anything in the Meeting Options page!**

For additional support, visit <u>the Zoom to Teams transition page on the CMS website.</u>
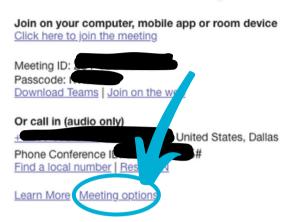
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Microsoft Teams Meeting Options Guide
3 Ways to access Meeting Options

1. If you are a meeting organizer or co-organizer, in the event invite, look for the "Meeting Options" link under Microsoft Teams Meeting.

Only meeting organizers and co-organizers can edit meeting options.

2. In Teams, go to the Calendar and open the event in the calendar. Then click on the 3 dots and click on Meeting Options.

3. Do you need to change meeting options during a meeting?
Click on the More button in a meeting, then go to Settings -> Meeting options.
Remember to scroll down and click save if you change any meeting options!

For additional support, visit the Zoom to Teams transition page on the CMS website.

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