

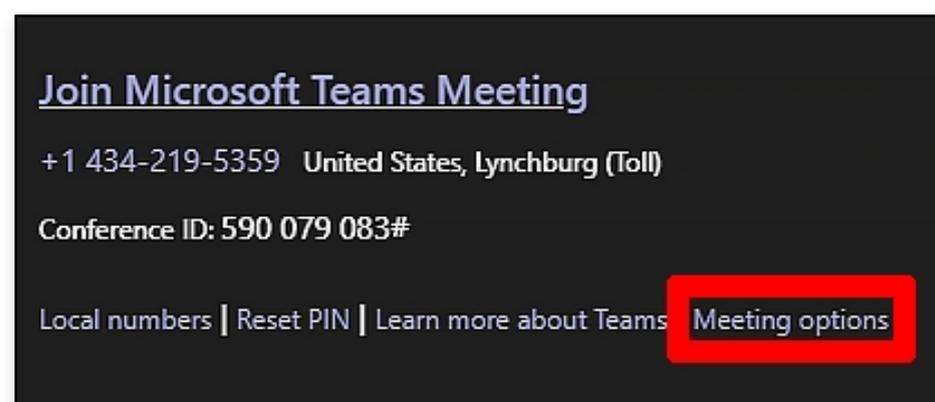
Changing Roles in a Microsoft Teams Meeting

Introduction

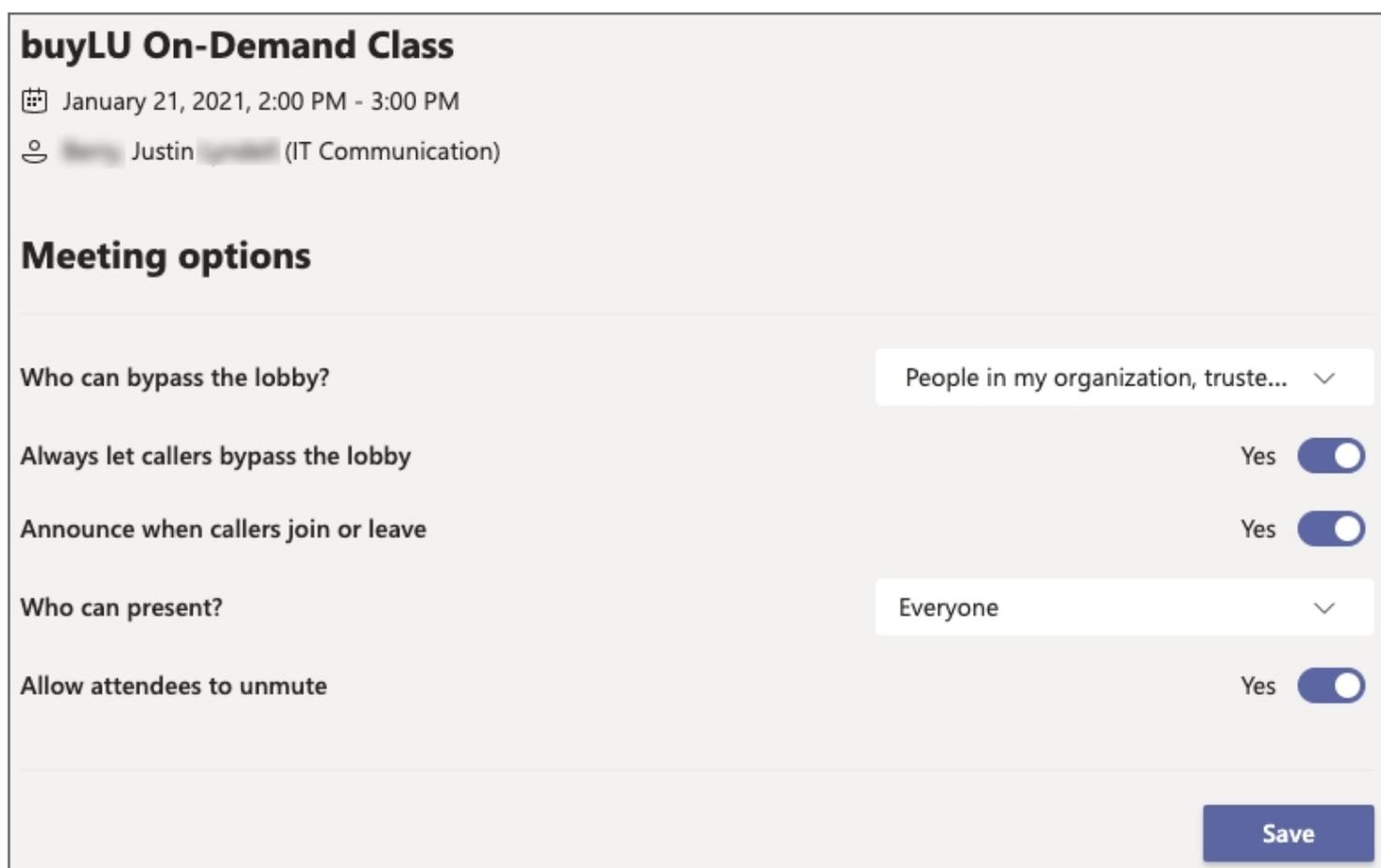
Once a Microsoft Teams meeting has been scheduled, the organizer can update the meeting options for that meeting, such as who can bypass the lobby and who can present.

Meeting Options

Step 1: Click **Meeting Options** to change permissions for the meeting whether in the Calendar for Microsoft Teams or in Microsoft Outlook.



Meet Options Button



Meeting Options in Browser

Step 2: Select your options for Who can bypass the lobby.

Meeting options

Who can bypass the lobby? People in my organization, trustee... ▾

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?

Allow attendees to unmute Yes

Everyone

People in my organization, trusted organizations and guests

People in my organization and guests

Only me

Step 3: Select your options for Who can present.

Meeting options

Who can bypass the lobby? People in my organization, trustee... ▾

Always let callers bypass the lobby Yes

Announce when callers join or leave Yes

Who can present? Everyone ▾

Allow attendees to unmute

Everyone

People in my organization

Specific people

Only me

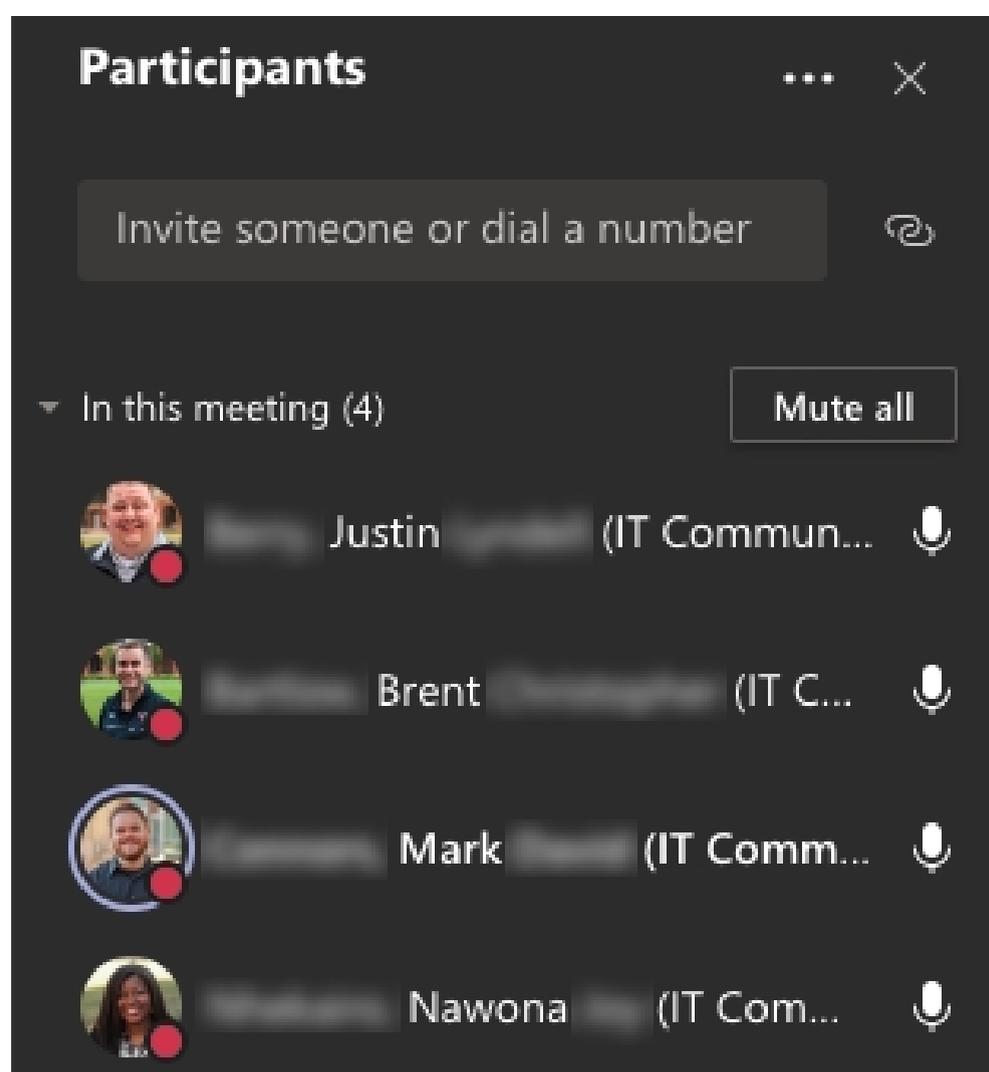
Note: If you select either **Specific people** or **Only me**, everyone else will be designated as attendees for the scheduled Microsoft Teams meeting.

Changing Roles in a Meeting

Step 1: Click on the Participants button to open the participants panel during a Microsoft Teams meeting.



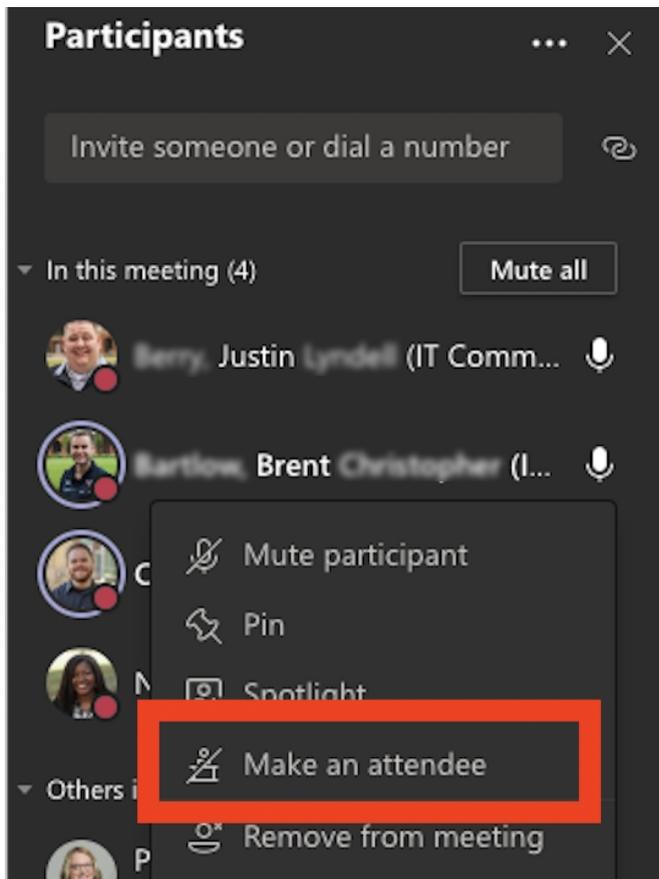
Participants Button



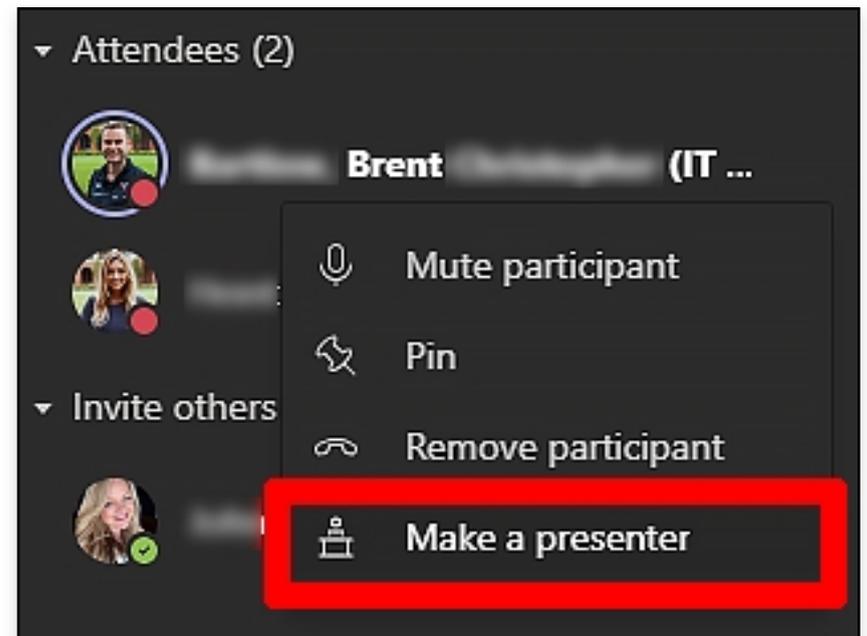
Participants Panel

Note: The roles for the *Participants* are determined while setting up the *Meeting Options* while scheduling the meeting.

Step 2: Make a Participant an **Attendee** or **Presenter** from the Participants panel.

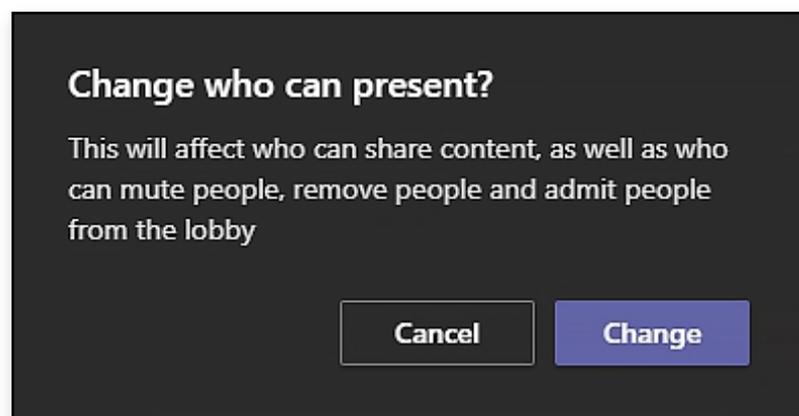


Make an attendee

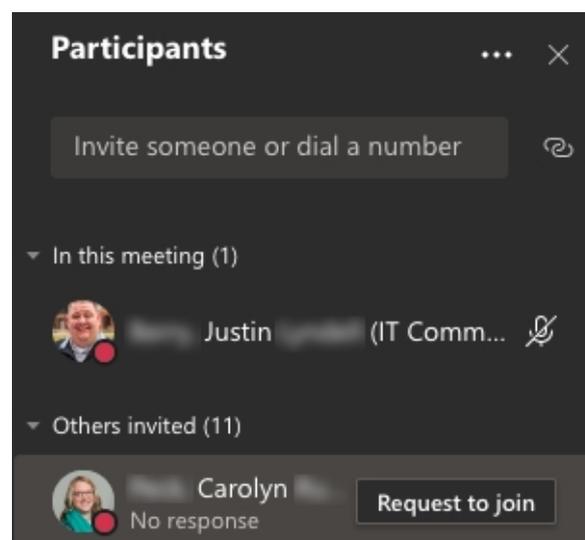


Make a presenter

Step 3: Confirm that you want to change roles for the Participant.



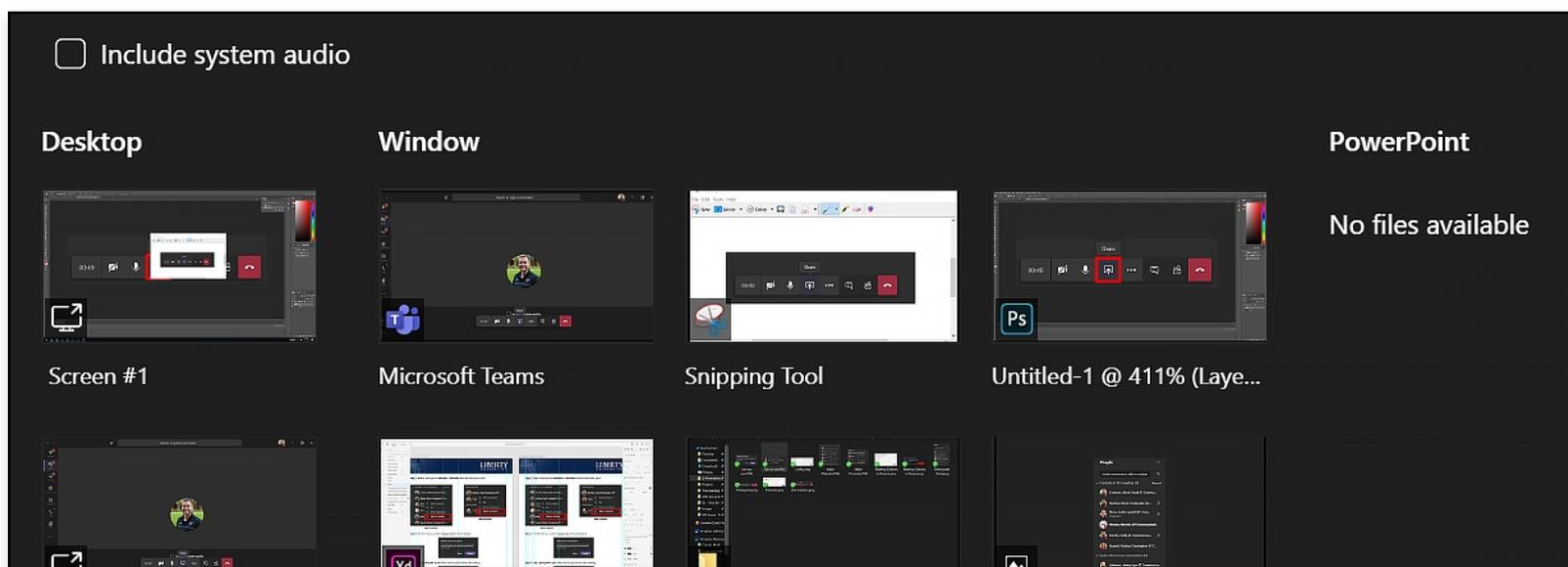
Step 4: Ask a participant to join if they have not yet arrived to the meeting.



Step 5: A Participant can share their screen once they are given the **Presenter** role.



Share Button



Sharing Options

Note: *If you want to share everything on your screen, you will want to use **Desktop** and select your screen. If you want to share an application only, you will want to use **Window**.*