

Microsoft Teams - Managing Permissions

For Meeting Organisers

As the Meeting Organiser you can manage the permissions of attendees and presenters, before and during a meeting.

Accessing permissions

Before a meeting

1. Open *Microsoft Outlook* and go to your calendar.
2. Open the meeting invite and select **Meeting options**.

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting options



Queensland Government

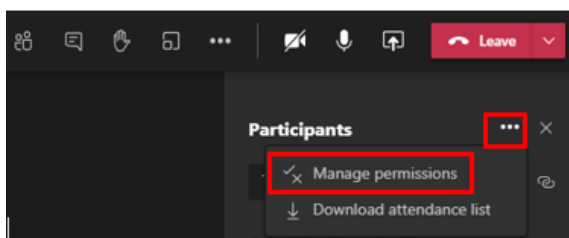
3. Go to During a meeting step 1 – **Adjusting meeting options**.

During a meeting

1. During a *Microsoft Teams* meeting, select **Show Participants** from your toolbar.



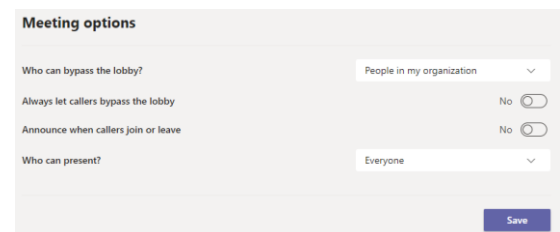
2. Select the **three** dots for more actions and click **Manage permissions** icon at the top of the participants list.



3. Go to step 1 – **Adjusting meeting options**.

Adjusting meeting options

Meeting options will open in your default web browser. Adjust options as required. Select **Save** to change your meeting options. In your web browser there are four meeting options that can be changed.



1. Who can bypass the lobby?

You can select from:

- a. People in my organisation.
- b. People in my organisation and trusted organisations.
- c. Everyone.

When specifying who can bypass the lobby, attendees can automatically enter into the meeting. When restricting access, attendees will wait in the lobby.

2. Always let callers bypass the lobby: *Currently not a function enabled by Queensland Health.*
3. Announce when callers join or leave: *Currently not a function enabled by Queensland Health.*
4. Who can present? You can select from:
 - a. Everyone.
 - b. People in my organisation.
 - c. Specific people.
 - d. Only me.

When assigning someone the presenter role, they will have the same permissions as an organiser. Anyone not a presenter or an organiser is an attendee. See the table below that details meeting roles and capabilities.

Meeting roles and capabilities	Meeting roles and capabilities		
	Organiser	Presenter	Attendee
Speak and share video	✓	✓	✓
Participate in meeting chat	✓	✓	✓
Share content	✓	✓	
Privately view a PowerPoint being shared	✓	✓	✓
Take control of PowerPoint presentations	✓	✓	
Mute other participants	✓	✓	
Remove participants	✓	✓	
Admit people from the lobby	✓	✓	
Change the roles of participants	✓	✓	
Start or stop recording	✓	✓	