

# Manage Your Microsoft Teams Meeting


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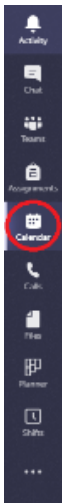
## Does a Teams meeting need to be managed?

By default, a Teams meeting will join participants as presenters. The presenter role allows full meeting options, including locking video, recording control and ability to manage audio for others. In some scenarios like a presentation by a Dean to staff or hosting a webinar it can be helpful to control who can manage these capabilities of other participants.

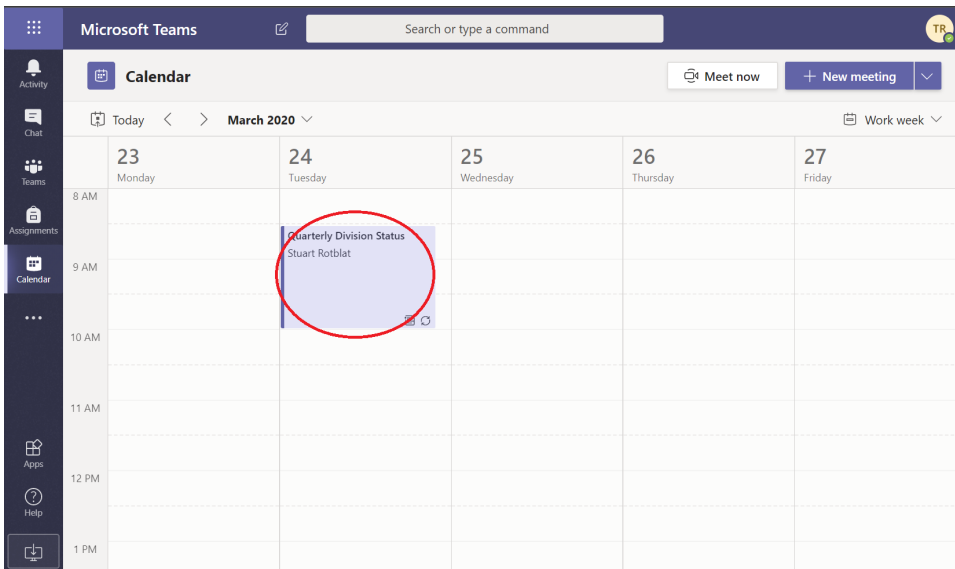
## Configure Meeting Options

 Start by scheduling your meeting if you have not yet done so, [instructions here](#).

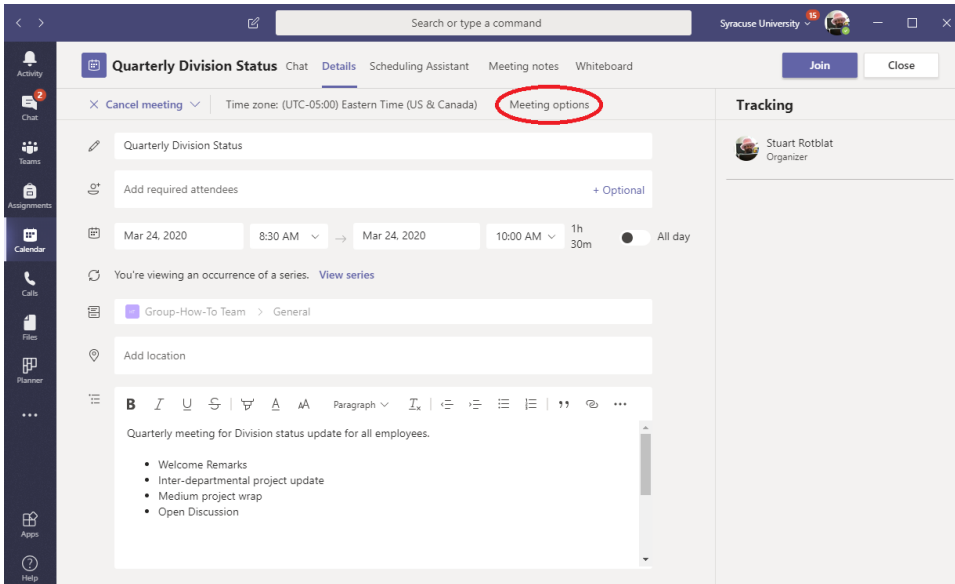
1. As the organizer, navigate to the **Calendar section**, located on the sidebar



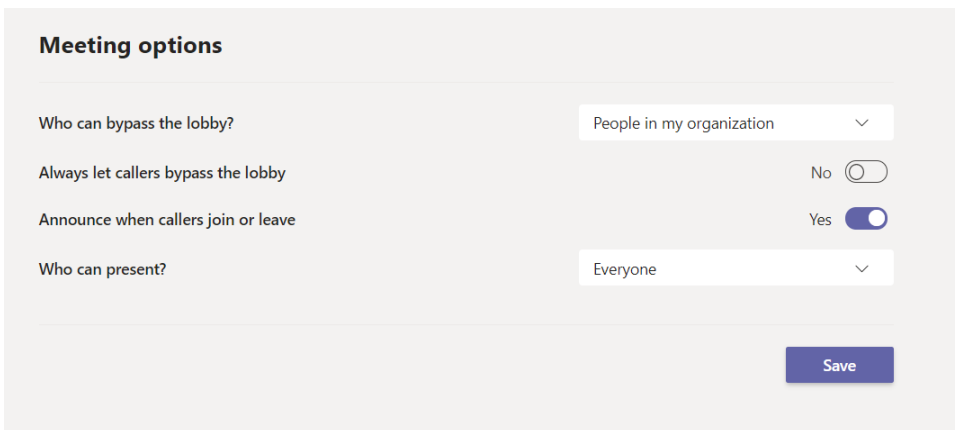
2. Locate the meeting and click to open:



3. With the meeting open, choose 'Meeting options' to the right of the time zone



4. Your browser will load a new page where you can set configuration for 'Who can bypass the lobby?' and 'Who can present?'  
 - Setting who can present to 'Only me' or 'Specific people' will control will assign the specified individuals as Presenter, all other users will have the attendee role



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