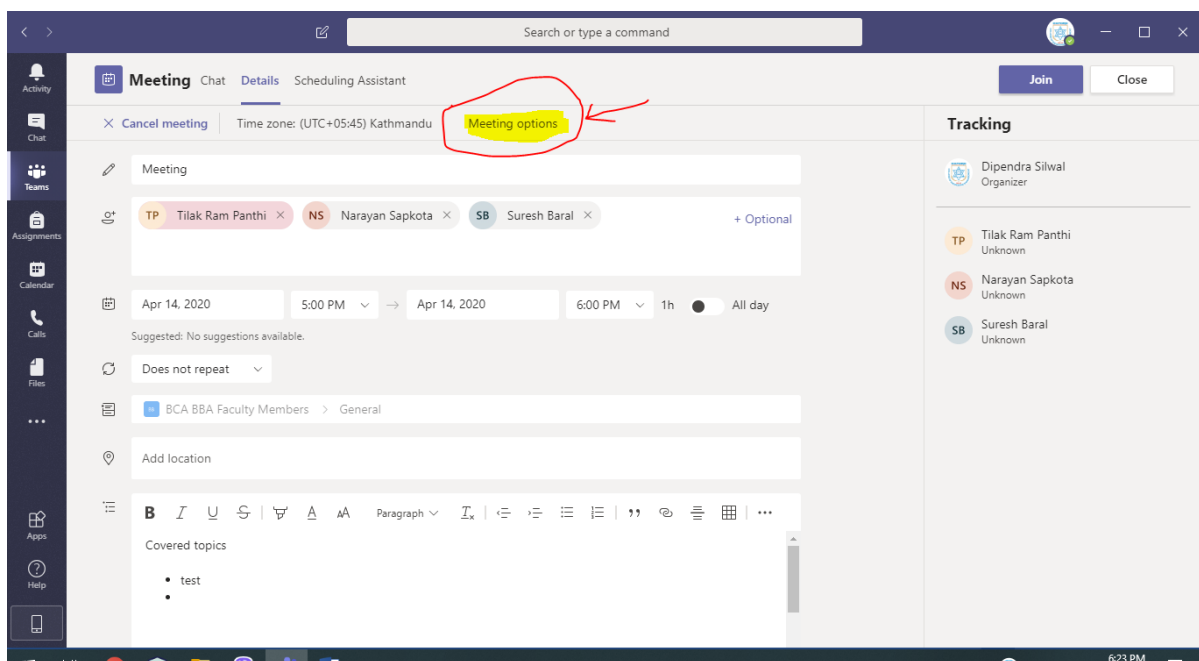


Some students are removing other participants from meeting. To stop these activities I have come up with an idea. Please follow the following steps to prevent participants from removing other participants.

Before a meeting

You'll need to send out the meeting invite(schedule Meeting) before you can assign roles.

Once you've done that, go Team and select team, click on the meeting you just created, and select **Meeting options**.



This will bring you to a web page (you may have to login before accessing a page), where you'll see a few choices under **Who can present?**

Test

April 13, 2020 18:00 - 18:30

Dipendra Silwal

Meeting options

Who can bypass the lobby? People in my organization

Always let callers bypass the lobby Yes ☒

Announce when callers join or leave Yes ☒

Who can present? Everyone

Save

Who can present?	What happens
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	Only the organizer will be a presenter. All other participants will join as attendees.

Please select only me or Specific people and save.

The screenshot shows the Microsoft Teams 'Meeting options' page. The browser address bar displays the URL `https://teams.microsoft.com/meetingOptions/meetings/%7B%22ter`. The page title is 'Test'. The meeting details show a date and time of 'April 13, 2020 18:00 - 18:30' and the organizer 'Dipendra Silwal'. Under the 'Meeting options' section, there are four settings: 'Who can bypass the lobby?' (set to 'People in my organization'), 'Always let callers bypass the lobby' (set to 'Yes'), 'Announce when callers join or leave' (set to 'Yes'), and 'Who can present?' (set to 'Only me'). Handwritten blue annotations include a checkmark next to 'Who can present?', an arrow pointing from the 'Who can present?' label to the 'Only me' dropdown, and the number '2' with an arrow pointing to the 'Save' button at the bottom right.

Test

April 13, 2020 18:00 - 18:30
Dipendra Silwal

Meeting options

Who can bypass the lobby? People in my organization

Always let callers bypass the lobby Yes

Announce when callers join or leave Yes

Who can present? Only me

2 → Save

Please let me know if it is working or not

Thank you.