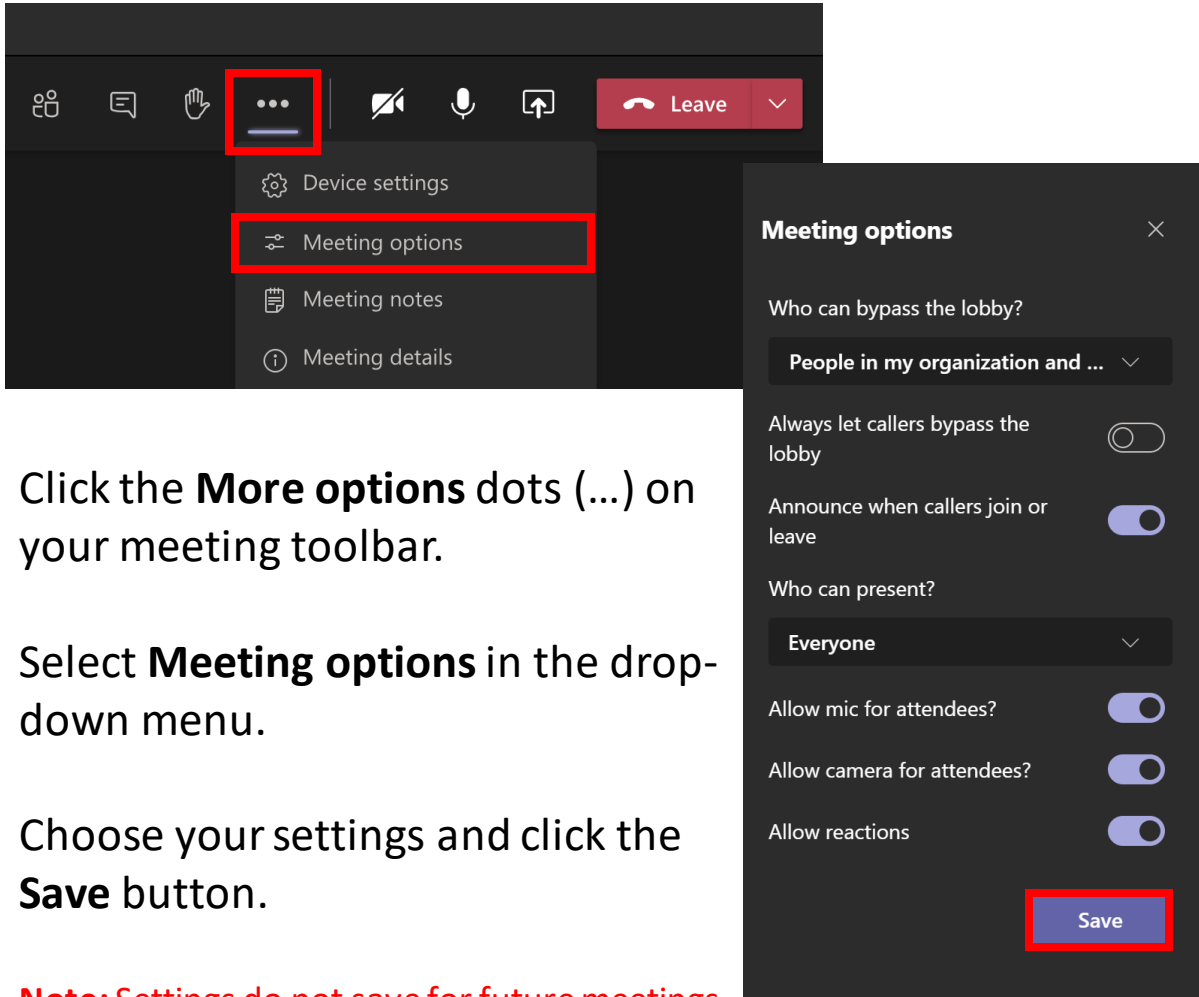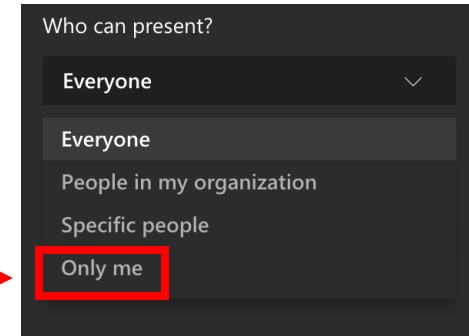Click the **More options** dots (…) on your meeting toolbar.

Select **Meeting options** in the drop-down menu.

Choose your settings and click the **Save** button.

Note: Settings do not save for future meetings.

Complete this process for each meeting where setting changes are necessary.

Meeting options

Who can bypass the lobby?
People in my organization and …

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?
Everyone

Allow mic for attendees?

Allow camera for attendees?

Allow reactions

Save

Device settings
Meeting options
Meeting notes
Meeting details

Leave

Who can present?
Everyone
Everyone
People in my organization
Specific people
Only me

For students to have the role of an attendee, select Only me.

	Organizer	Presenter	Attendee
Speak and share video	X	X	X
Participate in meeting chat	X	X	X
Share content	X	X	
Mute other participants	X	X	
Prevent attendees from unmuting themselves	X	X	
Remove participants	X	X	
Admit people from the lobby	X	X	
Change roles of other participants	X	X	
Start or stop recording	X	X	

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