NELSON MANDELA

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Managing Lecture Disruptions in Microsoft Teams
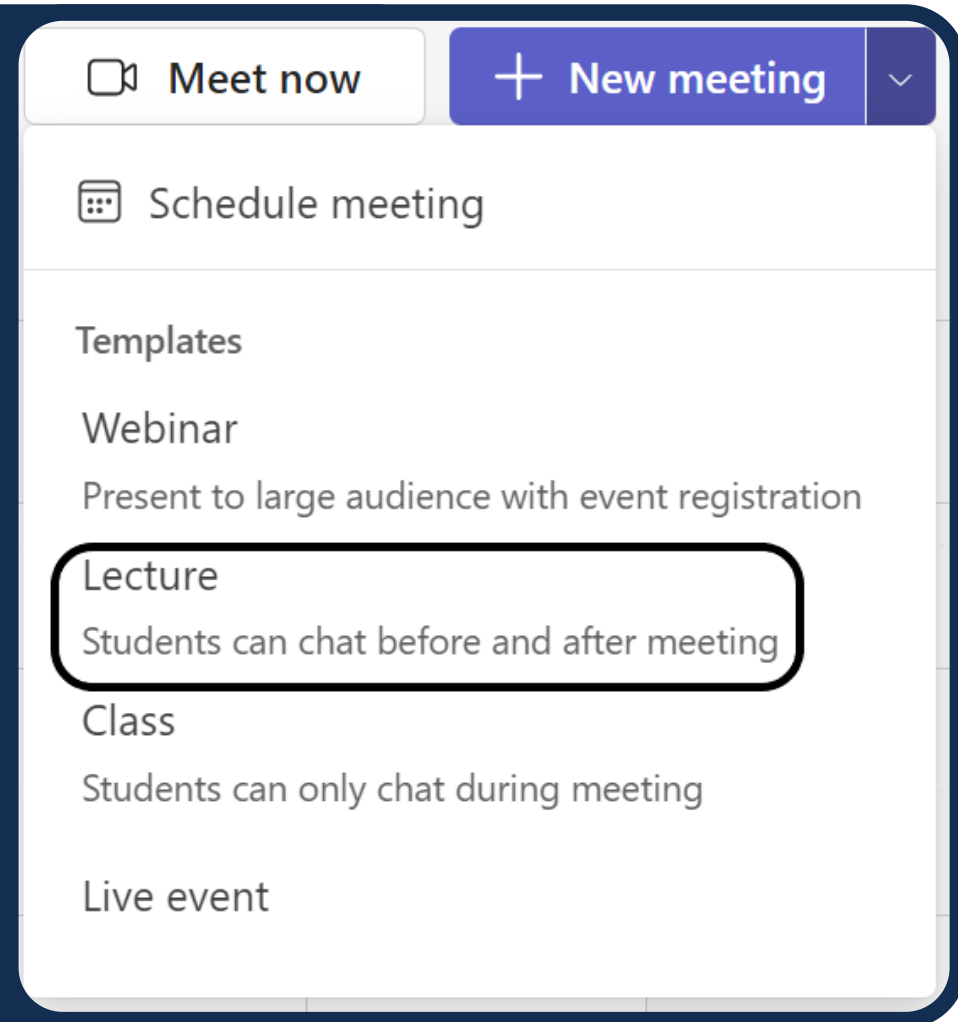
Technical Solutions

Before the Meeting

Meeting Settings:

Before your class starts, review your meeting settings. You can control who can present, mute participants upon entry, and restrict who can join your meeting.

Meet now   **+ New meeting** ⌄

▦ Schedule meeting

Templates

Webinar
Present to large audience with event registration

Lecture
Students can chat before and after meeting

Class
Students can only chat during meeting

Live event

1 | *From your MS Teams Calendar,* select the drop-down menu arrow and choose *"Lecture."*

Development Studies Online Lecture

D DEVE111 ✕
Unknown

+ Optional

2023/08/16   11:00 ⌄ → 2023/08/16   11:30 ⌄ 30m ⬤ All day

Suggested: No suggestions available.

Does not repeat ⌄

Add channel

Add location   Online meeting 🔵

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Type details for this new meeting

2 | ***Enter the lecture details***
(time, date, etc.)

Who can bypass the lobby?

People who were invited (Turn off... ⌄

Everyone

People in my org, trusted orgs, and guests

People in my org and guests

People in my org

People who were invited (Turn off Allow Forwarding in the meeting invite)

Only organizers and co-organizers

Meeting chat

On ⌄

More options

4 | ***Determine who can present:*** *either only organizers, co-organizers, or specific individuals (in cases where a tutor or alternative presenter is required).*

Who can present

Only organizers and co-organizers ⌄

Everyone

People in my org and guests

Specific people

Only organizers and co-organizers

Allow mic for attendees ⬤

Allow camera for attendees ⬤
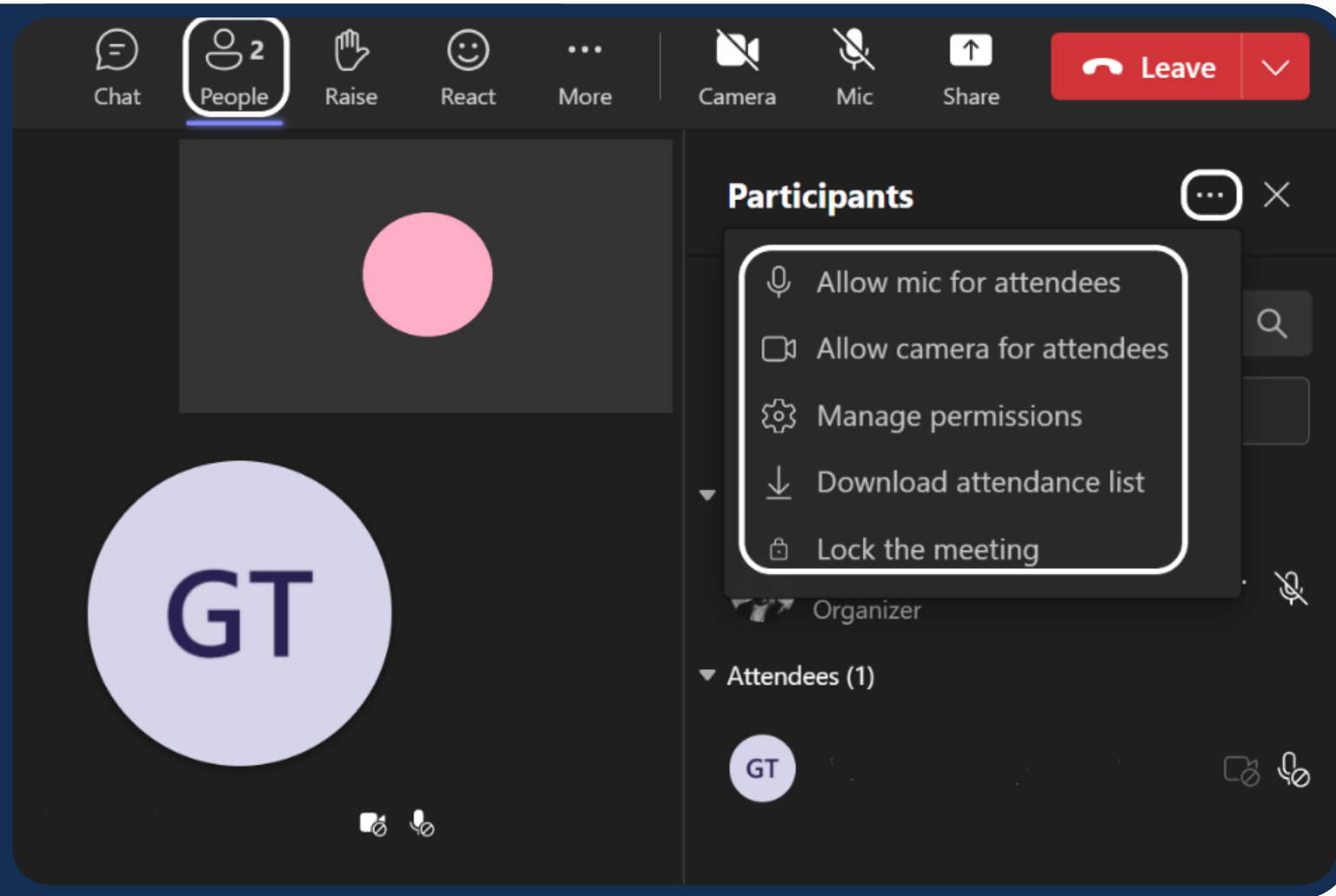
Record automatically ◯

Meeting chat

On ⌄

5 | **Manage microphone, camera, and chat access.** *Press "Send" to complete the proces*

Send

1

From your MS Teams Calendar, select the drop-down menu arrow and choose "Lecture."

2 | ***Click the three-dot menu.*** *This allows the meeting organizer to manage microphones and video for all attendees.*

3 | *By clicking "Lock the meeting,"* you can prevent *new attendees from joining the meeting.*