

How to Set Teams Meeting Options

Meeting Options are settings that affect how participants engage during a meeting. After a Teams meeting has been created, meeting organizers can change settings for that specific meeting.

1. From the MS Teams Meeting dashboard, select the button, then select

2. The following settings a

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You can decide who gets into meetings directly and who should
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For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

-772-0423 or visit [_____](#).

