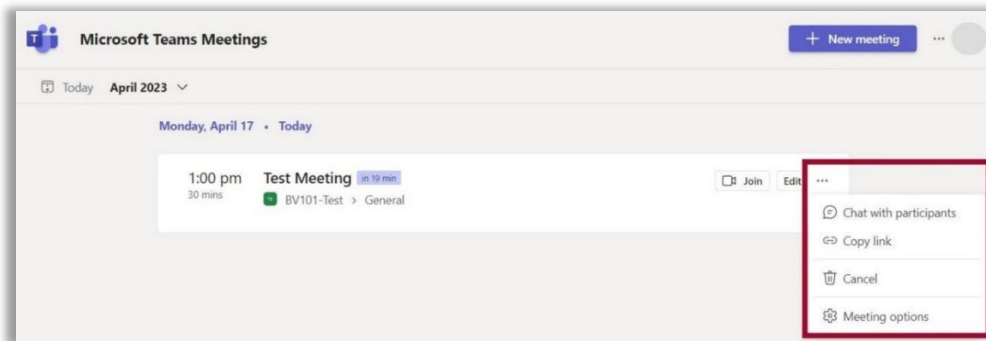# How to Set Teams Meeting Options

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 **More options [. . .]** button, then select **Meeting options**.

2. The following **Meeting Options** settings are available:
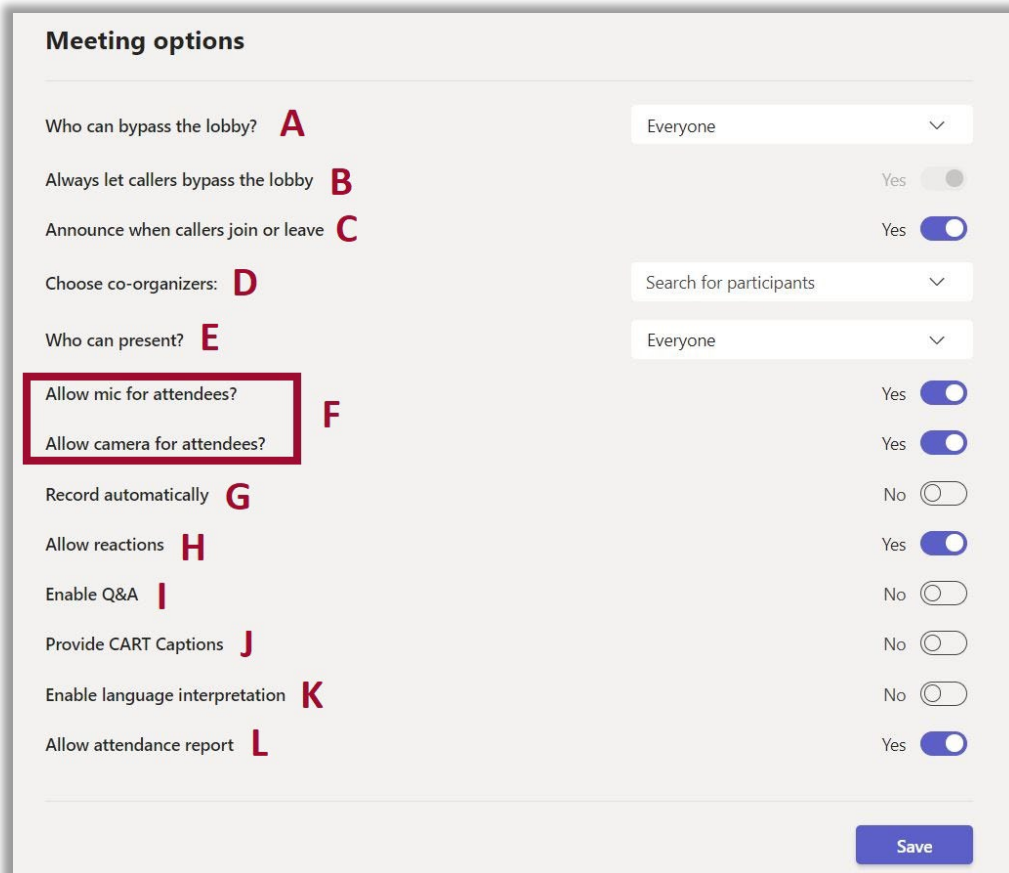
A. **Who can bypass the lobby:** You can decide who gets into meetings directly and who should wait to be let in by using the lobby. If you choose to have people wait, you (and anyone else allowed to admit people) will see a list of people in the lobby. From there you can choose whether to admit or deny them.

B. **Let people calling in by phone bypass the lobby:** You'll see a toggle next to Always let callers bypass the lobby. When this setting is enabled, people calling in by phone will join your meeting without having to wait for someone to admit them.

C. A**nnounce when callers join or leave**: You may want to receive an alert when someone calling in by phone joins or leaves your meeting. To change this setting, select the toggle next to Announce when callers join or leave?

D. **Choose co-organizers:** Enter the email address of anyone who you wish to make a co-organizer so they have access to Edit and Manage Options.

E. **Choose who can present:** See [Roles in a Teams meeting](#) for details about selecting presenters and changing someone's role before and during a meeting.

F. **Allow mic for attendees?** and **Allow camera for attendees?**: To avoid distractions in large meetings, you may want to decide when attendees can unmute and share their video. For details, see [Manage attendee audio and video permissions](#).

   - To prevent attendees from unmuting, turn off the toggle next to:
     A**llow mic for attendees?**

   - To prevent attendees from sharing video, turn off the toggle next to:
     Allow camera for attendees?

G. **Record automatically:** If you turn on this option, a recording and transcription of your meeting will begin as soon as the meeting starts. For more info, see [Record a meeting in Teams](#).

H. **Allow reactions**: Choose whether people can use live reactions in a meeting. If you choose not to allow it, they will still be able to raise their hand. For more info, see [Express yourself in Teams meetings with live reactions](#).

I. **Enable Q&A**: Use Q&A to allow attendees to post, reply, and react to questions in real-time during a meeting. Learn more about [Q&A in Teams meetings](#).

J. **Provide CART Captions:** Communication access real-time translation (CART) captions are human-generated captions, in which a trained CART captioner listens to speech during a meeting and translates it to text. Learn more about [CART captions in Teams meetings](#).

K. **Enable language interpretation:** Language interpretation allows professional interpreters to translate what a speaker says into another language in real-time, without disrupting the speaker's original flow of delivery. Learn more about [language interpretation in Teams meetings](#).

L. **Allow attendance report**: Enable attendance reports in Teams meetings to view and download details about who attended your meeting, how long they attended, and more.

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.