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Teams meeting – setting up roles

1. Roles and their authorities

There are three types of roles in a Teams meeting:

- Organizer
- Presenter
- Attendee

Only one user – who creates the meeting – can be the organizer.

The presenter has exactly the same authority as the organizer. The default setting is that all invited users are given presenter authorities, except for guest users, since they can only become attendees.

Organizer & Presenter authorities (each authorities):

- Audio and video sharing (camera image)
- Write in the meeting chat
- Content sharing (screenshot, PPT, Whiteboard, etc.)
- Individual scroll of a shared PPT
- Managing a PowerPoint presentation
- Mute any participant – including presenters
- Remove any participant from the meeting – including presenters
- Allow additional participants (e.g. guests) into the meeting
- Change the roles of participants (except for the organizer)
- Start a recording of the meeting (Recording)

Attendee authorities:

- Audio and video sharing (camera image)
- Write in the meeting chat
- Individual scroll of a shared PPT

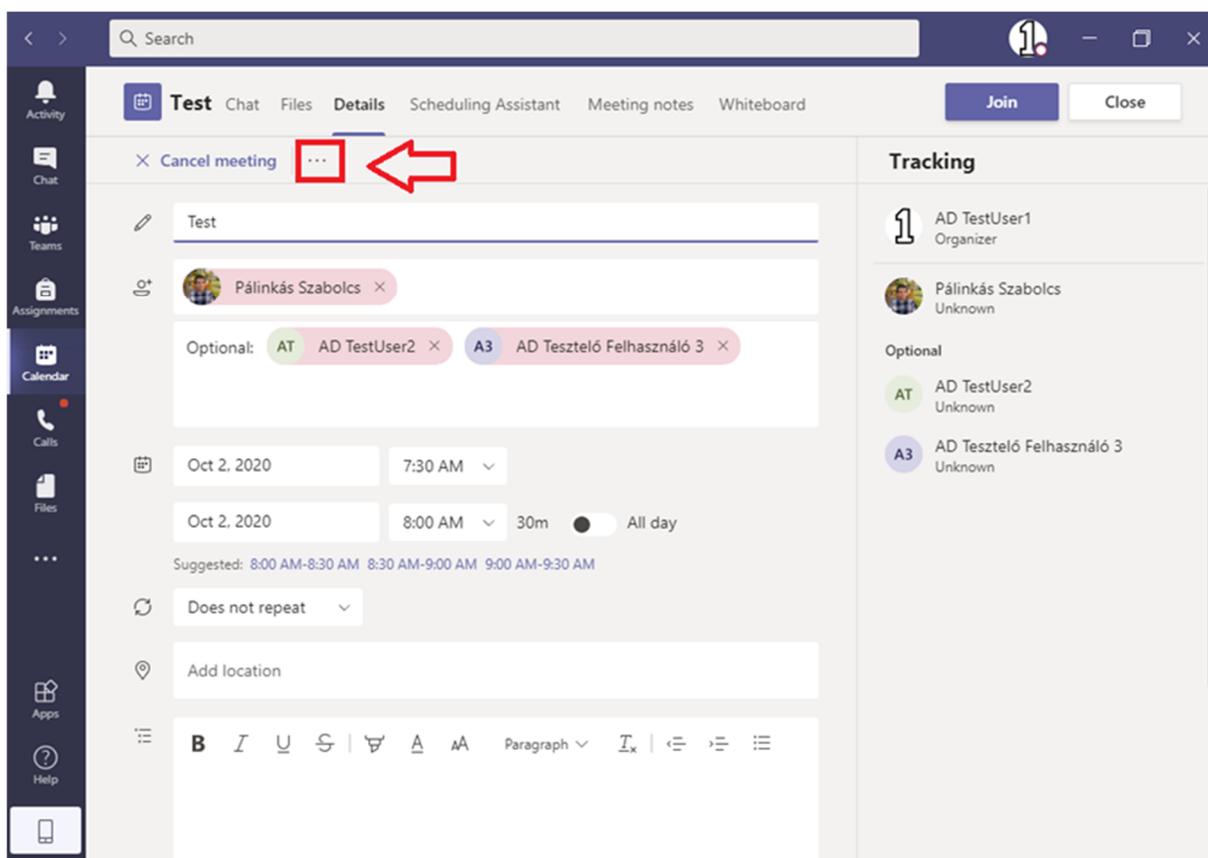


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2. Setting up roles

2.1. In case of a scheduled meeting, you can set up the roles of the invited participants in advance.

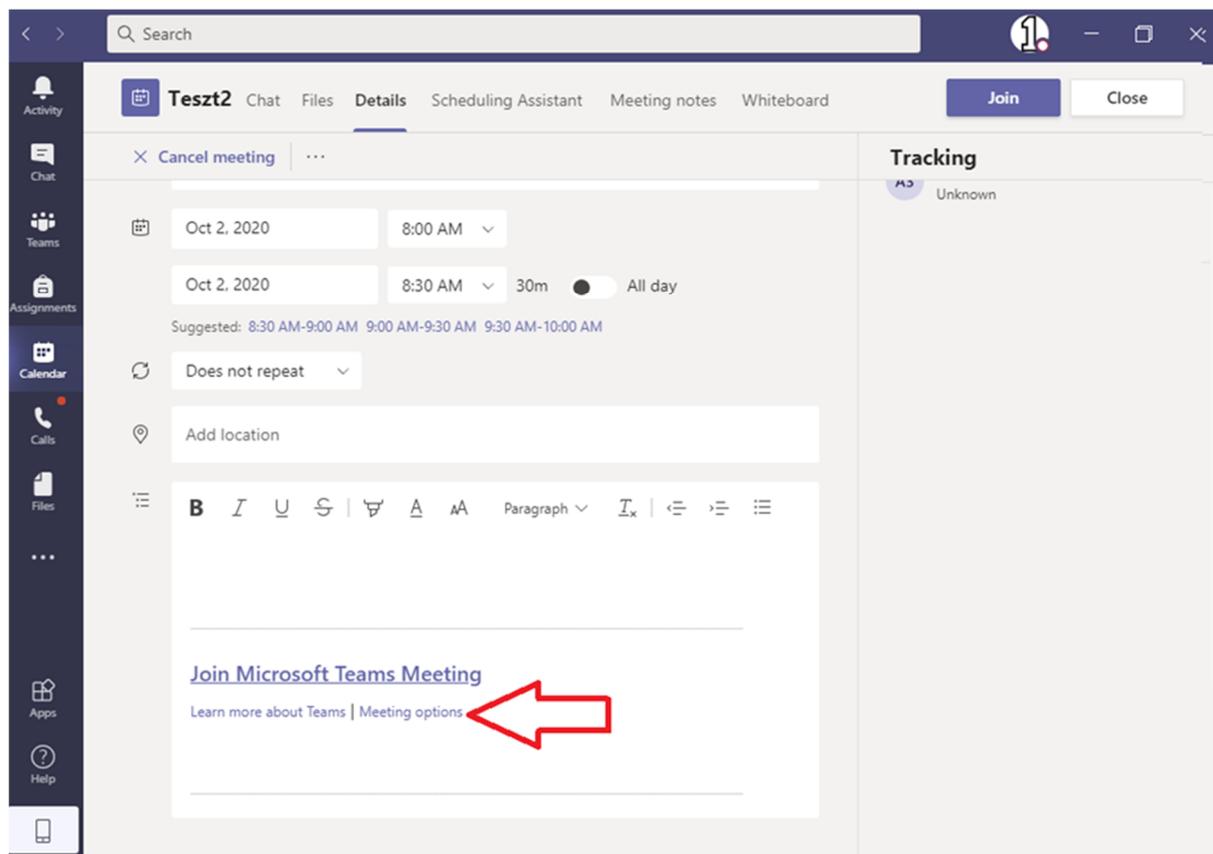
After the calendar link of the meeting has been completed, click on “edit the event” - then select the "meeting settings" button on the "... " tab.





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This setting button is also available while joining the meeting:



The meeting settings will open in a browser, where the "who can present" section should be edited. As it was mentioned earlier, the default setting is that everyone is a presenter.



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In case we would grant presentation authority only to designated participants, the "who can present" section must be set to "Specified participants".

A "Select meeting presenters" tab will appear this time, where we can search among the users invited to the event.

The screenshot shows the Microsoft Teams 'Meeting options' page for a meeting titled 'Teszt2' on October 2, 2020, from 8:00 AM to 8:30 AM, hosted by AD TestUser1. The 'Meeting options' section includes several settings:

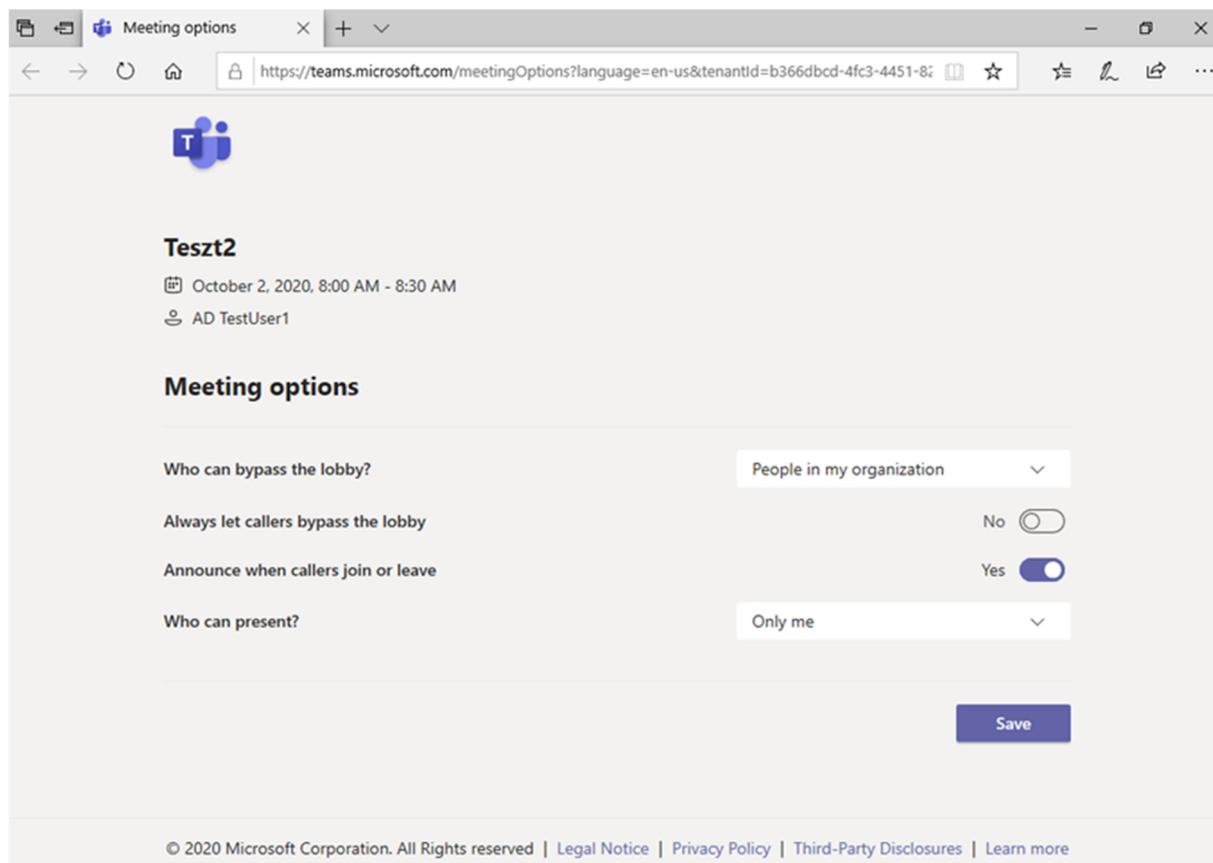
- Who can bypass the lobby?** Set to 'People in my organization'.
- Always let callers bypass the lobby:** No (toggle off).
- Announce when callers join or leave:** Yes (toggle on).
- Who can present?** Set to 'Specific people'.
- Select presenters for this meeting:** A search box contains 'AD Test', and a dropdown menu shows 'AD TestUser2' selected.

A red rectangular box highlights the 'Who can present?' and 'Select presenters for this meeting' sections. At the bottom of the page, there is a footer: '© 2020 Microsoft Corporation. All Rights reserved | Legal Notice | Privacy Policy | Third-Party Disclosures | Learn more'.



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If no other presenter is required besides you, choose the "Only me" option:



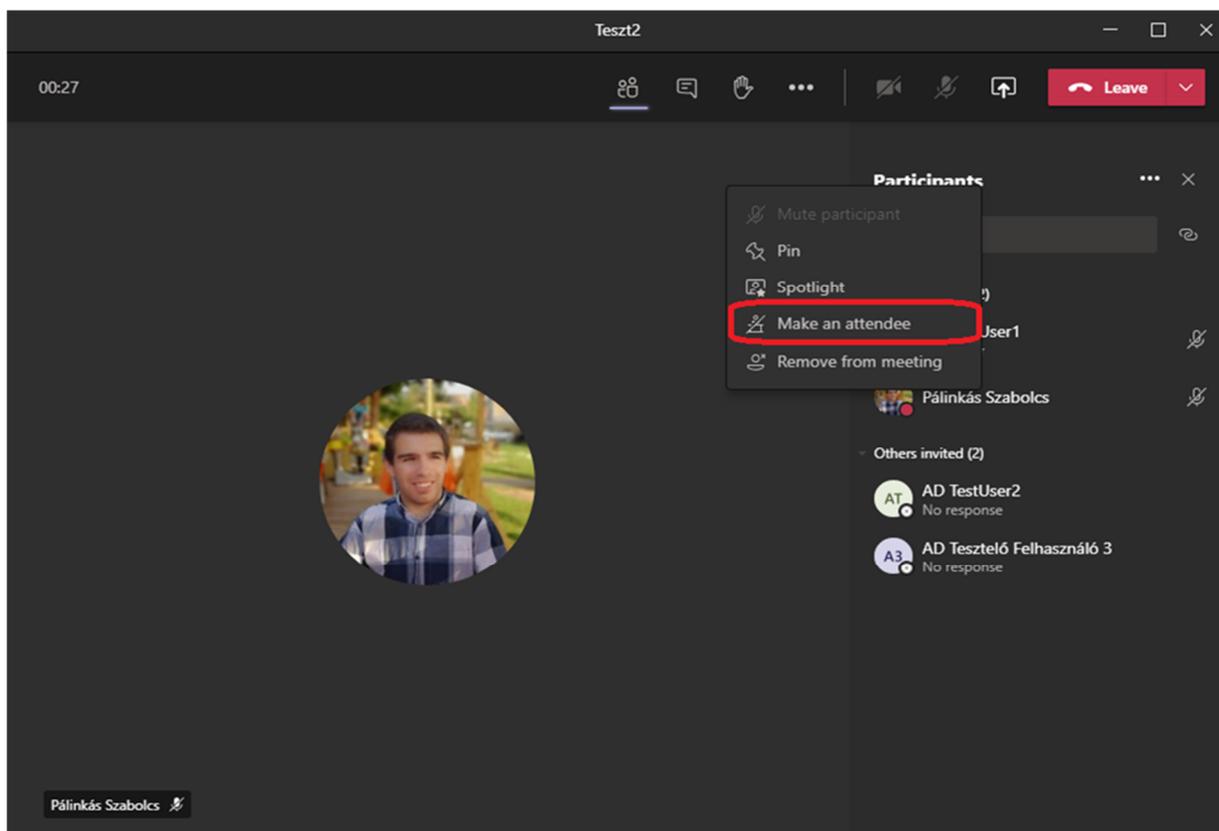
It is also possible to set a Co-organizer in the meeting settings, in which case this participant will be authorized to edit the meeting settings, start/manage Breakout Rooms, and each of the presenter authorities.

Important note: A specific person cannot be set as a presenter and co-organizer at the same time, but the co-organizer will have all the authorities that a presenter has at the meeting.



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2.2. In case of an ongoing meeting, we can edit these authorities by opening the list of participants, right-click on a specific user - who we would edit - and then choose "Set as a participant" option.



If we would make a participant into a presenter, instead of "Set as a participant" choose "Set as a presenter" button.



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2.3. There is a setting option to prevent participants from commenting on a meeting (only presenters):

A screenshot of the Microsoft Teams meeting options settings page. The page shows a meeting titled 'teszt' scheduled for November 12, 2020, from 10:00 AM to 10:30 AM, hosted by Pálinkás Szabolcs. Under the 'Meeting options' section, several settings are visible: 'Who can bypass the lobby?' is set to 'People in my organization'; 'Always let callers bypass the lobby' is set to 'No'; 'Announce when callers join or leave' is set to 'Yes'; 'Who can present?' is set to 'Everyone'. The 'Allow attendees to unmute' setting is highlighted with a red rectangular box and is currently set to 'Yes'. A 'Save' button is located at the bottom right of the settings area.

The default setting is for anyone to be able to turn on their microphone and camera. However, these options can be turned off for the participants in the meeting settings.

During a meeting, a person with presenter authorities can allow any participant to turn on their camera or microphone by right-clicking on the participant. The authorities given to the participants can also be taken away. Only users with presenter authorities can share the screen!



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Extended, official Microsoft description can be found at the following link in English:

<https://support.microsoft.com/en-us/office/roles-in-a-teams-meeting-c16fa7d0-1666-4dde-8686-0a0bfe16e019>

In case of having any question or suggestion, feel free to contact our colleagues at teams@elte.hu email address.

ELTE IT Directorate wishes you a successful use of the program!