

# Microsoft Teams - Lesson 15 - Managing Cameras/Mics and Using the Lobby

**Supporting video:** [https://www.youtube.com/watch?v=W\\_AExfg5LeU](https://www.youtube.com/watch?v=W_AExfg5LeU)

The lobby feature helps you manage access to your meeting and can stop uninvited attendees from disrupting your meeting.

## Using the lobby for scheduled meetings See page 2 for "Meet Now" or meetings in progress.

1. Schedule a new meeting ([Read this document](#) for a refresher.) Or double click a previously scheduled meeting in your calendar.
2. Click the **Meeting options** link found in the body of the meeting invitation.  
You may have to Ctrl-Click the link to open the resulting web page.
3. Log in with your email address and password.
4. Choose who can bypass the lobby.
5. Click **Save** and close your browser.

Who can bypass the lobby	Who gets in and who waits
Everyone (not secure)	<b>Who gets in?</b> Everyone <b>Who waits?</b> No one.
Only you (very secure)	<b>Who gets in?</b> Just you <b>Who waits?</b> Everyone else
People in my organization (somewhat secure)	<b>Who gets in?</b> People in <b>Group 1</b> (Detailed below) <b>Who waits?</b> Everyone else
People in my organization and guests (somewhat secure)	<b>Who gets in?</b> People in <b>Group 1 and 2.</b> (Detailed below) <b>Who waits?</b> External people who are not guests.
People in my organization, trusted organizations, and guests (somewhat secure)	<b>Who gets in?</b> People in <b>Group 1, 2, and 3</b> (Detailed below) <b>Who waits?</b> External people who are not guests or who have not been set up as part of a trusted organization
People I invite (Could be Secure)	<b>Who gets in?</b> Anyone you have invited to attend the meeting. <b>Who waits?</b> No one. For this option to be considered secure, you must turn off "Allow Forwarding" in the meeting invite to stop invited participants from sending your invite to unintended individuals.

**Group 1: People in my organization** = People with erieRCD.org, cclncErie.org or cfnwpa.org domain names.

This group also includes parishes who have purchased Office through the diocese (See Kathy for a list)

**Group 2: Guests** = external individuals who have been invited to be a members of a Team.

**Group 3: Trusted organizations** = Domain names for trusted organization must be configured by Kathy.

**External people** do not have eriercd.org or Cfnwpa.org domains and they are not guests of a Team.

## Using the lobby for meetings already in progress (Or “Meet Now” meetings)

- A. Click the **Show participants**  button to see a list of everyone in the meeting.
- B. Click the ellipse button at the top of the list (...)
- C. Choose **Manage permissions** to open the **Meeting Options** screen.
- D. Choose who can bypass the lobby.
- E. Click **Save** and close your browser.

**Other meeting options** (See screen shot on page 1):

**Always let callers\* bypass the lobby:** Allow phone attendees to join without waiting.

**Announce when callers\* join or leave:** Receive an alert when callers join or leave

(\*Calling feature requires a \$48/year add-on per host.)

**Who can present:** Choose who is capable of sharing their screen during the meeting. Options consist of: Everyone, Individuals in our organization, specific individuals, Only me. Only use “Everyone” in controlled meetings where you trust every individual.

**Allow mic for attendees:** To avoid random noise and visual distractions, you can slide this toggle to **No**. This will **disable** all attendee mics. Once set, attendees cannot enable their own mics. See indented instructions below to enable/disable mics during a meeting.

**Tip:** If you just want to mute participants without disabling their mics, **Show participants**  button, and choose **Mute All Participants**. Attendees can unmute themselves by pressing **CTRL+SHIFT+M** or clicking the mic button at the bottom of the meeting screen.

**Allow camera for attendees:** Sliding this toggle to **No** will turn the video camera off for all attendees. Sliding this toggle to **Yes** does not mean everyone in the meeting will be forced to share videos. Meeting participants will still be able to turn their camera on or off selectively or by default. Later, if you want to allow attendee cameras, you will have to re-enable cameras. See indented instructions below.

**For all attendees:** Click the More Options ellipse (...) next to **Participants** and then choose **Enable/Disable mic for attendees** or **Enable/Disable camera for attendees**.

**For specific attendees:** Click the More Options ellipse (...) next to **that individual** and then choose **Enable/Disable mic for attendees** or **Enable/Disable camera for attendees**.

**Allow meeting chat:** On by default, meeting chat enables participants to chat before, during, and after a meeting. Meeting organizers can enable or disable chat. Using the In-Meeting Only option, organizers can limit chat to during the meeting not before or after. Organizers can chat at any time.

**Allow reactions:** With this setting toggled on, attendees can virtually raise their hand and express themselves non-verbally to help make Teams meetings more engaging!

Hovering over the **Show reaction**  button in a meeting, attendees can **Raise hand** , **Like** , **Love** , **Applause** , and **Laugh** .