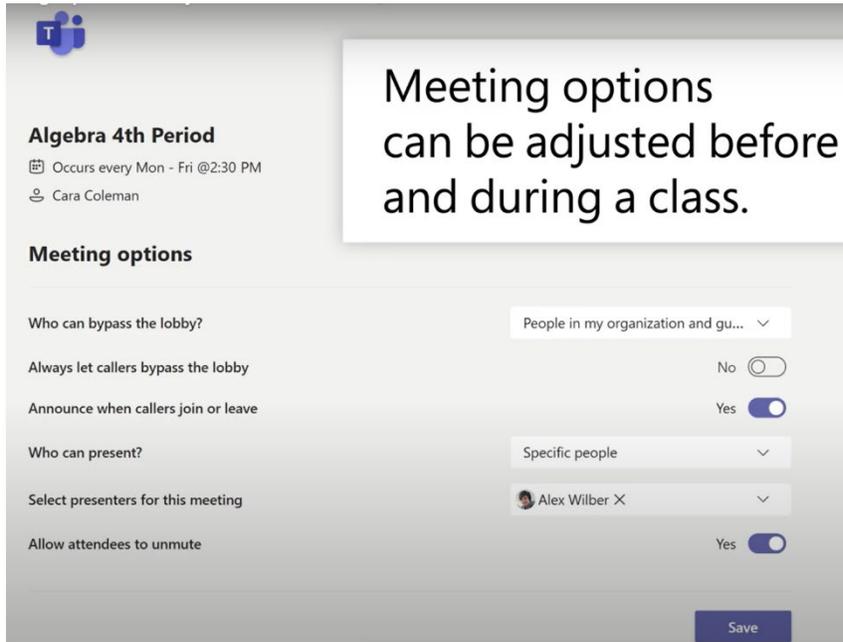


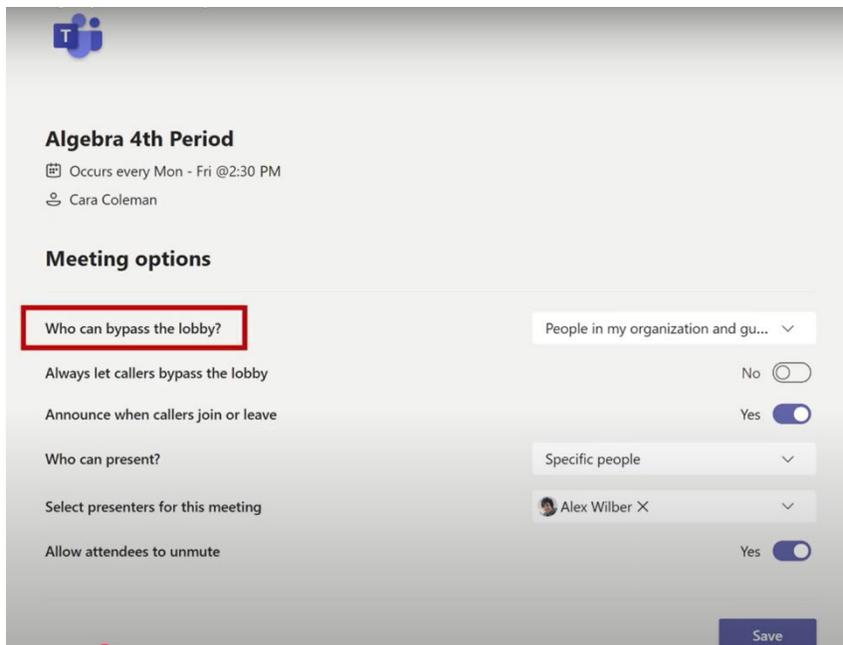
Take Control of Your Online Classroom with Meeting Options

Changing Meeting Options

1. **Change** the **default** options for a class meeting before or during the class.



2. Ensure who needs to **wait** in the lobby by clicking the dropdown menu.



3. Select **'Who can present?'**. Lock presenter privileges to make sure that you are the only one who can present.

The screenshot shows the 'Meeting options' panel for a meeting titled 'Algebra 4th Period'. The meeting is scheduled to occur every Monday to Friday at 2:30 PM, hosted by Cara Coleman. Under the 'Meeting options' section, the 'Who can bypass the lobby?' dropdown is set to 'People in my organization and guests'. The 'Always let callers bypass the lobby' toggle is turned off (No). The 'Announce when callers join or leave' toggle is turned on (Yes). The 'Who can present?' dropdown is set to 'Specific people', and 'Alex Wilber' is selected as the presenter. The 'Allow attendees to unmute' toggle is turned on (Yes). A red box highlights the 'Who can present?' dropdown menu.

4. Select if students can **unmute** themselves or not.

This screenshot shows the same 'Meeting options' panel for 'Algebra 4th Period'. In this view, the 'Who can bypass the lobby?' dropdown is set to 'Only me'. The 'Always let callers bypass the lobby' toggle is turned off (No). The 'Announce when callers join or leave' toggle is turned on (Yes). The 'Who can present?' dropdown is set to 'Specific people', and 'Alex Wilber' is selected as the presenter. The 'Allow attendees to unmute' toggle is turned on (Yes) and is highlighted with a red box. A 'Save' button is visible at the bottom right of the panel.

5. Do not forget to save the changes by clicking the **Save** button.