

## Setting Screen Sharing Options Before a Teams Meeting

By default, students can share their screen at any time, though only one at a time.

There are two ways you can allow students to share their screens

1. All students are presenters by default. If there is a reason for a student not to share their screen, you can change their *Role* by opening the *People* panel, pointing to their name, clicking on the ... menu and clicking *Make an attendee*  
That option then becomes *Make a presenter*.
2. Changing the *Roles* – choose one
  - 2.1. When creating a meeting - expand  the icon on the right side of the screen and click *More options*, click *Roles*, then from the *Who can present* drop-down, choose *Only organizers or co-organizers*
  - 2.2. Editing a meeting - click the meeting in your calendar, click *Edit*, click either *This event* or *All events in the series*. On the top menu bar, click *Meeting options* (you may need to click the menu icon), ... click *Roles*, from the *Who can present* drop-down, choose *Only organizers or co-organizers*
  - 2.3. During a meeting - click *Controls* on the *Control Bar*, click *View more options*, click *Roles*, from the *Who can present* drop-down, choose *Only organizers or co-organizers*

This will make students an *Attendee* in the meeting. To make a student a presenter, click the *People* panel on the *Control Bar*, point to their name, click on the ... menu and click *Make a presenter*.

Note: By making students attendees, they will also not be able to record the meeting.