

Sheridan

Teams Meeting Options

Meeting Options allows you to change some of the default options for a Teams meeting.

Note: It is advised that students sign in to Teams with their Sheridan Credentials when joining a Teams meeting, otherwise they may face issues accessing the meeting or some features, like chat or breakout rooms, may not be available. For students who are not logged in with their Sheridan credentials, (External) or (Unverified) will show up next to their name.

Access the options:

1. Open a Class meeting
2. At the top of the window, click the *Meeting options* link in the lower menu of the two top menus (if *Meeting options* is not visible, click the ... to the left of the *Tracking* heading)

Meeting Options dialog box

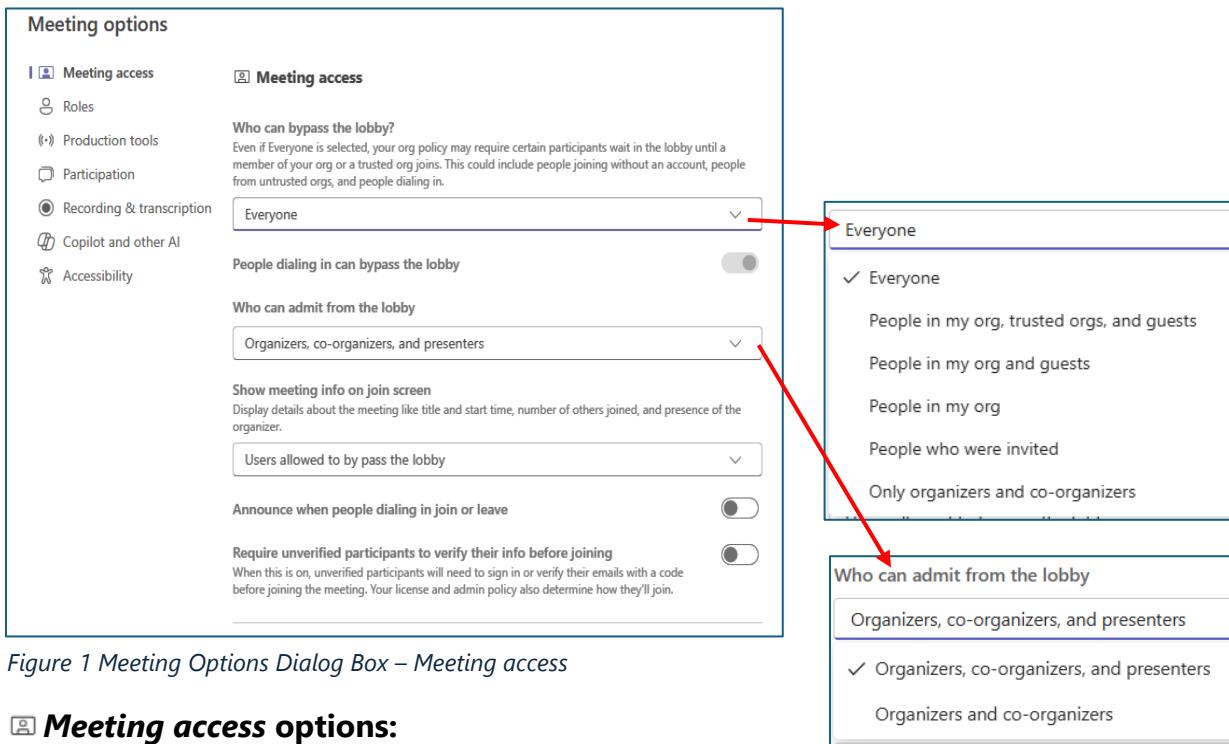


Figure 1 Meeting Options Dialog Box – Meeting access

Meeting access options:

By default, everyone who has a meeting link can enter the meeting. To limit who can enter, choose one of the other options from the *Who can bypass the lobby?* Drop-down list.

- Everyone – *default, anyone with the link can access the meeting*
- People in my org, trusted orgs and guests – *those with Sheridan emails, trusted external orgs and external guests you invite*
- People in my org and guests – *those with Sheridan emails and external guests you invite*

- *People in my org – those with Sheridan emails*
- *People who were invited - those you invited*
- *Only organizes and co-organizers – organizer is you; co-organizers could be a colleague or an assistant - only allow you (and any co-organizers if you have) can start the meeting*

Who can admit from the lobby – the default is organizers and presenters, which means students can let other students into the meeting. (The default Role is that anyone can present. See below regarding Roles.)

Note: *People in my org* will not allow non-Sheridan participants meeting access, including students using their personal email. Students joining the meeting will be placed in the lobby, where you, or another student, will need to admit them.

To allow students meeting access *after* the meeting has started, do the following:

1. Admit them as they join the lobby
2. Click on the *Controls* button on the *Control Bar*
3. Click *View more options* – the *Meeting option* dialog box appears
4. Under *Who can bypass the lobby?*, select *People in my org*
5. Click the *Apply* button at the bottom of the dialog box

⌚ Roles

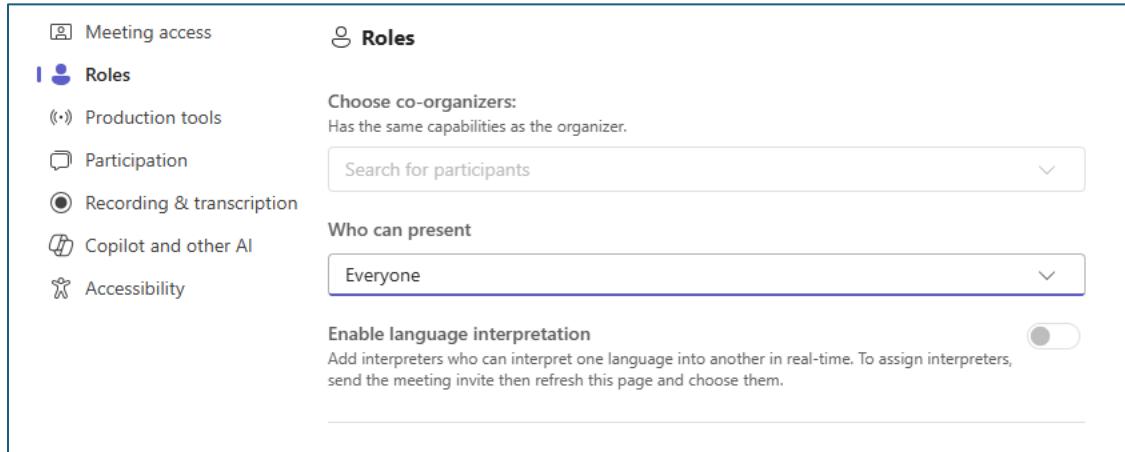


Figure 2 Meeting Options Dialog Box – Roles

The *Choose co-organizers* allows you to choose co-organizers for your class

Who can present:

- *Everyone – default, anyone with the link can access the meeting*
- *People in my org and guests – those with Sheridan emails and external guests you invite*
- *Specific People – those within the org*

- Only organizers and co-organizers – *organizer* is you; *co-organizers* could be a colleague or an assistant - only allow you (and any co-organizers if you have) can start the meeting
When you select this option, attendees will not be able to present or record the meeting.

If the default is changed so that students cannot present, follow these steps during the meeting to allow them to present:

- Click on *People* button on the *Control Bar*,
- On the *Participants* panel, point to the ... menu beside the student's name
- Click *Make a presenter*
- When the student is finished presenting, follow the steps above, *Make an attendee*

Participation

These options allow you to change student's mic, camera and the meeting Chat.
All are on by default.

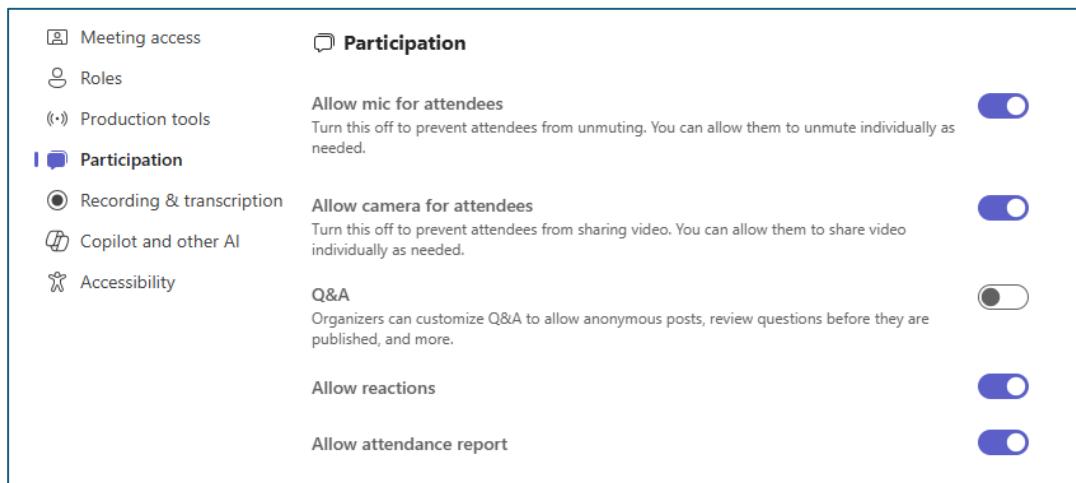


Figure 3 Meeting Options Dialog Box – Participation

Recording & transcription

The *Recording & transcription* option is off by default, which means recording needs to be turned on after the meeting starts.

- Click the *... More* on the *Control Bar*, point to *Recording & transcription*, then click on *Start recording* – transcription starts also
- If Auto record had been turned on, recording will start with the meeting's start

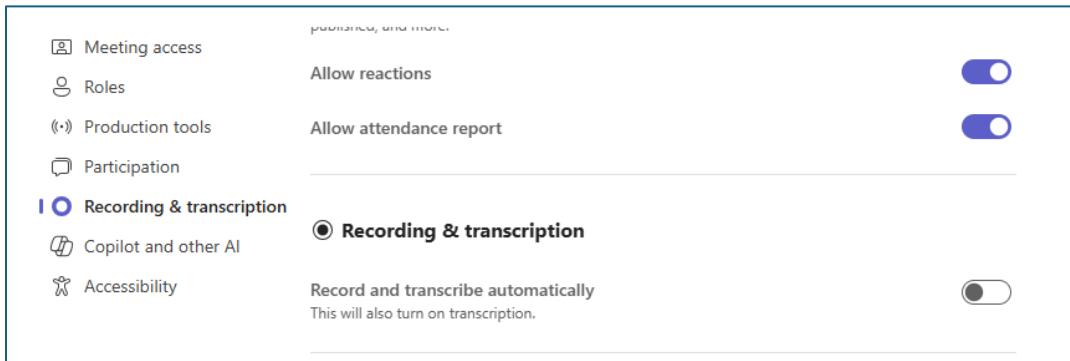


Figure 4 Meeting Options Dialog Box – Recording & Transcription

