# Access Meeting Options Before a Meeting

| **Step** | **Action** | **Graphic** |
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| 1. | Once you have created a Teams meeting in your Outlook calendar and sent out the meeting invite, click on the meeting you just created, and select Meeting options. | Outlook display of Office Teams meeting with square around Meeting options |
| 2. | Click on the arrow to access the pull-down menu and choose who can bypass the lobby. When this setting is enabled, people calling in by phone can join your meeting without having to wait for someone to admit them. | Outlook display of Office Teams meeting with square around arrow for drop-down menu containing options for who can bypass the lobby in your meeting |
| 3. | Choose Yes or No for Always let callers bypass the lobby and  Announce when callers join or leave. | Outlook display of Office Teams meeting with square around toggles for Yes or No |
| 4. | Click on the arrow to access the pull-down menu and choose who can present during the meeting. | Outlook display of Office Teams meeting with square around arrow for drop-down menu containing options for who can present in your meeting |
| 5. | Choose Yes or No for Allow attendees to unmute. | Outlook display of Office Teams meeting with square around toggle for yes and no |
| 6. | Click on the arrow to access the pull-down menu and choose to enable or disable the meeting Chat. | Outlook display of Office Teams meeting with square around arrow for drop-down menu containing options for enabling meeting chat |
| 7. | Choose Yes or No for Allow reactions. | Outlook display of Office Teams meeting with square around arrow toggle for yes or no |
| 8. | Click Save | Save button |

# Access Meeting Options During a Meeting

| **Step** | **Action** | **Graphic** |
| --- | --- | --- |
| 1. | During a meeting, you can access the same options listed above by clicking on the three dots to access More Actions and choosing Meeting Options. | Teams meeting screen with red square around more actions button  Teams meeting screen with red square around meeting options |
| 2. | After choosing your options, click Save. | Save button |