# Change Participant Roles Before a Meeting

| **Step** | **Action** | **Graphic** |
| --- | --- | --- |
| 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 across from **Who Can Present** to access the pull-down menu. Choose who can present during the meeting. The chosen person/people will join the meeting as a presenter. | Outlook display of Office Teams meeting with square around arrow for drop-down menu containing options for who can present in your meeting |

# Change Participant Roles During a Meeting

## Method 1

| **Step** | **Action** | **Graphic** |
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| 1. | During a meeting, you can access the meeting 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 and meeting options |

## Method 2

| **Step** | **Action** | **Graphic** |
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| 1. | Click **Show participants** in the meeting controls to see a list of all the people in the meeting. | Teams meeting screen with red square around show participants button |
| 2. | Click the three dots next to the name of the person whose role you want to change and select **Make a presenter** or **Make an attendee**. | Teams meeting screen with red square around make an attendee option |