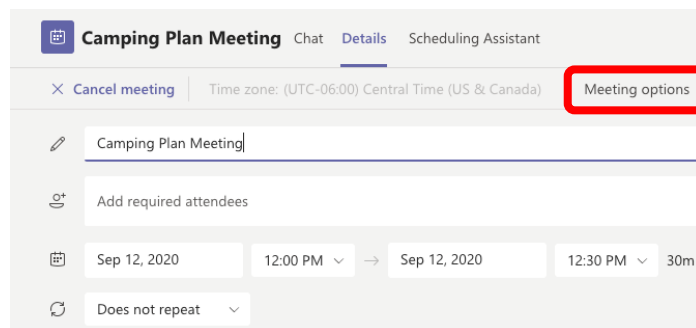


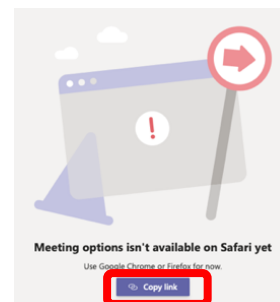
## Manage Team Meetings with Meeting Options

Control meeting permissions for who can attend, present, and enter the meeting. This will stop students who are muting, removing others, and meeting without the teacher.

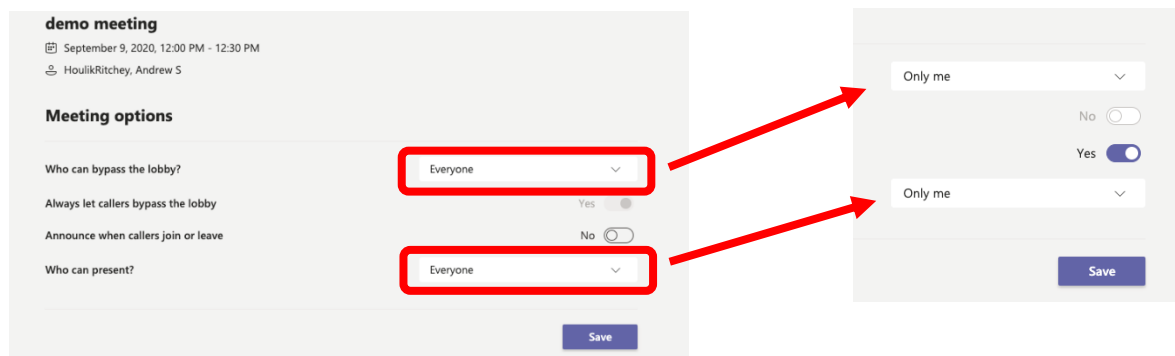
1. You will not see the Meeting Options button until the meeting is saved on the calendar. Open the meeting on the calendar. On the calendar event click on **Meeting Options**.



**Note:** If using an Apple computer, you may get this message after clicking meeting options. Click on the **Copy link** button and paste the link in the Chrome browser. The link will not work in Safari.

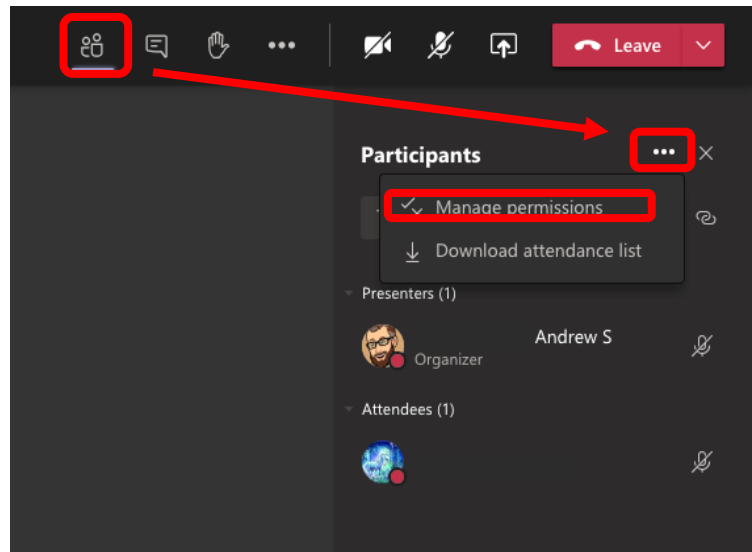


2. If you set the Who can bypass the lobby to **Only me**, students will not be able to start the meeting early. If you set the Who can present to **Only me**, students will not be able to mute or remove other students. Click **Save** when finished.



You can also change Meeting Options during a meeting:

1. Click **Participants**
2. Click the three dots.
3. Click **Manage permissions**.



If you selected **Only me** for bypassing the lobby when students wish to join you can admit them or click **View Lobby**. Click the green check to admit each student in the lobby.

