Changing the Meeting Options for a Teams Meeting

By default, only the organizer of a Teams meeting can present content or share screens. If you are the organizer of a meeting, you can change this prior to or during the meeting (only the organizer can make this adjustment):

Prior to the meeting:
1) Go to the “Meeting Options” screen – there are two ways to get there:
   a. In the Outlook calendar, open the meeting (open the series if you want to change all events in a recurring meeting) and click either Settings > Meeting Options in the menu bar or Meeting options in the message
   b. In the Teams calendar, open the meeting (click View series if you want to change all events in a recurring meeting) and click Meeting options:

2) You will see a window or be taken to a web page where you can set the meeting options (you may be prompted to log in). You can change a variety of settings for the meeting, including who can present:

During a meeting:
1) Click the 3 dots in the meeting’s control bar and select Meeting options:

2) You can change a variety of settings for the meeting, including who can present:

If you have any questions, please contact TechServices at help@uml.edu or 978-934-4357.