

The instructions below outline how the meeting organizer can prevent meeting participants, other than the organizer, from recording the meeting. This is done by assigning roles after the meeting has been created. Anyone NOT listed as a Presenter is unable to record.

- Create the Microsoft Teams Meeting
- Once the event has been created, the organizer of the event will go into the Calendar, in Microsoft Teams, find the event in the calendar and click on it to open it.
- Click on **“Meeting Options”**, highlighted in yellow below. If it does not appear, click on the three dots to the right of the Time Zone and then click on **“Meeting Options”**



- The window below will open
- Click on the drop down option to the right of **“Who Can Present”** and select **ONLY ME**



- Click on Save