

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"

X Cancel meeting	Time zone: (UTC-05:00) Eastern Time (US & Canada) 💛 Meeting (options
Pro-Tips to Bec	oming a Mixer Streamer	

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

Who can bypass the lobby?	Everyone	~
Always let callers bypass the lobby		We 0
Announce when callers join or leave	Click Here	Ves 🌑
Who can present?	Everyone	~
	Everyone	
	People in my organization	
Click Here	Specific people	

• Click on Save