


Securing Your Meetings


1. Create the meeting link from your Outlook calendar. [Click here](#) for directions.
2. Set up Meeting Options by returning to the calendar event and clicking "Meeting Options".

1 Who can bypass the lobby?

If you're the only teacher of the course:

Only me 


If you have a co-teacher or need someone to start the meeting in your absence:

People I invite (Turn off Allow For... 

- This can be edited by inviting/removing individuals from the meeting invite on the Outlook calendar.
- Ideal for co-teachers, support staff, or substitute teachers.
- You must also make the invitee a presenter if they will need to screen share (See step 2).


2 Who can present?


If you're the only teacher of the course:

Only me 

*You can add additional presenters when you start the meeting.

If you have a co-teacher or need someone to start the meeting in your absence:

Specific people 

Search for participants 

- Only those invited to the meeting on the Outlook calendar event can be added as presenters.

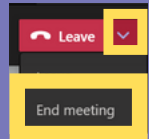
3 Allow meeting chat

Prevents participants from chatting when the meeting isn't in progress.

In-meeting only

4 End meeting

Participants can't access the meeting without the organizer.



Need Support? Click here to Join the ITC Teams Support Room



Friday, December 24th-
Sunday, January 2nd.
Enjoy your Winter Recess!



We will reopen on
Monday, January 3rd at 8am.