## How to disable "Mute participant" & "Remove participant" options for students in a meeting

- 1. (optional) Create the meeting (you cannot see the "View meeting details" option when you create the meeting)
- 2. Open the meeting (either from the Calendar or the Team)
- 3. Click on the three dots:



4. Click on "View meeting details":

Radu Popescu 8:01 AM Scheduled a meeting	
Test Meeting Friday, April 10, 2020 @ 10:00 AM	
← Reply	∃ View meeting details

5. Click on "Meeting options" (this is the view when you open the meeting from Calendar):



6. <u>A new browser windows/tab will open, and you might have to login to</u> Office 365.



7. Once logged in, change the Meeting option "Who can present?" to "Only Me":

Test Meeting		
逆 April 10, 2020, 10:00 AM - 10:30 AM 은 Radu Popescu		
Meeting options		
Who can bypass the lobby?	People in my organization	~
Who can present?	Only me	~
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		Jave

8. Save. One the Save button changes to V Done!, close the browser window/tab.

## 9. Go back to the Meeting window and click Close.

Meeting notes	Whiteboard		Join	Close
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