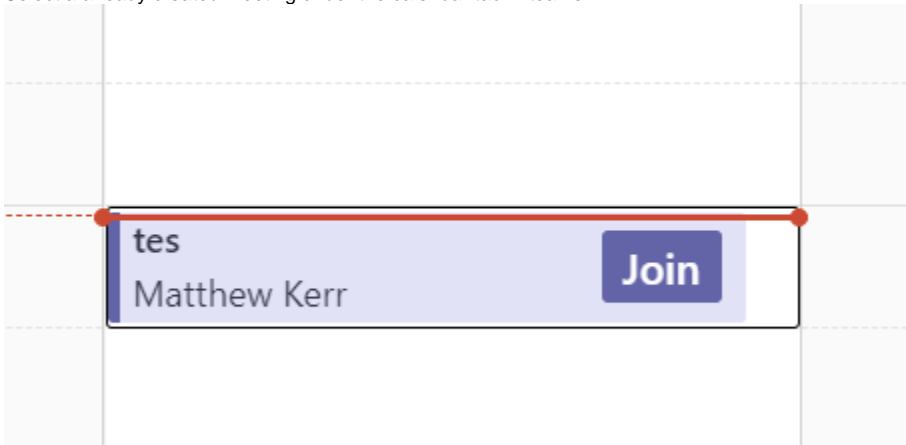


Creating a Teams waiting room

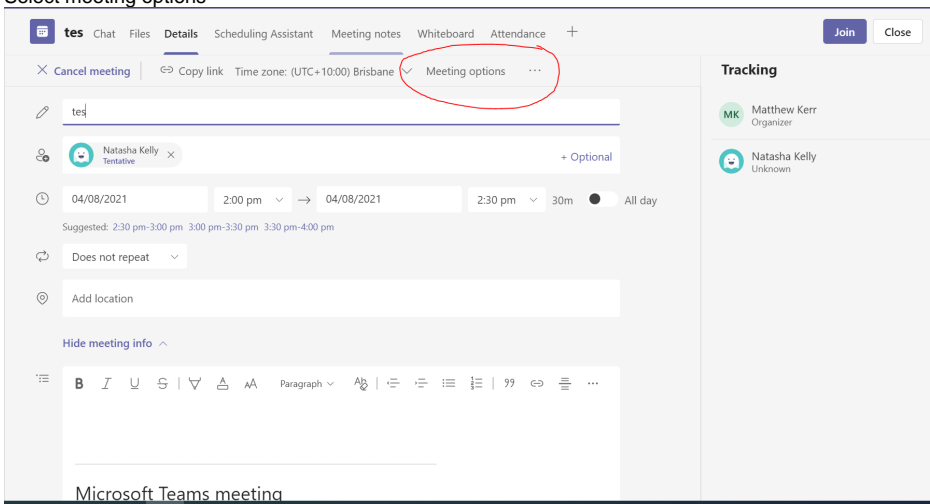
Creating a Teams waiting room will stop unwanted guests joining the call and from participants from forwarding the link.

Instructions

1. Select a already created meeting under the calendar tab in teams



2. Select meeting options



3. Change the who can bypass the lobby field People I invite (Turn off allow forwarding in the meeting invite)

Unscheduled meeting
Matthew Kerr

Meeting options

Who can bypass the lobby?
Always let callers bypass the lobby
Announce when callers join or leave
Who can present?
Allow mic for attendees?
Allow camera for attendees?
Allow meeting chat
Allow reactions Yes

People I invite (Turn off Allow Forwarding in the meeting invite)

Everyone
People in my organization, trusted organizations, and guests
People in my organization and guests
People in my organization

Enabled

Save

4. Save the meeting settings.