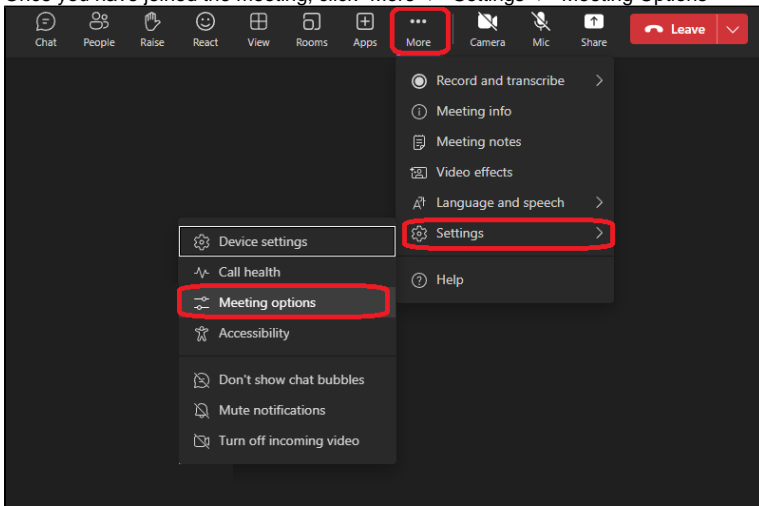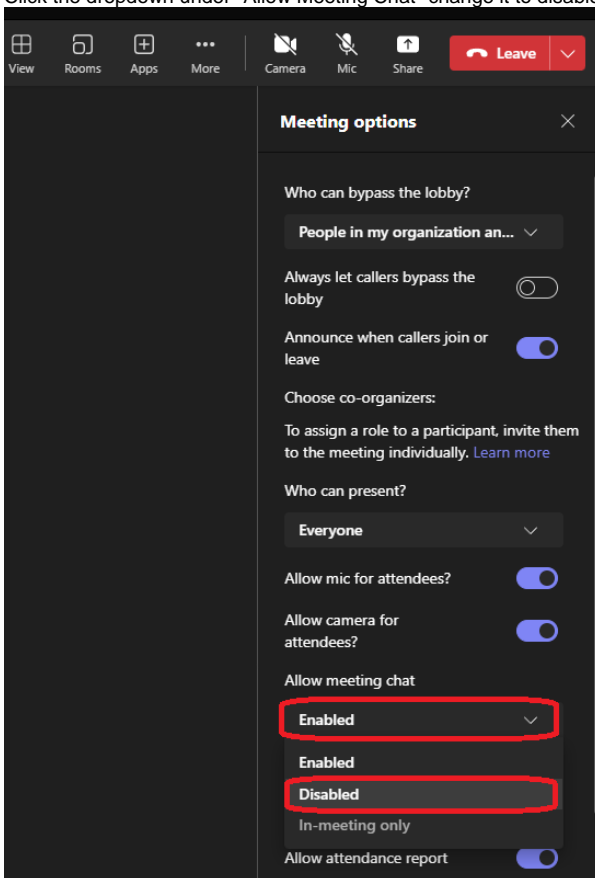# Teams - Disable Chat

This Article will walk you through how to disable the chat function in Teams. This is useful for Parent Teacher Interviews.

1. Join the teams meeting

2. Once you have joined the meeting, click "More" > "Settings" > "Meeting Options"

3. Click the dropdown under "Allow Meeting Chat" change it to disabled. You may also wish to turn "Allow Attendance Report" off as well.

4. Click "Save", you may need to scroll down to view the button.