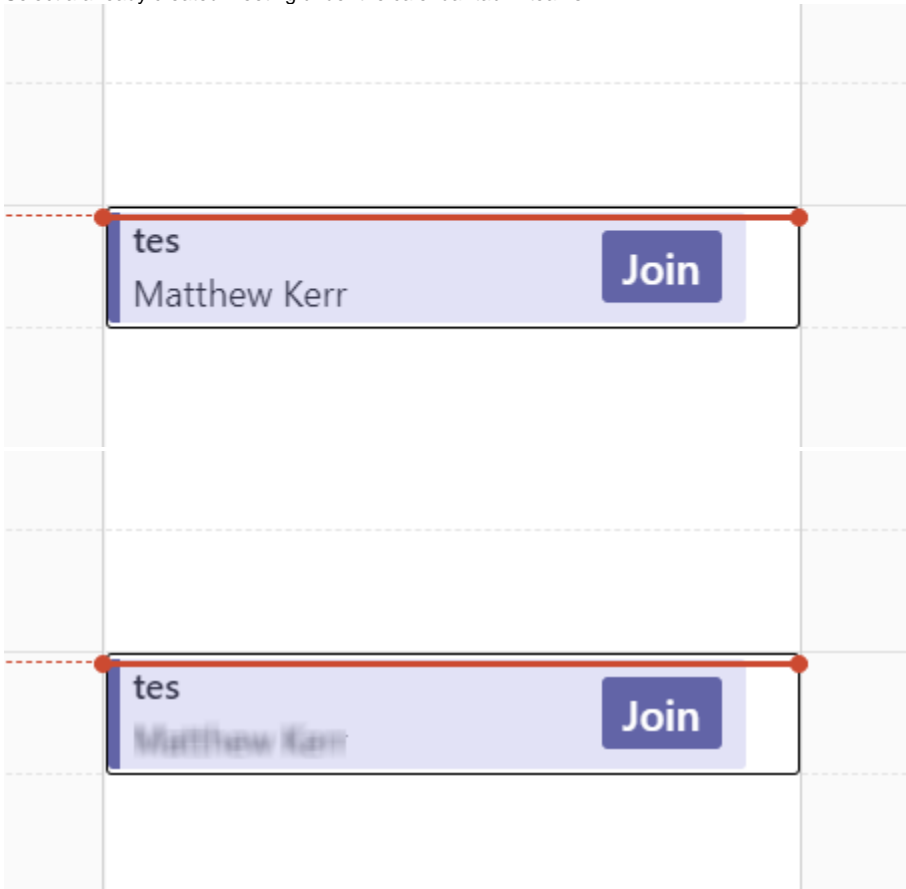# Creating a Teams waiting room
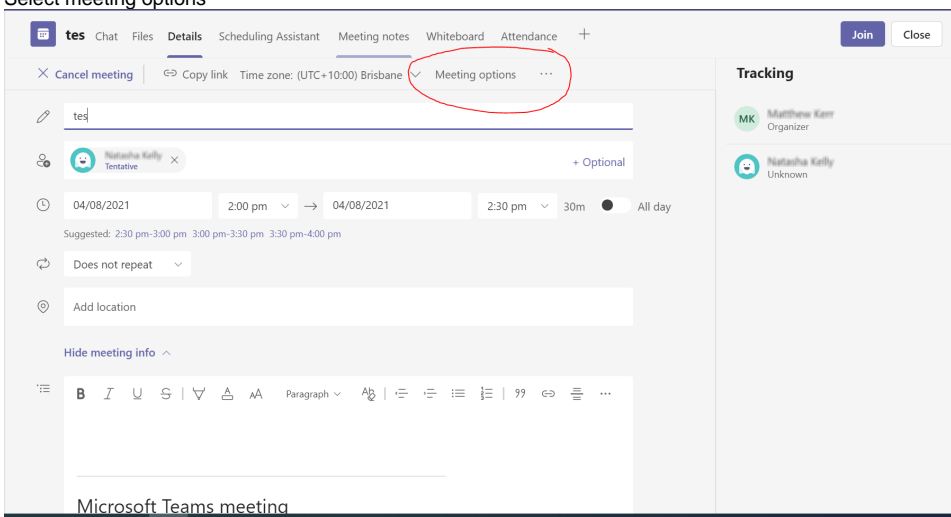
Creating a Teams waiting room will stop unwanted guests joining the call and from participants from forwarding the link.

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)

4. Save the meeting settings.