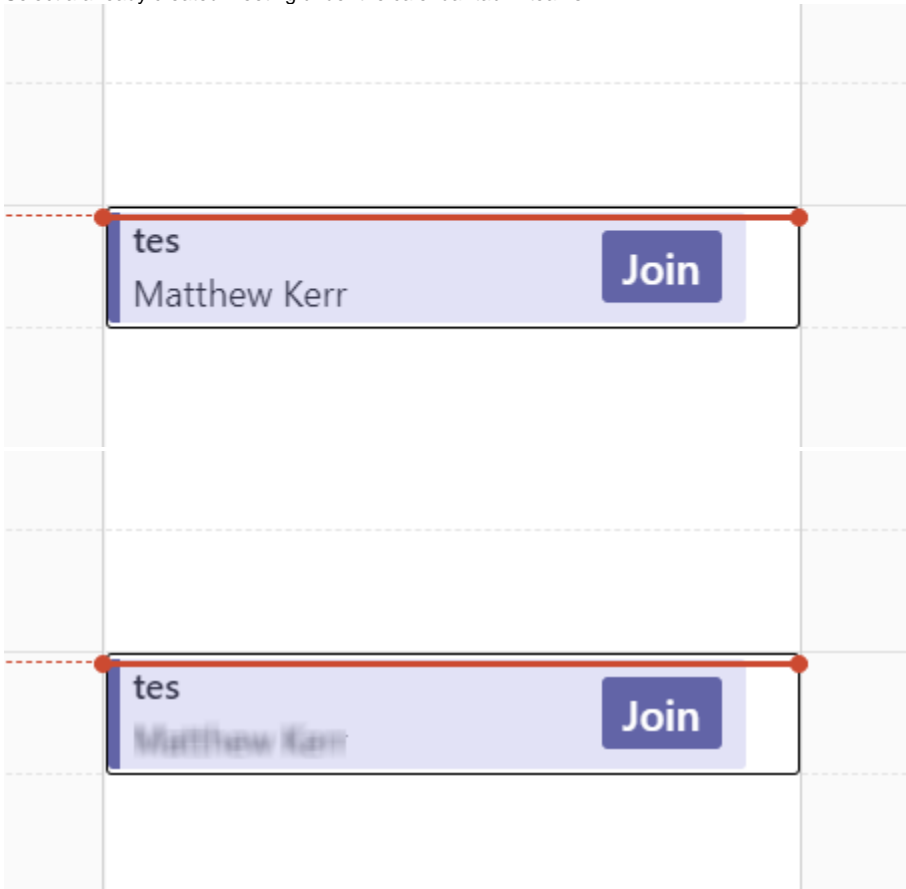


Creating a Teams waiting room

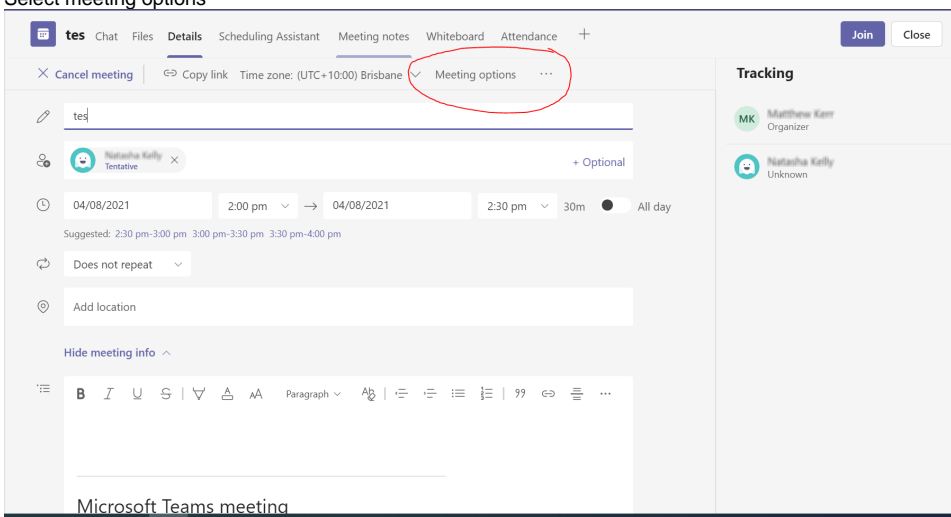
Creating a Teams waiting room will stop unwanted guests joining the call and from participants from forwarding the link.

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 Sam

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

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

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

Only me

Enabled

Yes ☒

Save

4. Save the meeting settings.