



RASMUSSEN
UNIVERSITY

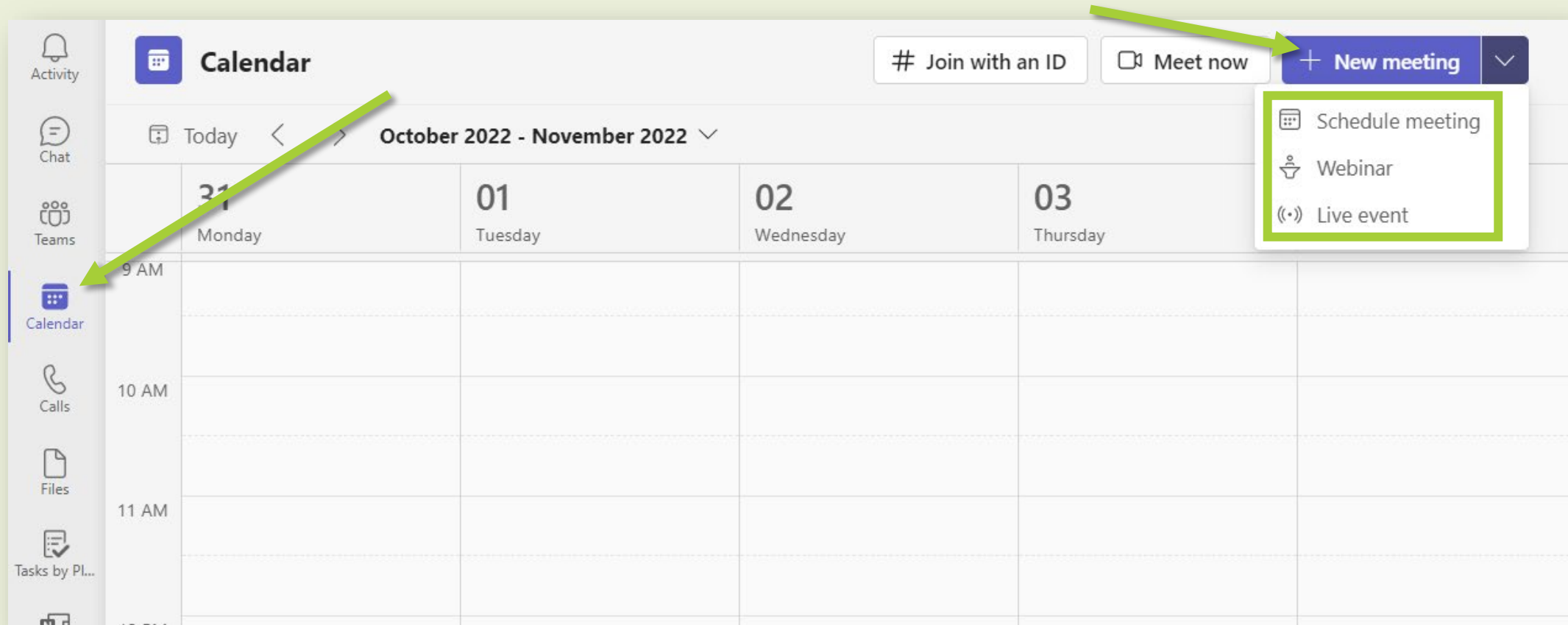
Guidelines for Setting Up Large Microsoft Teams Meetings

IMPORTANT: these are *not* guidelines for Live Classroom meetings in Blackboard courses. Instructions for Live Classroom meetings can be found in the [Microsoft Teams Faculty Guide](#).

If you need to schedule a Microsoft Teams meeting for a large group of participants, there are some meeting options that can help you facilitate a smooth and successful meeting. Teams **Meetings** can be scheduled through:

- A Microsoft Team
- The Microsoft Teams Calendar
- Microsoft Outlook
- LibCalendar

Additionally, the **Webinar** and **Live Event** features allow participants to register and join the meeting with a link. If your user permissions allow access to these options, you will find them in your global **Calendar**. Click the arrow next to **New Meeting** and choose the type of meeting you would like to schedule.



Regardless of how you schedule your meeting, you should be able to set the meeting options *before* the meeting takes place or *during* the meeting, if necessary.

Note: If you have scheduled a meeting through LibCal, you should open Microsoft Teams with the email account you used for scheduling.

Edit the Meeting Options Before the Meeting

Before the meeting begins, find and click the meeting in your Teams Calendar. Click the **Edit** button.

Click the ellipsis near the top of the meeting information window and select **Meeting options**.

The image is a composite of two screenshots from the Microsoft Teams application, illustrating the steps to edit meeting options before a meeting starts.

Left Screenshot (Teams Calendar): This screenshot shows the Teams calendar interface. A meeting titled "RasU Information Session" by Jill Stucko is scheduled for Monday, October 3, 2022, from 10:00 AM to 11:00 AM. A green arrow points from the "Edit" button in the meeting's quick view to the right screenshot. The "Edit" button is highlighted with a green box.

Right Screenshot (Meeting Information Window): This screenshot shows the "Details" tab of the meeting information window. At the top, there are tabs for "Information Session", "Chat", "Files", "Details", "Scheduling Assistant", "Meeting notes", "Whiteboard", "Attendance", and "Breakout rooms". Below these tabs, there are options like "Copy link", "Show as: Busy", and "Category: None". A green arrow points from the ellipsis menu icon (three dots) to the "Meeting options" option in the dropdown menu. The "Meeting options" option is highlighted with a green box. Other options in the menu include "Time zone: (UTC-06:00) Central Time (US & Canada)", "Response options", and "Require registration: None".

The Meeting options window will open in a web browser. Below are descriptions of the common settings you may need to change.

Meeting options

Who can bypass the lobby?

People in my organization

Always let callers bypass the lobby

No

Announce when callers join or leave

Yes

Choose co-organizers:

Search for participants

Who can present?

Everyone

Allow mic for attendees?

Yes

Allow camera for attendees?

Yes

Record automatically

No

Allow meeting chat

Enabled

Allow reactions

Yes

Enable Q&A

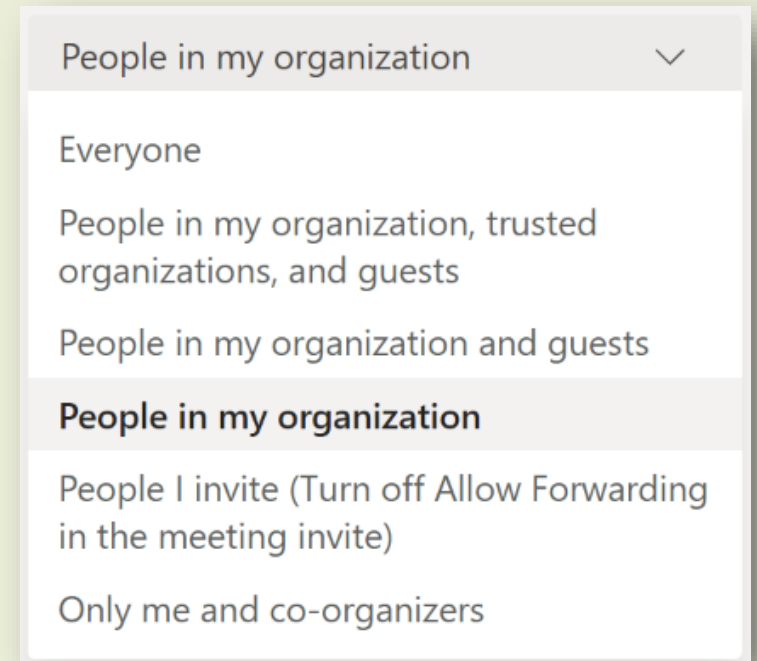
No

Provide CART Captions

No

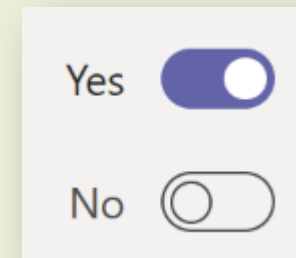
Who can bypass the lobby?

This is set to **'People in my organization'** by default. If you are inviting guests from outside Rasmussen University or students with 'smail' accounts, you should set this to **'Everyone'** so you don't need to manually admit them to the meeting.



Announce when callers join or leave

This is set to **Yes** by default. To turn off distracting notifications when participants join or leave, click the toggle button to select **No**.



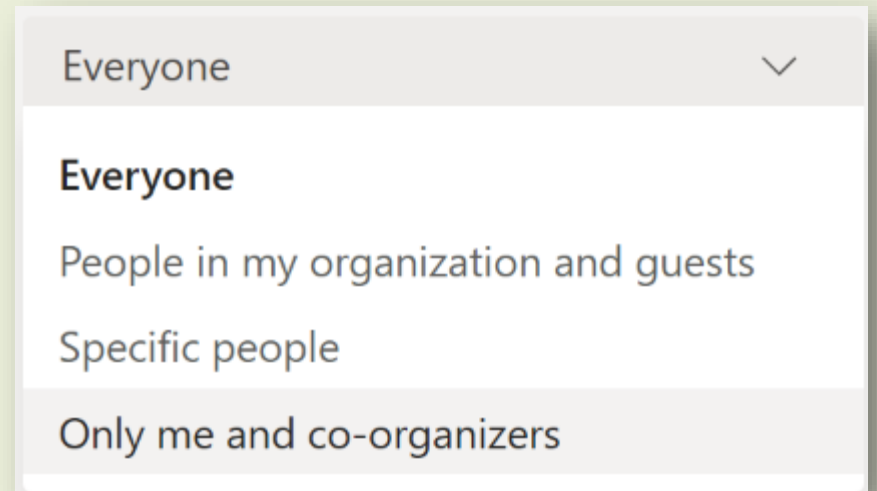
Choose co-organizers

You may want to select a participant as a co-organizer to contribute to a meeting or run the meeting in your place. Click the arrow next to **'Search for participants'** and choose from the list of invited attendees.



Who can present?

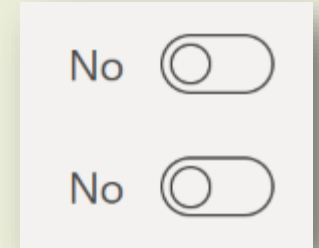
By default, **'Everyone'** can speak and present content during the meeting. If you would like to limit those who can present, click the list arrow next to this setting and select another option. Teams **Webinars** and **Live Events** should have specific presenters.



Allow mic for attendees? and Allow camera for attendees?

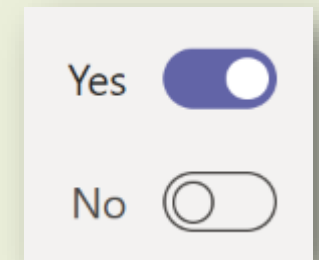
You may want to mute all participants to avoid distracting sounds. You may also want to turn off the ability of participants to use their camera to avoid bandwidth issues during the meeting.

NOTE: This option will not work if ‘**Who can present?**’ is set to ‘**Everyone**’. Change this setting first, then click the toggle button to select **No**. for allowing mic and camera for attendees.



Record automatically

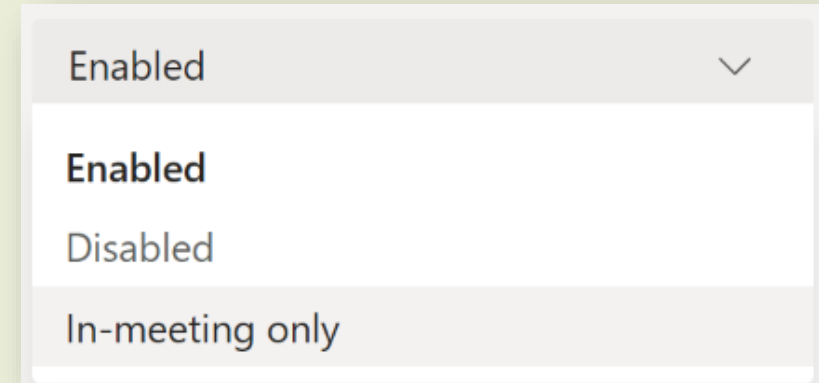
You can choose to start the meeting recording automatically when the meeting begins. Keep in mind any conversation before the meeting officially starts will be recorded.



Allow meeting chat

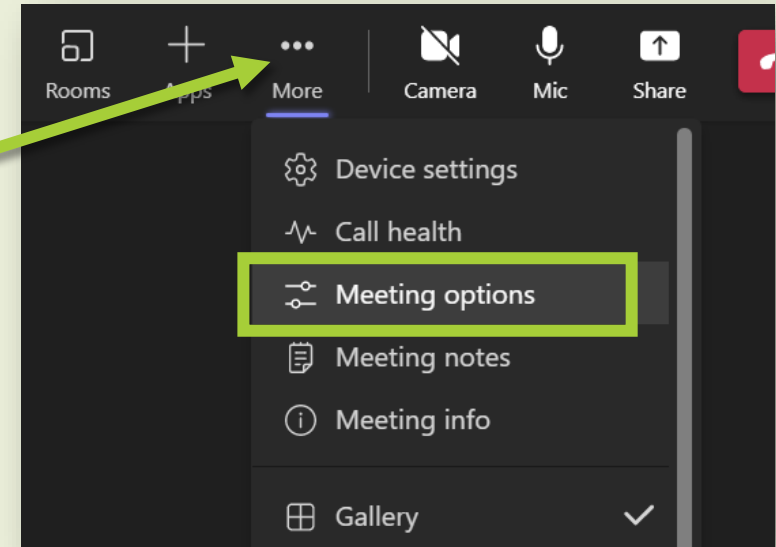
By default, the meeting chat is set to **‘Enabled’** and the chat will appear in Teams for all participants, except Rasmussen students, during and after the meeting.

You can set this to **‘In-meeting only’** when you want participants to access the chat *only* during the meeting.



Edit the Meeting Options During the Meeting

You can update the same meeting options after the meeting begins. Click the **More options** ellipsis at the top of the meeting window and select **Meeting options**.



The **Meeting options** panel will open and allow you to change the settings for each option.

