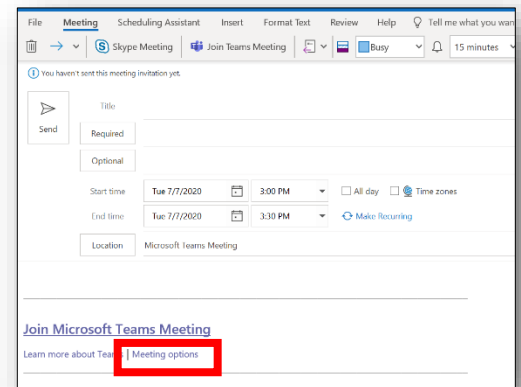


Designating Presenters in Teams Meetings

These directions explain how to designate presenters in a Teams Meeting created via the Outlook desktop app prior to the meeting.

1. In the Outlook Teams Meeting appointment, hold down the Ctrl key and left click on the **Meeting options** hyperlink found below the Join Microsoft Teams Meeting Link.

Note: Presenters can be designated when creating the meeting, or they can be chosen later by opening the appointment in the Outlook calendar.



2. A **webpage with meeting options** will appear.

Note: If the meeting options window does not open automatically, click on the Edge Chromium browser icon to open the window.

3. Add presenters in the **Who can present?** drop-down menu.

Note: If you want to add a specific name to the presenter list, you must include him or her in the Required field of the meeting invitation and send it prior to adding the individual as a presenter. If you select everyone, anyone in the meeting has the capability to share his or her screen, record the meeting, mute participants, and remove participants.

