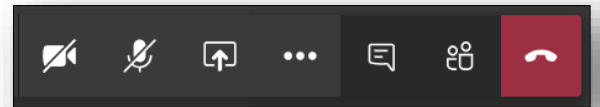


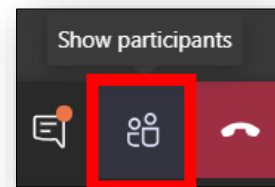
Managing Students in a Teams Meeting Call

These directions will help teachers manage student settings during a Teams Meeting call.

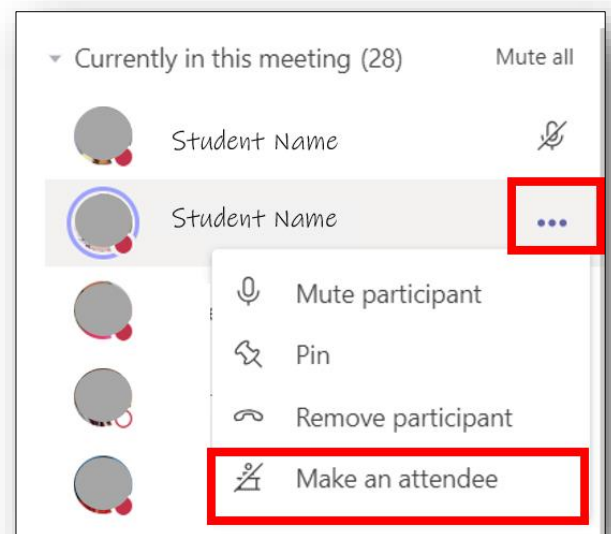
1. After beginning a Teams Meeting call, hover over the lower center area of the screen to reveal the **call options menu bar**.



2. Click on people icon, **Show participants**, to view the participants pane.



3. Click on the **ellipsis** (three dots) to the right of the student's name.



4. Click **Make an attendee**.

*Note: As an attendee, students will **NOT** be able to:*

- *mute others*
- *remove others*
- *admit people from the lobby*
- *start/stop a recording*
- *take control of a presentation*

5. Repeat this process for each student.

For more information about student settings in a Teams Meeting call, [click here](#).