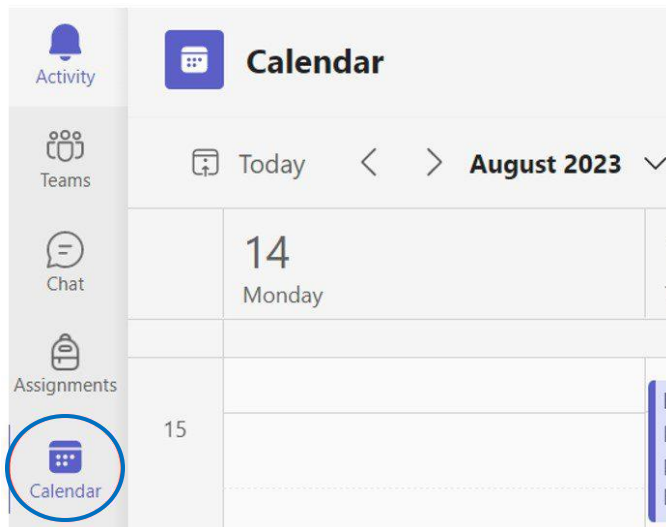


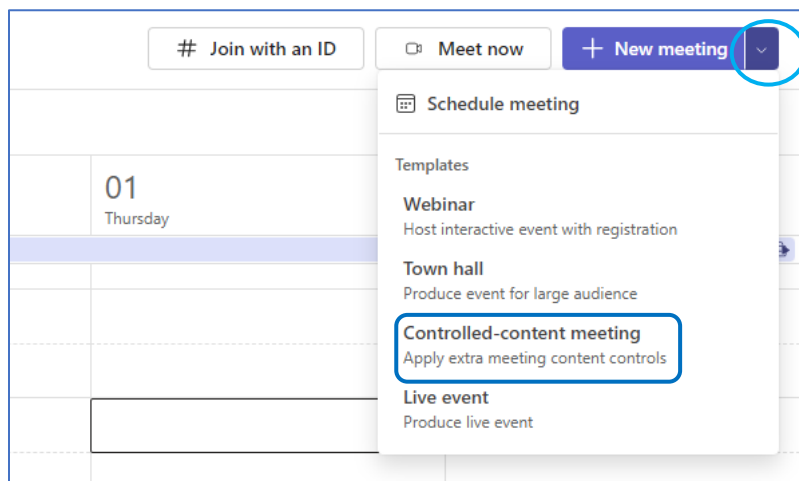
Microsoft Teams

Securing Meetings

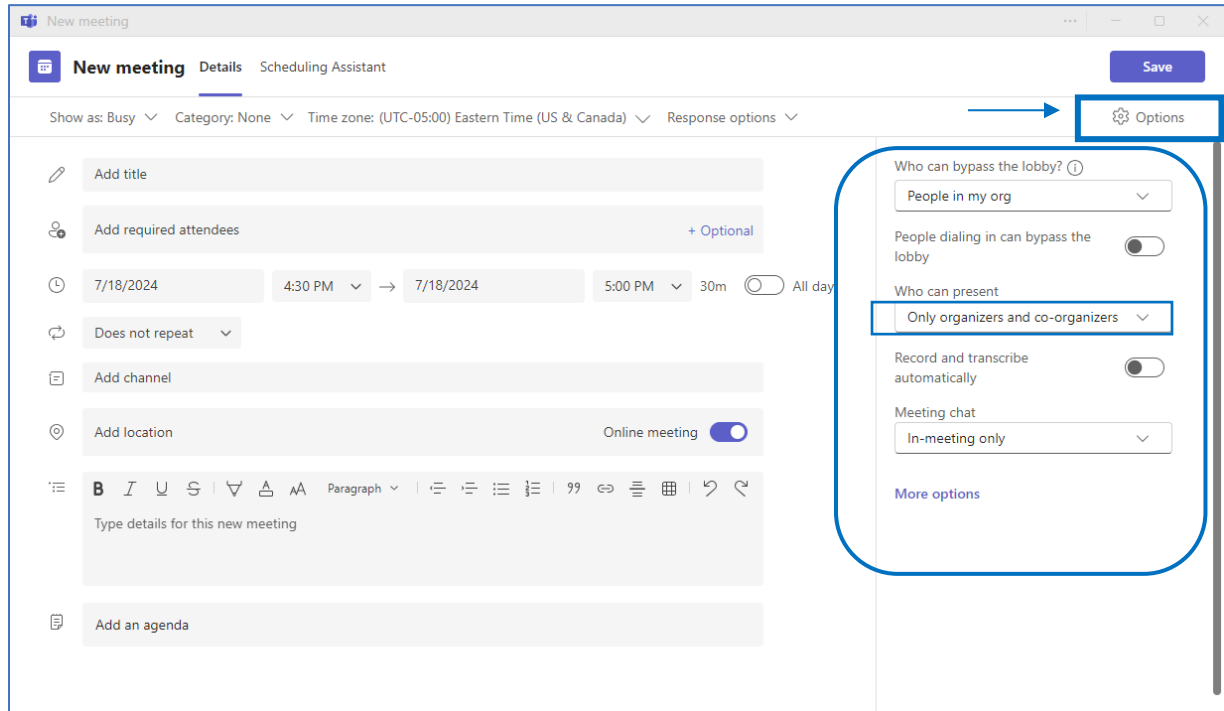
When creating a new public meeting you will need to click the Calendar icon within Teams.



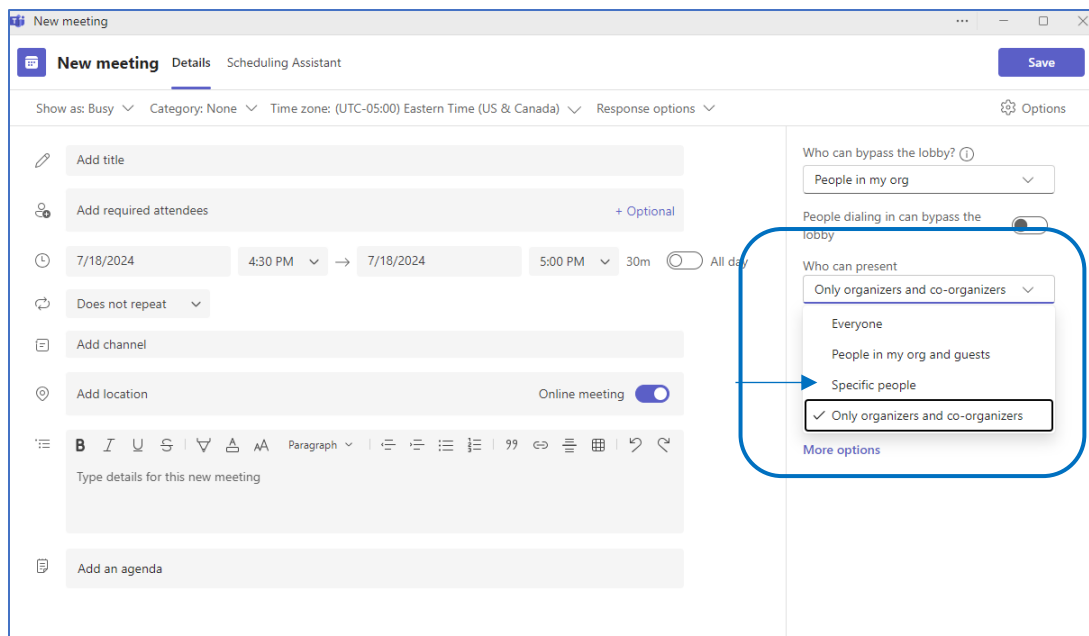
From there, choose the drop-down box next to new meeting and select **controlled-content meeting** template option.



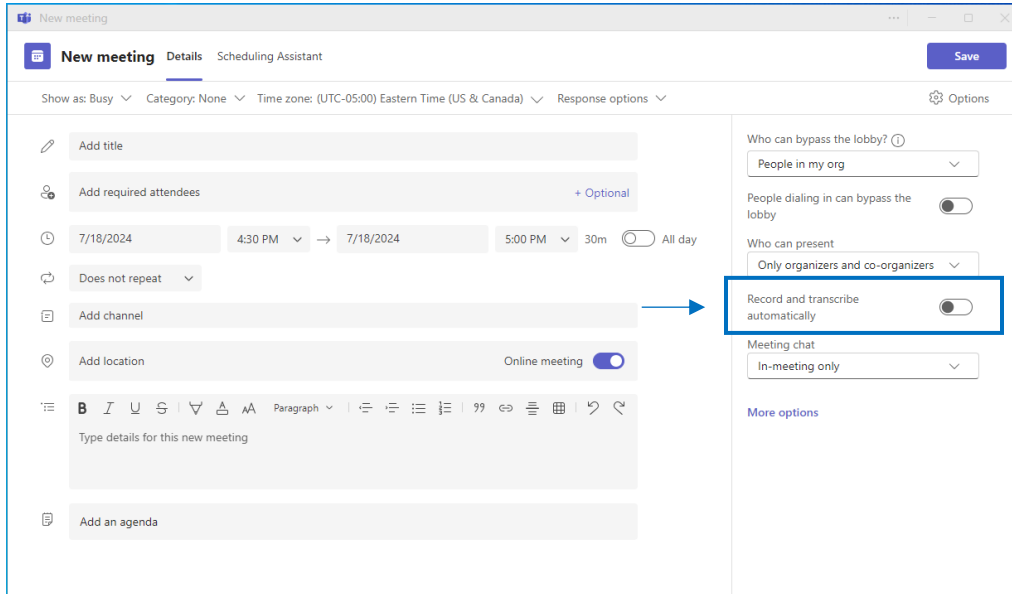
Make sure the **options icon** and sidebar are displayed as shown below.



Change the drop-down box of who can present from “**only organizers and co-organizers**” to “**specific people.**”

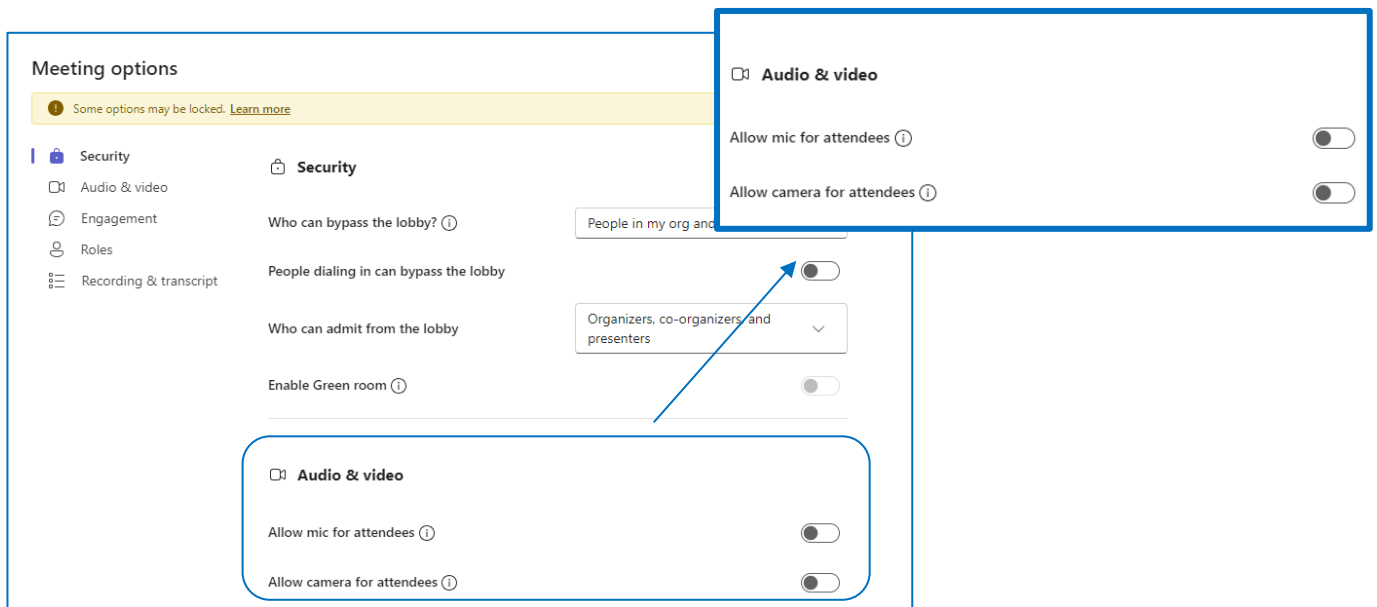


Toggle the slide to have the meeting record and transcribe automatically.

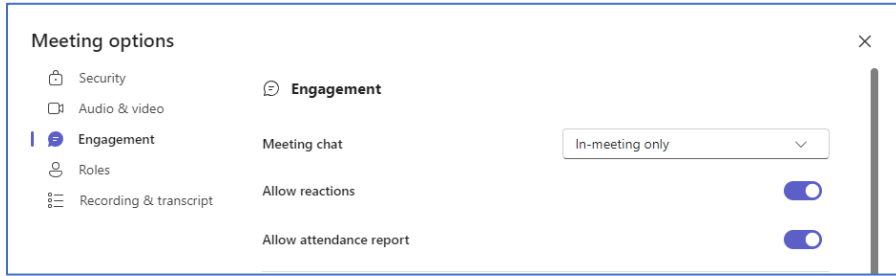


The following items should be preset within the meeting template, but you may find them under the more options link of the sidebar.

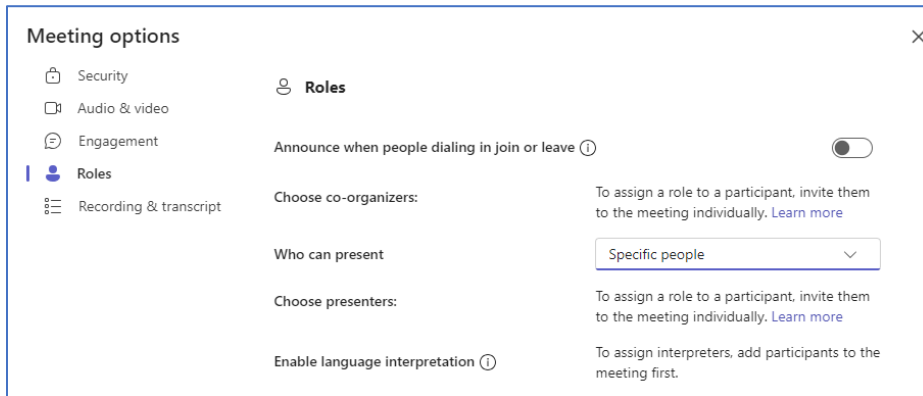
Meeting organizer's preference regarding the microphone and camera.



Allow attendance report should be on. This will provide back-up documentation of members and guests.

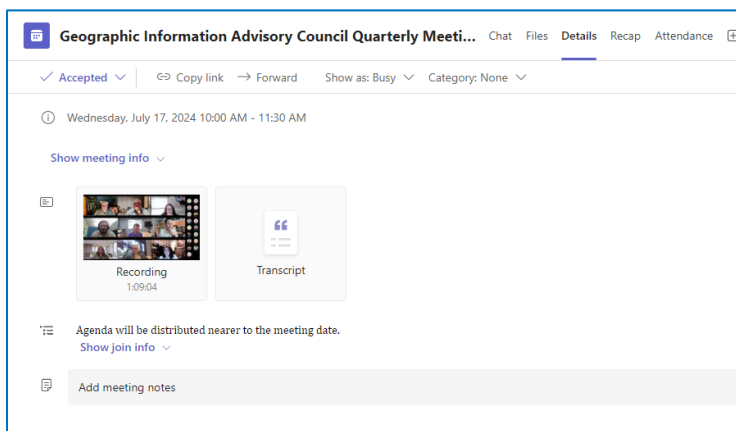


IMPORTANT: Once your setting configurations have been set, please return to the meeting options, and designate individuals authorized to be co-organizers and presenters.



After the meeting has started, an organizer or co-organizer may change the status of any attendee to allow them to become a presenter.

After the meeting has ended save a copy of the meeting transcription, attendance report, chat conversations (including links or attachments), and recording.



Helpful Links for Microsoft Teams:

- [Setting Up Secure Meetings](#)
- [Creating Custom Meeting Templates](#)