

Security and set up for Microsoft Teams Meetings



Getting Started

For detailed information about planning and hosting meetings see the [Guide to hosting video conferences](#) at Learning From Home.

The Microsoft support website for [Meetings and calls](#) includes an excellent and comprehensive set of guides and videos.

Security

These precautions help prevent ‘uninvited guests’ and other undesirable behaviours. We recommend that you choose settings most appropriate for your group.

Share Teams meeting links via private channels. For example via Microsoft Teams and Channels, calendar invitations, email or password-protected online resources

Invite the people you want to attend when you set up the meeting. Teams lets you invite people outside your organization, including those who don’t have a Teams license.

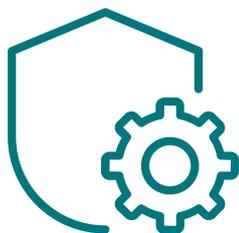
Use Participant roles in the meetings options to determine meeting control privileges for each meeting (Calendar> open meeting> Meeting Options). Note you need to make a meeting and then go back into it to see new options that pop up after a short time.

- **Organiser:** creates a meeting and has control over all aspects
- **Presenter:** is authorised to present information at a meeting. An organiser can allocate presenter rights when a meeting is scheduled or while the meeting is underway.
- **Attendee:** is a user who has been invited to attend a meeting but cannot present.

Use Meeting Options for students’ online safety (Calendar> open meeting> Meeting Options).

- Change Who can bypass the lobby to People in my organization
- Change Always let callers bypass the lobby to NO
- Change Who can present to Only me - this ensures the students can’t mute or remove other participants and cannot share video without your permission. Also if your students join the meeting before you, you’ll receive a notification in Teams.

Use the meeting options to control which participants must wait in the “Lobby” so you can allow them one by one into your meeting

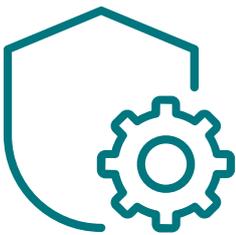




While hosting a meeting

Enter the meeting well before the start time if there are any issues with students meeting without you present

Anonymous users (users you don't explicitly invite) can be set to "off" (not allowed) in the administrator settings. If allowed, anonymous users are transferred to the lobby and presenters can then either admit these users into the meeting or reject them



Record Teams meeting to keep a record of all activity in the meeting. Remember to seek permission or remind participants that you're recording the meeting.

The meeting creator can use the people icon in the top right of the Meeting screen to mute or remove participants.

As the host it is best practice to exit the meeting last and farewell participants as they leave. This may also be appropriate if there are any issues with students meetings without you present.

For tips and best practices for admins on securely deploying Teams to your education domain, visit the [Manage meeting policies in Teams](#).

Screen sharing

You can present your entire screen a specific app, PowerPoint or browse for a file. Always test this setting before working with students. You may need to allow screen sharing settings on your computer using System Preferences.

If you plan to create slides or visuals to share, stick to simple, clear layouts. See our Accessible slide design examples here

To ensure personal privacy ensure that you close other windows before screen sharing and have appropriate desktop displays and images.

You can also "give control" to another person. Be very cautious about giving control of shared content to another person in the meeting. This gives them access to whatever you are sharing and they may be able to send commands that could affect your system (e.g if you are sharing your desktop, they may be able to control your entire machine).





Scheduling a meeting



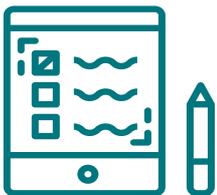
There are a number of ways to begin a Teams Meeting and they are outlined in this Microsoft support page: [Schedule a meeting in Teams](#). If you are working in Teams we recommend that you use channels to invite students to meetings, rather than inviting them individually.

Go into your calendar and as you create the meeting select “Add channel”. All recordings and chat will then be posted to that channel and not the individual meeting chat.



Additional Features

Microsoft has many additional options in their Teams meetings including chat, in meeting note taking, virtual and blurred backgrounds, hand raising, live captions (English US only). We recommend that you test the tool with a friend and ensure you understand the settings and features.



Further information and resources

For more information for administrators please refer to the Ministry of Education’s [Video conferencing options and guidance for early learning services, schools and kura](#).

Further safety information is available on [Netsafe’s Staying Safe Video Calling Options](#).