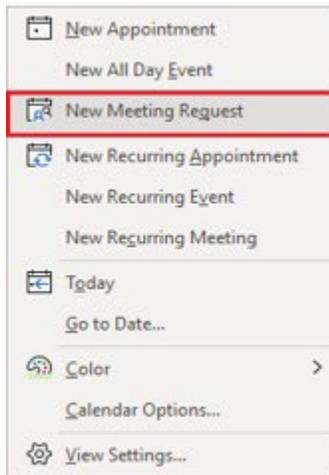
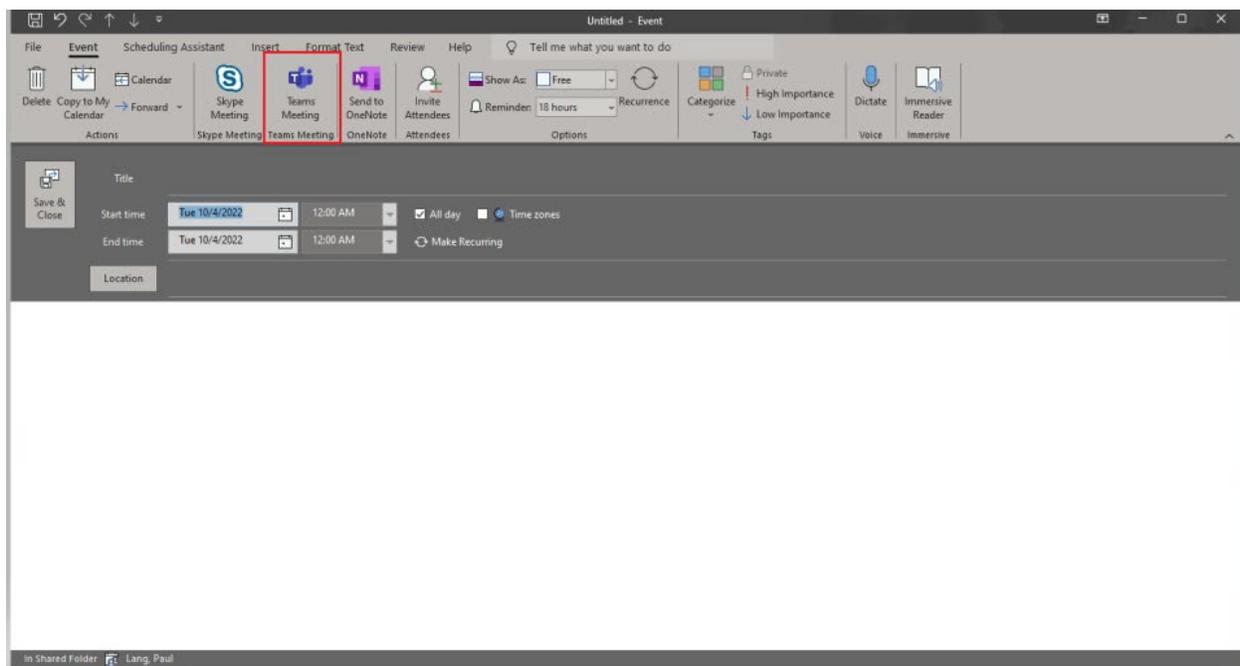


How to Schedule a Teams meeting for someone else

Open **Outlook**, go to **Calendar**, and select the persons calendar you are wanting to schedule a meeting for. Choose the day you are wanting and either double-click that day or right click and select **New Meeting Request**.

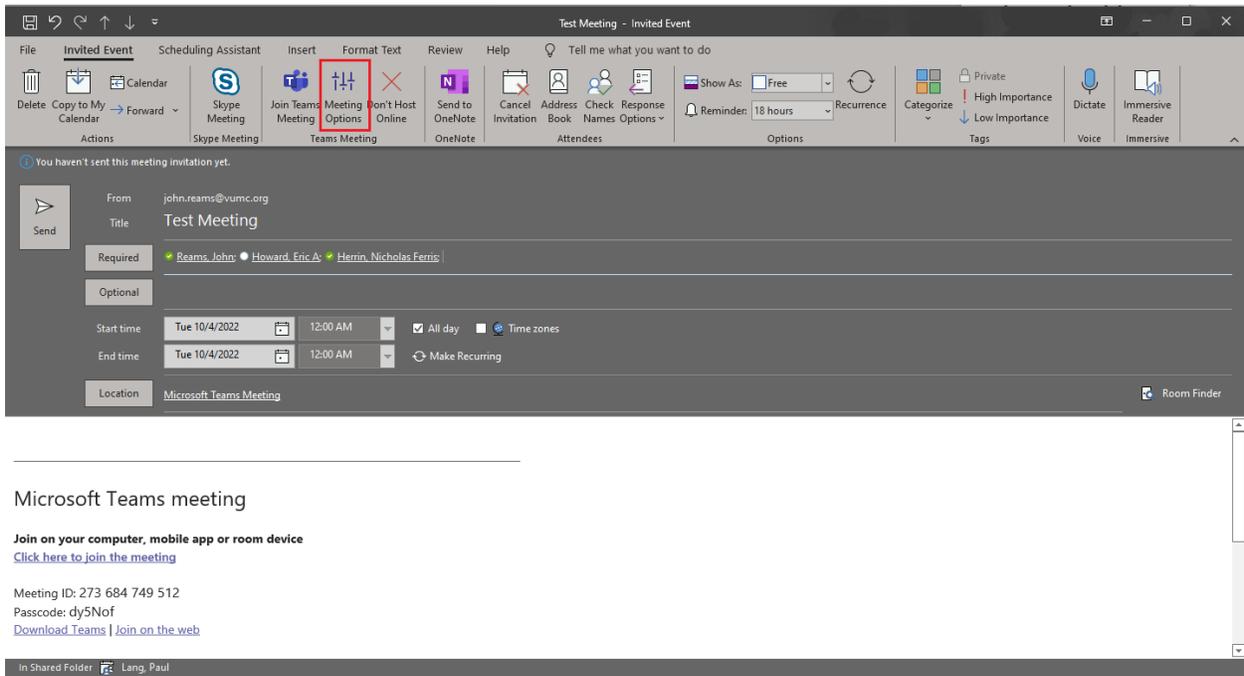


Choose **Teams Meeting** in the top menu.

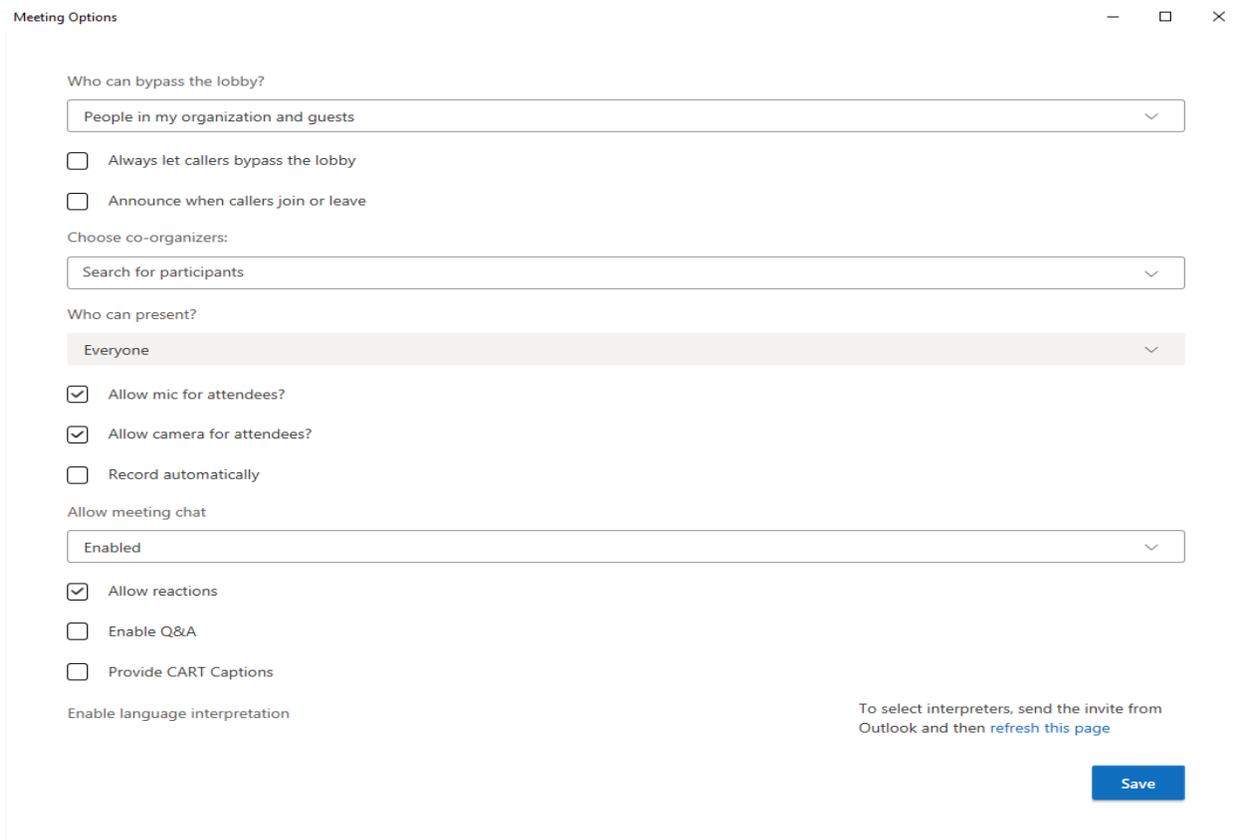


Add yourself and anyone else that needs to be a Presenter for the meeting. Add other required attendees and fill out the rest of your invitation.

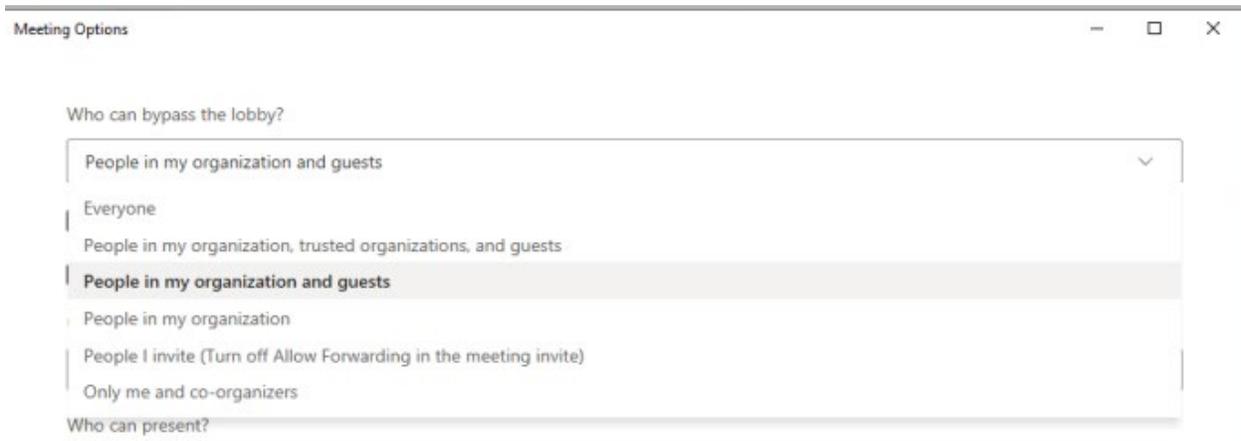
Select **Meeting Options** in the top menu under Teams Meeting.



From this window you can choose who can be allowed to bypass the lobby, who can present, and whether you want to allow the chat option during the meeting or not.



When selecting “Who can bypass the lobby?” we recommend **People in my organization and guests**.



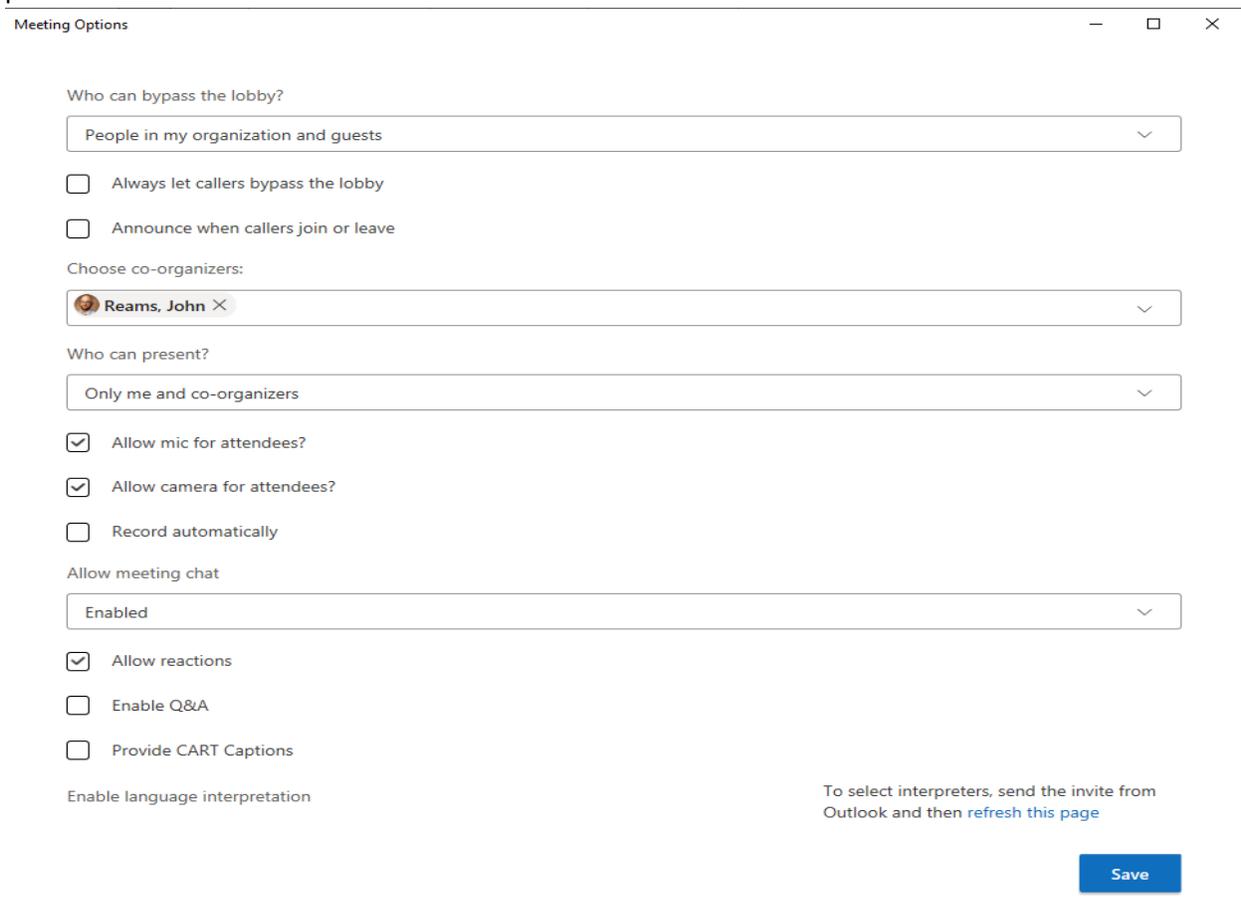
Meeting Options

Who can bypass the lobby?

- People in my organization and guests
- Everyone
- People in my organization, trusted organizations, and guests
- People in my organization and guests**
- People in my organization
- People I invite (Turn off Allow Forwarding in the meeting invite)
- Only me and co-organizers

Who can present?

When selecting “Who can present?” we recommend **Only me and co-organizers**, then add **YOURSELF** and anyone else from the list of **Required Attendees** who you would like to also have control over the meeting. If you do not do this, only the person who’s calendar the meeting was scheduled on will be the presenter.



Meeting Options

Who can bypass the lobby?

People in my organization and guests

Always let callers bypass the lobby

Announce when callers join or leave

Choose co-organizers:

Reams, John

Who can present?

Only me and co-organizers

Allow mic for attendees?

Allow camera for attendees?

Record automatically

Allow meeting chat

Enabled

Allow reactions

Enable Q&A

Provide CART Captions

Enable language interpretation

To select interpreters, send the invite from Outlook and then [refresh this page](#)

Save

Click **Save** on the bottom right, finish completing your invitation, and click **Send** when you're ready to send off the invitation.

The organizer can update meeting settings and they must wait until Teams has created the meeting before making changes. If you do make changes in the Meeting Options, you do not have to send an update. You only send an update if you are adding more attendees, changing the date/time of the meeting, or you edit the title or body of the invitation.