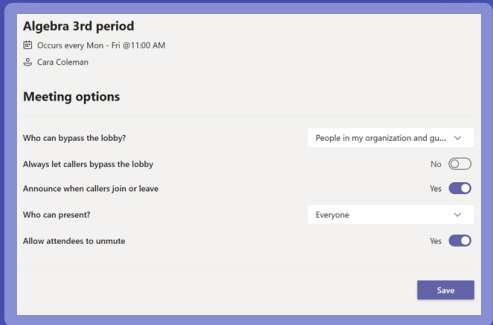


5 tips for safer online classrooms & collaboration with Microsoft Teams



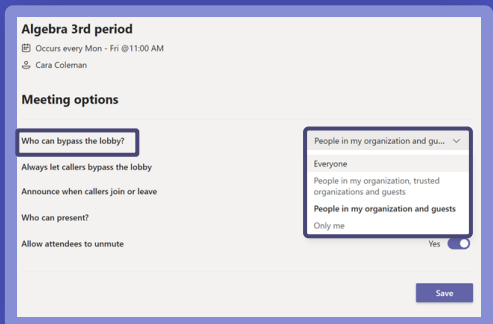
1 Manage settings beforehand

Before class even starts, make sure the meeting settings are just how you want them. For example, do you want attendees to be **muted by default**? Do you want everyone to be able to **present and share content**?



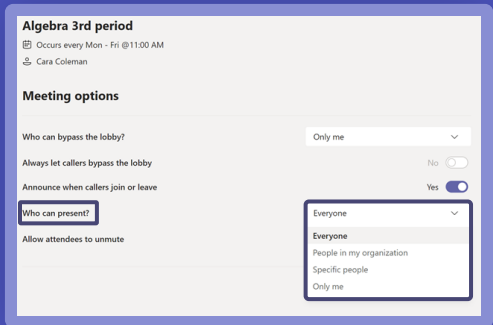
2 Make sure the right people have access

Decide which participants can join your class directly. Everyone else should wait in the lobby before you let them in.



3 Control who can present

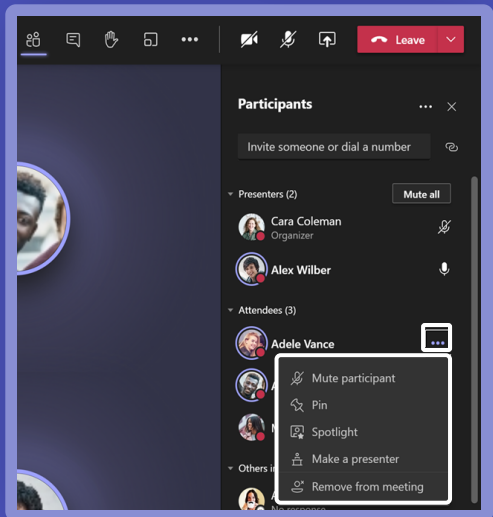
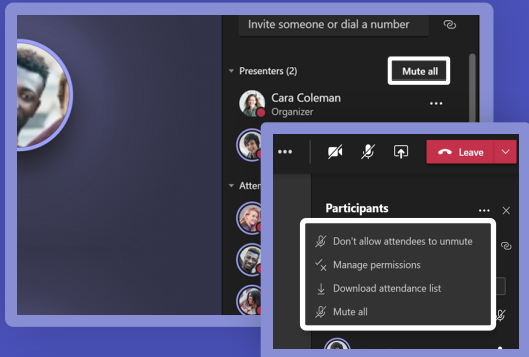
As a general rule, everyone should join as a standard attendee without the ability to present or share content. During a class, you can grant presenter rights as needed.



4 Use that mute button wisely

The mute feature helps keep the class focused on the presenter and prevent disruptions. Make sure you select **Don't allow attendees to unmute** in the participant pane.

Along with this feature, you also have the ability to mute **specific attendees** by finding the individual in the participant pane and selecting mute.



5 Don't forget to end the meeting

At the end of class, make sure you end the meeting for all participants. Instead of selecting Leave, select the arrow dropdown and click **End meeting**.

