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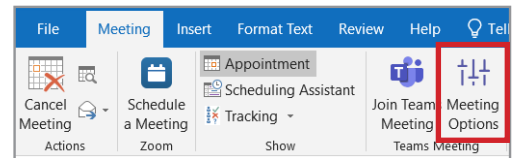
For Microsoft Teams video training by Microsoft [click here](#).

After you've invited people to your meeting, you can add up to 10 co-organizers to help manage your meeting. Co-organizers are displayed as additional organizers in the meeting participant list and have most of the capabilities of the meeting organizer.

People you want to add as co-organizers must already be required attendees to the meeting.

1 Double-click to open the meeting and click **Meeting Options**.

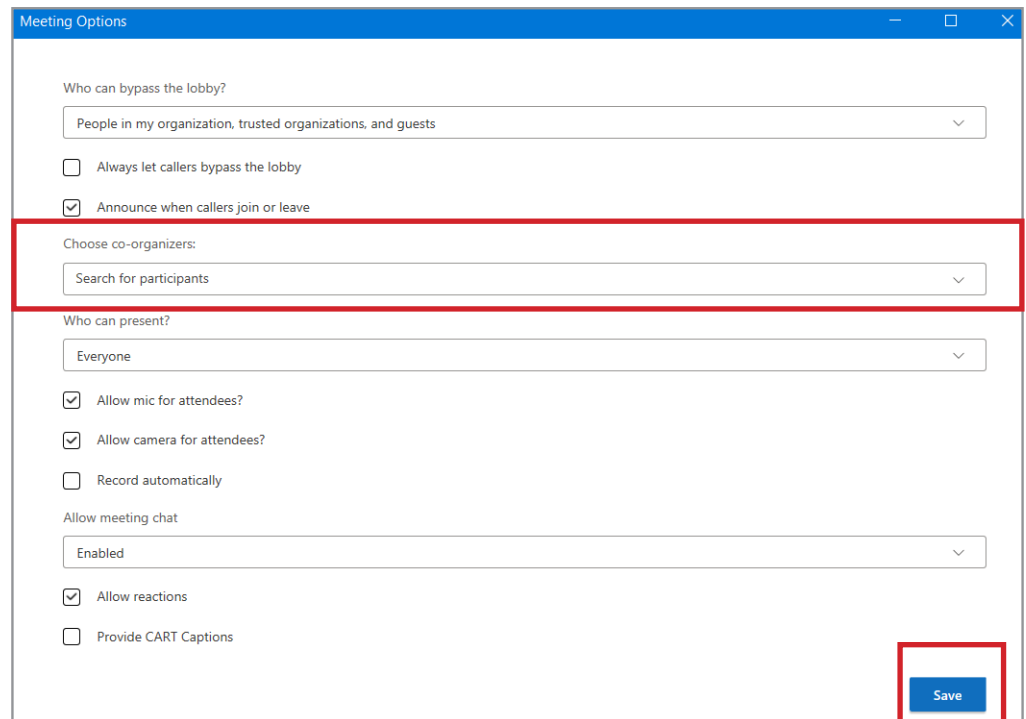
2 Click the drop-down arrow or search for the name of the person(s) you want as co-organizers and select them.



! In order for participants to appear on this list:

- you must have added them as a required attendee to the meeting
- they must not be included in a distribution list (if so, go back to the invite, expand the distribution list and then save and close the invite)

3 Click **Save**.



Co-organizers CAN

- access and change meeting options
- become a breakout room manager
- bypass the lobby
- admit people from the lobby during a meeting
- lock the meeting
- present content
- change another participant's meeting role
- end the meeting for all

! To make co-organizers breakout room managers, you must first assign them the breakout room manager role.

Co-organizers CAN'T

- view and download attendance reports
- manage the meeting recording
- edit the meeting invitation
- remove or change the meeting organizer's role