

A Shared Health Service

Quick Reference Guide Microsoft Teams ADD CO-ORGANIZERS

Service Desk 204-940-8500 Option 4, Option 1 or toll-free 1-866-999-9698 Option 4, Option 1

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.

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



2	Click the drop-down arrow or				
	search for the name of the	Meeting Options	—		×
	person(s) you want as co-				
	Remember, you must have added them as a required attendee to the meeting in order for them to appear here.	Who can bypass the lobby?			٦
		People in my organization, trusted organizations, and guests		\sim	
		Always let callers bypass the lobby			
		Announce when callers join or leave			
		Choose co-organizers:			
		Search for participants		\sim]
		Who can present?			
		Everyone		\sim	
		Allow mic for attendees?			
		Allow camera for attendees?			
		Record automatically			
		Allow meeting chat			
		Enabled		\sim	
		✓ Allow reactions			
3	Click Save.	Provide CART Captions			_
				Save	
	Co-organizers CAN	Co-organizers CAN'T			

- 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

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

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

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