# Changing the Meeting Options for a Teams Meeting

By default, only the organizer of a Teams meeting can present content or share screens. If you are the organizer of a meeting, you can change this prior to or during the meeting *(only the organizer can make this adjustment)*:

<u>Prior to the meeting:</u>
1) Go to the "Meeting Options" screen – there are two ways to get there:
    a. In the Outlook calendar, open the meeting *(open the series if you want to change all events in a recurring meeting)* and click either **Settings > Meeting Options** in the menu bar or **Meeting options** in the message
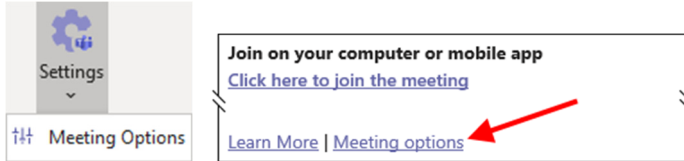
    b. In the Teams calendar, open the meeting *(click **View series** if you want to change all events in a recurring meeting)* and click **Meeting options**:
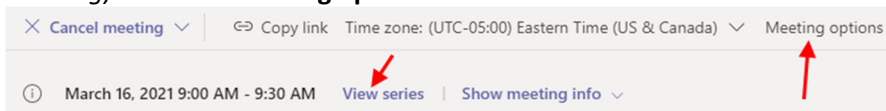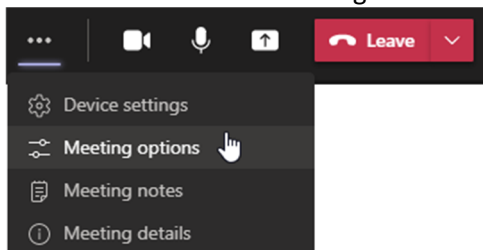

2) You will see a window or be taken to a web page where you can set the meeting options (you may be prompted to log in). You can change a variety of settings for the meeting, including who can present:
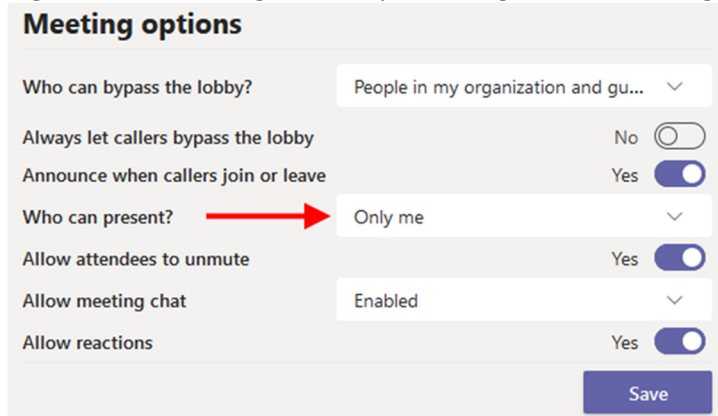
<u>During a meeting:</u>
1) Click the 3 dots in the meeting's control bar and select **Meeting options**:

2) You can change a variety of settings for the meeting, including who can present:

If you have any questions, please contact TechServices at help@uml.edu or 978-934-4357.