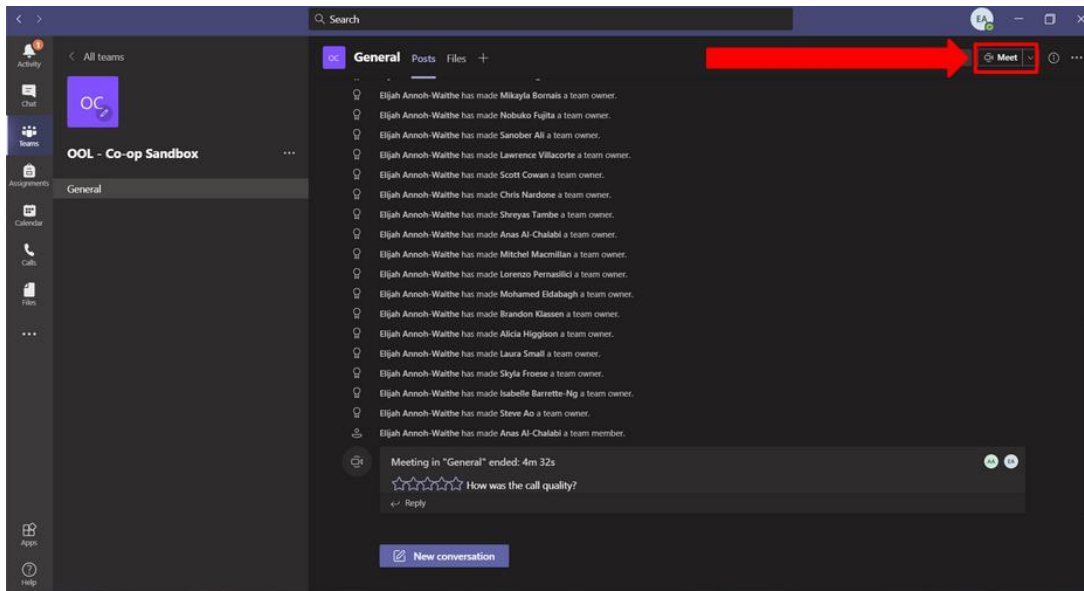
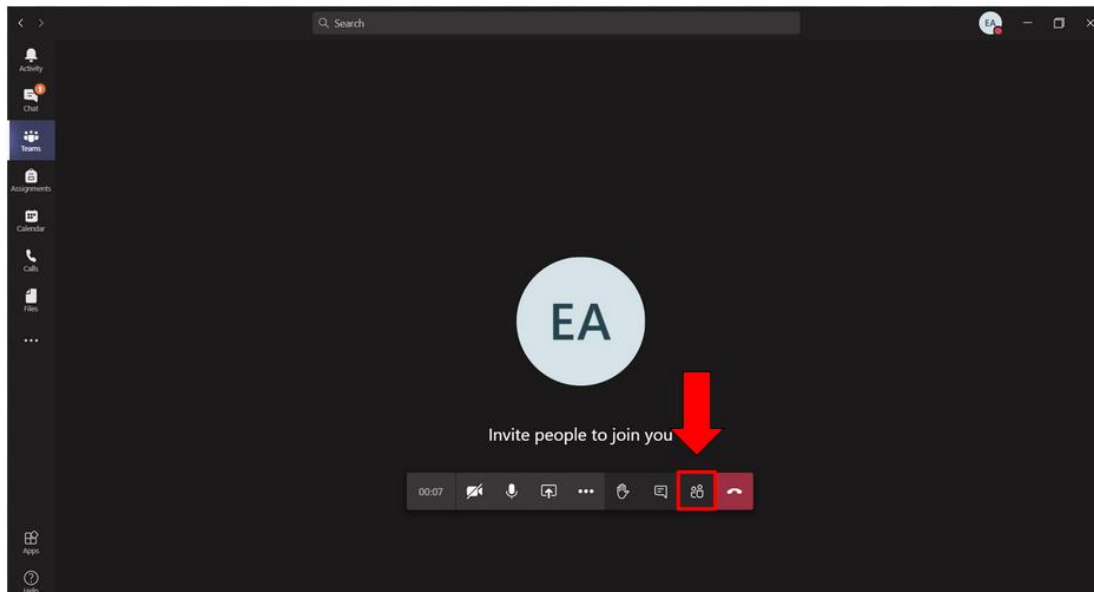


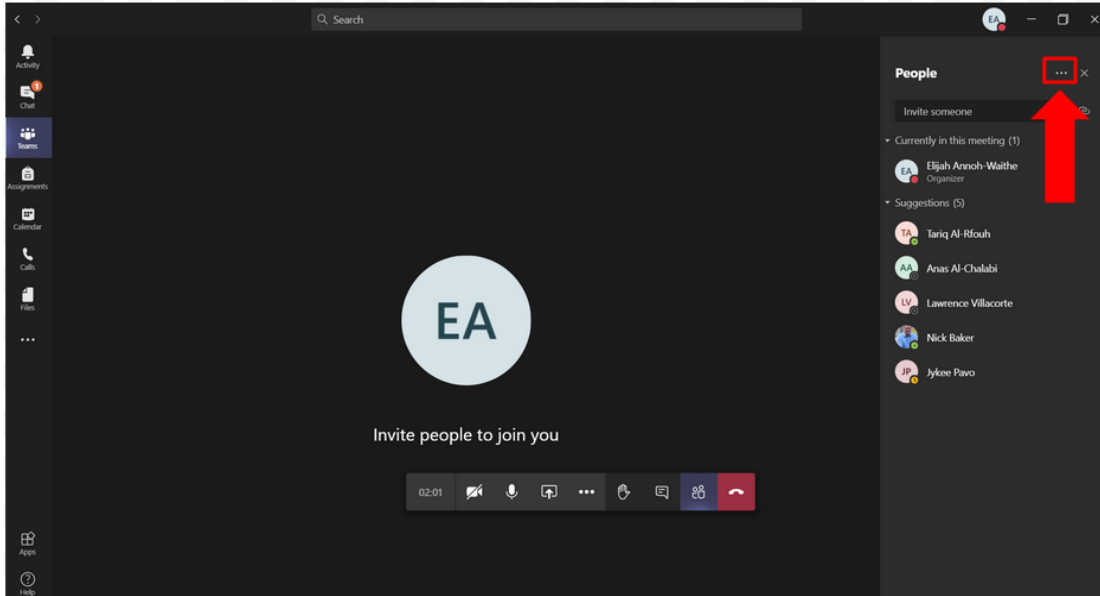
How to Implement Meeting Lobbies

Step 1: When you are ready to hold your office hours, begin your meeting.

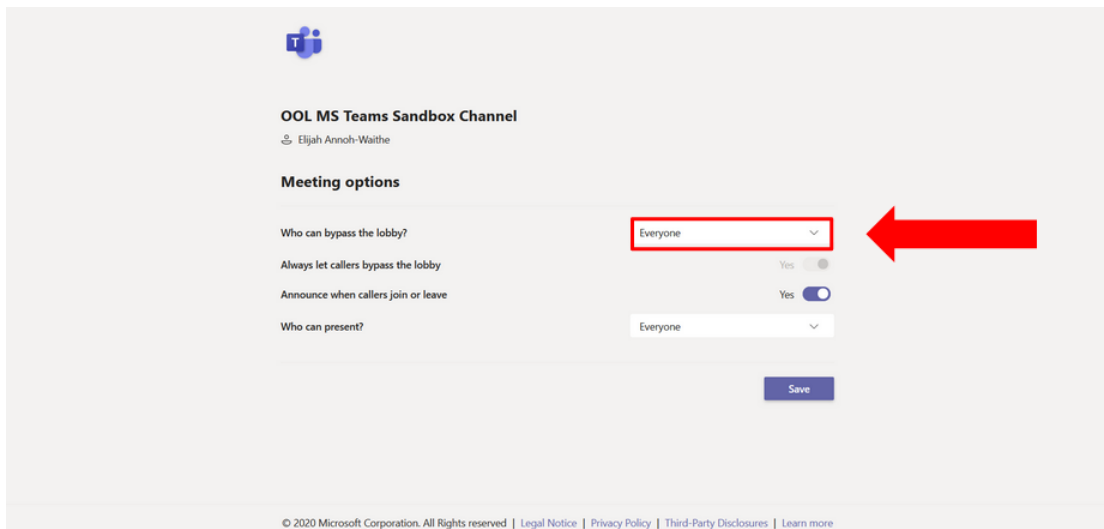


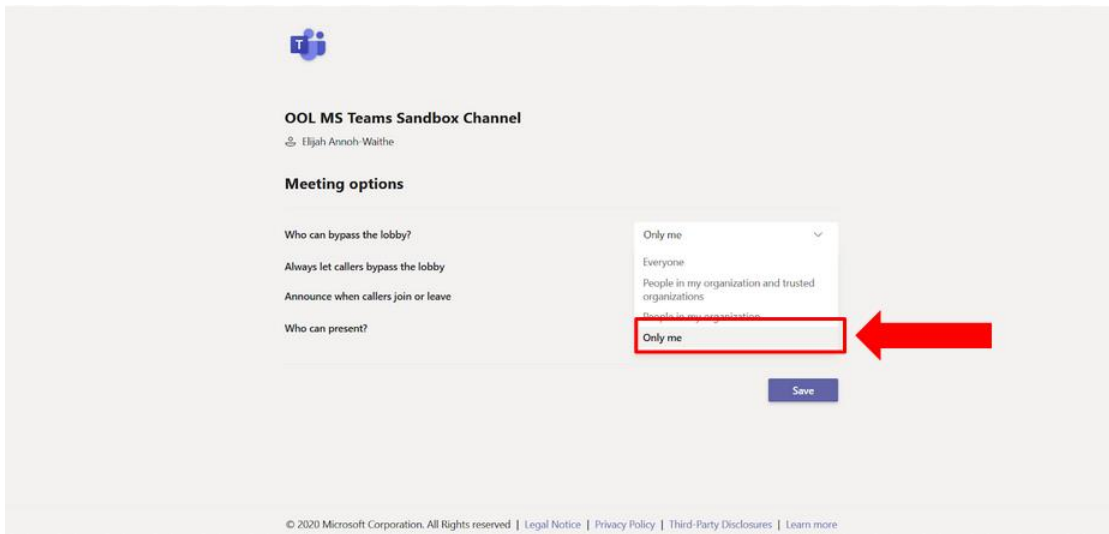
Step 2: From within the meeting, click **Show participants**. Proceed to click the three dots that appear at the top of the page and click **Manage permissions**. (Note: The bar with these settings may appear towards the top of the page, or right above the images faces of the meeting participants depending on your version of MS Teams.)



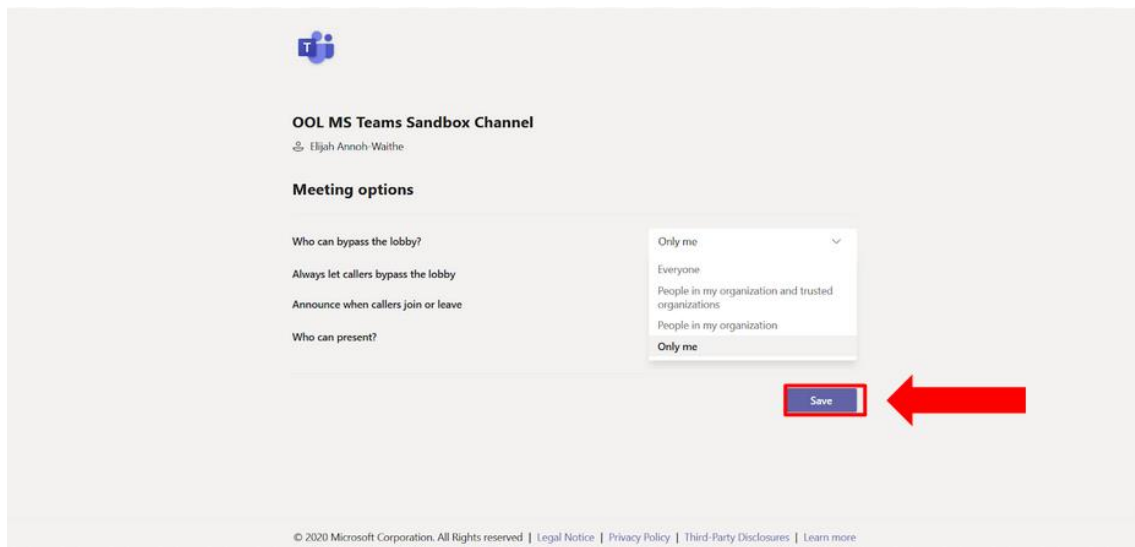


Step 3: Microsoft Teams should have opened a tab in your web browser called **Meeting Options**. From this tab, select the dropdown menu for Who can bypass the lobby. Change this option to **Only Me**.

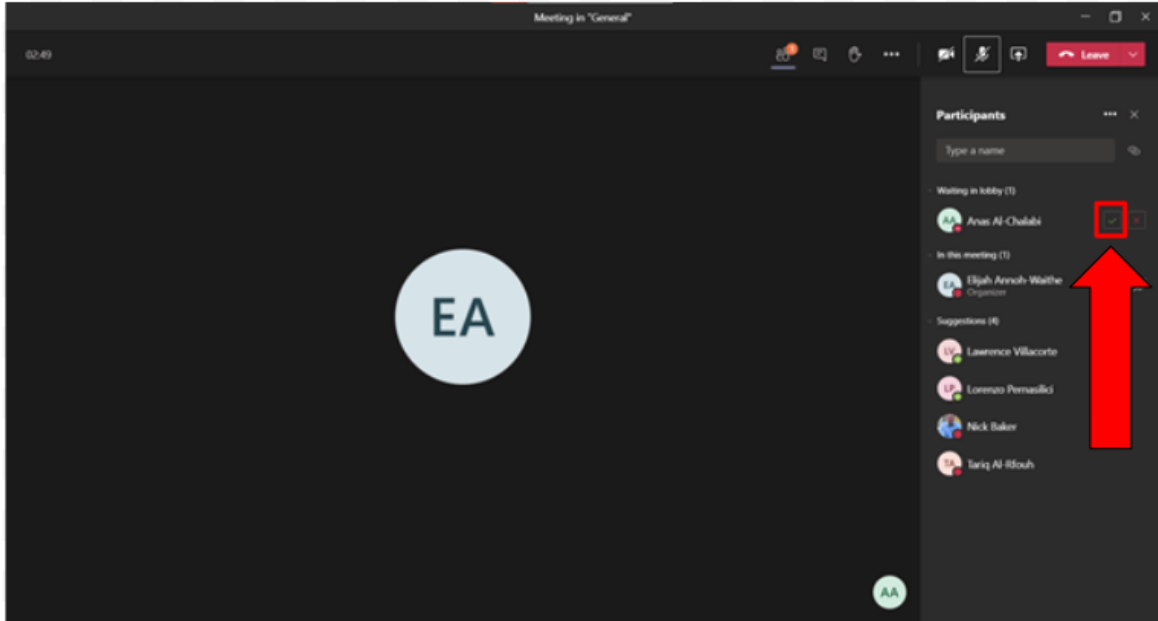




Step 4: Click **Save** and return to Microsoft Teams.



Step 5: When a student attempts to join the meeting, you will see their name appear under the Participants tab, along with a checkmark and an "x" next to it. Click the checkmark to allow students to meet with you and leave the remaining students in the lobby to wait. Only click the "x" if you want to eject the participant from the lobby and completely deny them access to the meeting.



This is what your students will see while they wait:

