To schedule a meeting in the Teams App:

- Open your team
- Click the calendar icon on the left
- Click +New Meeting
- Give the meeting a title
- Add all attendees
- Enter the start and stop time
- Send the invitation

How to change meeting roles:

Before a meeting:

- You must send out the meeting invite before you can assign roles.
- Go to Calendar
- Click on the meeting you just created
- Select Meeting options.

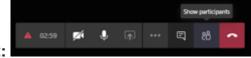
This will bring you to a web page where you'll see a few choices under Who can present? I suggest having 2 presenters. (You'll need to send your meeting invite directly to anyone you want to select as a presenter.)

During a meeting:

There are two ways to change someone's role while a meeting is in progress:

Option 1:

- Go to Calendar
- Click on the meeting
- Select Meeting options
- Use the dropdown menu for **Who can present?** to select a new presenter.



Option 2:

- Click **Show participants** in the **meeting controls** to see a list of the people in the meeting.
- Hover over the name of the person whose role you want to change and click More options
- From there, select Make a presenter or Make an attendee.

Once the meeting begins:

Be sure to **Mute All** participants. You will click on the heads. A list of attendees will appear on the right. Above the attendees, you will see "Mute All." Select this. Explain that you will unmute them and need for each of them to hover near the bottom of the screen. Options will pop up. Each participant will click her microphone to mute themselves. When they need to speak, they will unmute the microphone using the same steps.