TEA
Texas Education Agency ®

Quick Tips to Secure **TEAMS** Meetings

- Look at your Teams version and make sure it is up to date.

- The desktop app automatically updates. To update the Teams mobile app, download and install again from the app store.

Lock
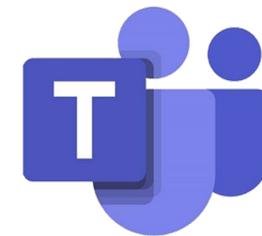
- Lock the classroom after you schedule the meeting.

- Go to the calendar, click on the meeting you just created, and select Meeting options.

- Under 'Who can present?' and 'Who can bypass the lobby?' Make sure it is set to Only me. Set Always let callers bypass the lobby to No.

Meeting options

Who can bypass the lobby?	Only me
Always let callers bypass the lobby	No
Announce when callers join or leave	Yes
Who can present?	Only me

- It's time to focus on learning! Now that your classroom is secure, know that if anyone in your classroom becomes unsafe for others, you can remove them.

- To remove unsafe participants, click Show participants in your call controls and right-click the participant and select Remove participant.

- Learn more detailed security considerations at: Microsoft Teams

TEA