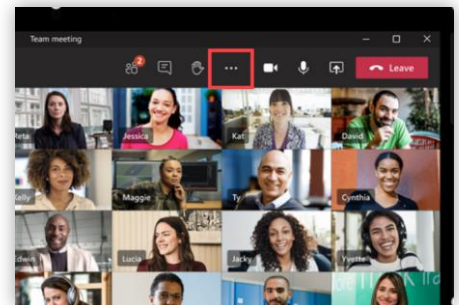


# End a meeting for everyone

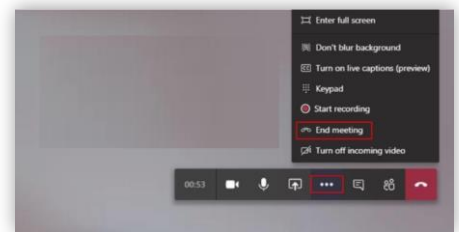
When a Teams meeting is over, the meeting organizer **can end the meeting** for everyone.

This is a great way to make sure students or attendees don't hang out in the virtual meeting or classroom after you've left.

1 Go to the meeting controls in the upper-right.



2 The ellipsis opens more controls. Instead of selecting **Leave**, which only removes yourself, select the ellipsis, and then select **End meeting**.



3 Select **End** to confirm that you'd like to end the meeting for all participants.

