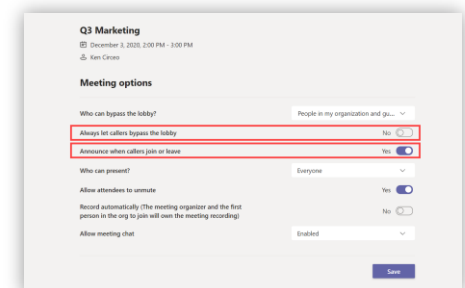
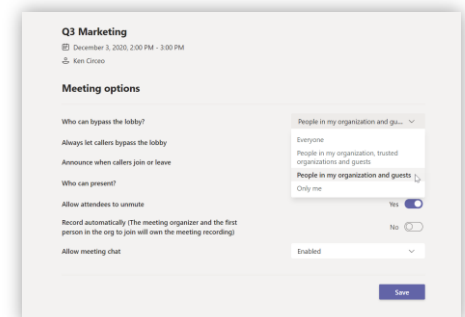
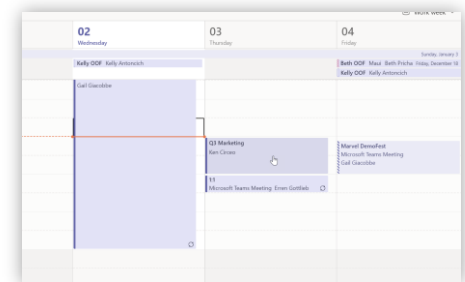
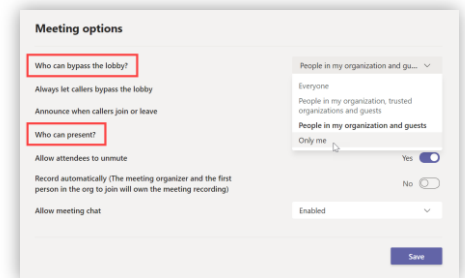


How to change meeting options

As a meeting organizer, you can **change participant settings** for a specific meeting. The **defaults** are **set by your IT Administrator**.

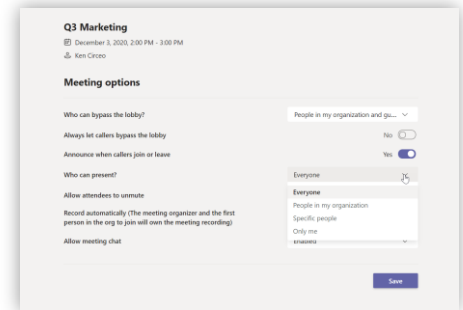
Bypass the lobby

- 1 Let a participant bypass the lobby or join as a presenter.
- 2 Go to Calendar and select a meeting. The **Meeting options** window opens in a new browser tab.
- 3 Next to **Who can bypass the lobby?**, open the drop-down list to specify who can automatically join the meeting and who needs to be admitted. **Click the arrow next to Who can bypass the lobby?**
- 4 You can also indicate **whether callers can bypass the lobby**, and if an announcement should be made when a caller joins or leaves the meeting.

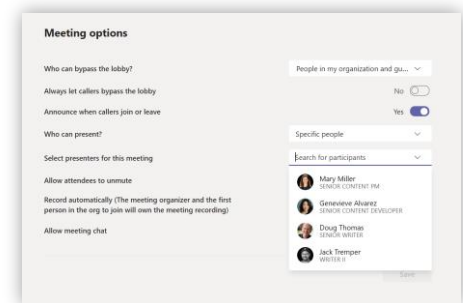


Join as a presenter

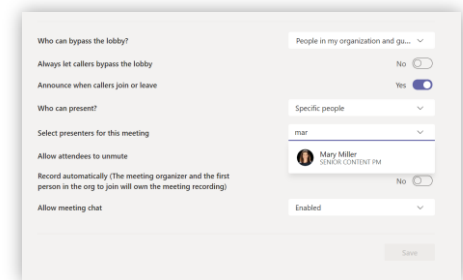
1 This lets you specify which attendees will have a presenter role and who will join as standard attendees. **Click specific people**



2 Choose from the attendee list. **Click the arrow next to Search for participants** to show drop-down list.



3 Or there is the option to **simply type their name**.



4 There are also options for muting, recording, and chat. **Click Save.**

