

# Keeping Your Meetings Secure

## Before the Meeting

### Prevent Forwarding

Prevent Forwarding is located in the Response Options menu on the invite line of the meeting scheduler. Set this to prevent others from sharing the link to your meeting.

### Meeting Options

Meeting options is located in the Teams Calendar event scheduler on the same line as the Teams meeting toggle. In this menu you can add lobby and participation settings as well as accessibility features.

### Recommended Settings

Always use the most restrictive settings that still allow the meeting to run smoothly.

- ✦ People in my Org means **Everyone** with a UCF email - Faculty, Staff, and Students.
- ✦ Turn **Prevent Forwarding On** to keep link private.
- ✦ Who can bypass the lobby - **People who were invited** or **Only organizers and Co-organizers**.
- ✦ Who can admit from the lobby -- **Organizers and Co-Organizers**.
- ✦ Show Meeting info -- **Users Allowed to Pass the Lobby**.
- ✦ **Turn On Require Unverified participants to verify their info** -- this removes anonymity.
- ✦ Assign **Specific Presenters**.

## During the Meeting

### Change Settings

As a host to change participation and lobby settings navigate to the Controls button in the menu bar. This allows you to toggle various participation controls or re-enter the Meeting Options window to control the lobby, participation, and roles for the meeting.

### Remove Participant

- \* Open the **People** pane.
- \* Locate their name.
- \* Click the **... (three dot)** menu.
- \* Select **Remove from Meeting**
- \* **Lock the Meeting** in the Control pane, removing does not stop them from rejoining.
- \* **Remove them from the calendar invite.**