

Teams Dial In Option for Meeting Organizers

Microsoft Office 365 includes an optional MS Teams audio conference add-in license, which enables attendees to dial in via telephone to any MS Teams meeting you schedule. The license has a monthly cost per user, so not everyone has this add-on license enabled. At least one administrative staff member in each Deputy Director's area is licensed to schedule meetings with audio conference capability, and add-in licenses may be requested using the IT requests system for others who have a regular need to schedule Teams meetings with participants who need to connect by telephone. For those needing to schedule meetings with dial in capability on a less frequent basis, we ask that you schedule them through the appropriate Deputy Director's Office. The meeting organizer / scheduler is not required to actually join the meeting and can send you an invitation to the meeting, which you can then forward to all the other participants.

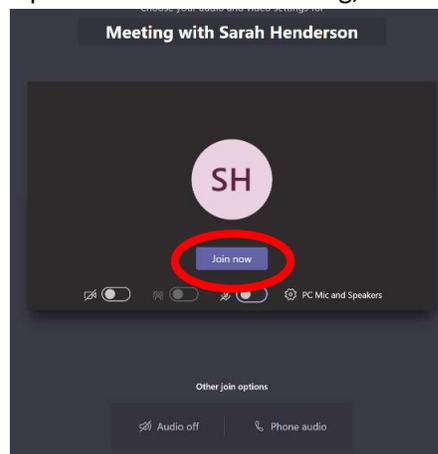
Organizer Connecting to Teams Meeting

Joining Using Dial in Audio Option

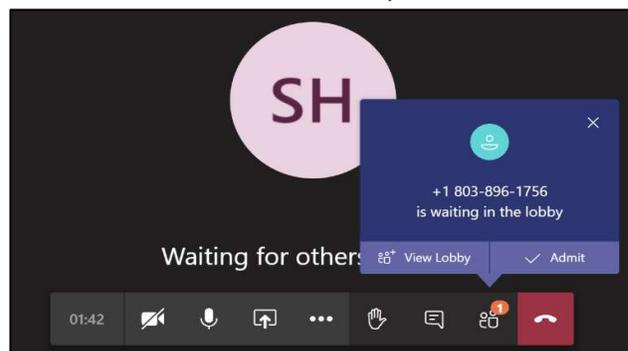
1. At the time of the meeting, dial the Conference number on your phone. Follow the prompts for the meeting Organizer on your phone. Enter the Audio-Conferencing PIN that you received when the add-in license was provisioned, and you will start the meeting for the other telephone participants.

Joining Using via Webcam

1. Open the scheduled meeting, select Join.



2. Once you join, you will be able to view attendees and those who have dialed in, that are waiting in the lobby. Admit the attendees in the lobby.



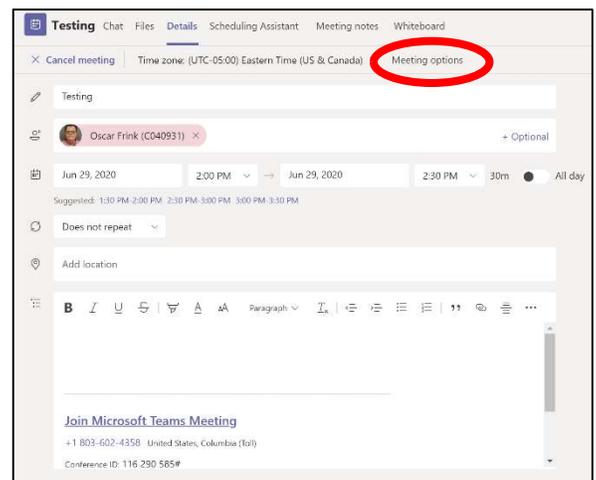
Changing Participant Settings with Meeting Options

By default, when someone joins a meeting by phone, they bypass the lobby and no announcement is made when they join or leave the meeting. If a meeting requires a higher degree of security, you may change these default settings on a per meeting basis to require that a participant using a computer admit dial in participants from the "lobby" and/or play an announcement each time a participant joins or leaves the meeting by phone. Both settings can be changed by going to the meeting options as shown in the screen shots below. The meeting options are only visible once the meeting is scheduled, but they take effect immediately upon saving.

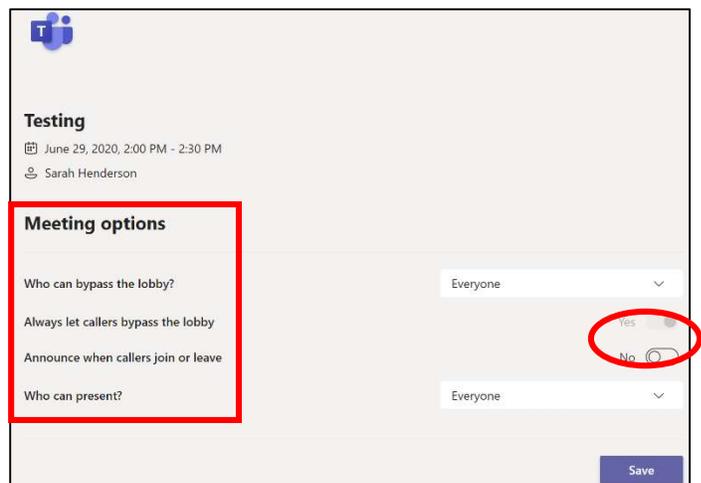
There are 3 different ways for a meeting organizer to change participant settings:

Option 1:

1. In Teams, go to Calendar, select the meeting so that the meeting information is displayed. Select Meeting Options.



2. The following options are available:
 - **Who Can bypass the lobby?** - Select Everyone if you want to automatically admit participants from outside SCDC and those joining by telephone. *(If this option is not selected, each attendee must be admitted from the lobby as shown above)*
 - **Always let callers bypass the lobby –** Select Yes to allow callers to join without explicitly being admitted from the lobby. This is suggested for large meetings. *(This option will become inactive when Everyone is selected to bypass the lobby)*
 - **Announce when callers join or leave** - Select No to prevent these announcements. This is suggested for large meetings.
 - **Who Can Present?** - Select Everyone if you would like all users to be able to share their screen.



3. Select Save.

Option 2: In a meeting invitation, select Meeting Options and then make the changes described above.

Option 3: During a meeting, select Show Participants in the meeting controls. Above the list of participants, select Manage Permissions.

Forwarding Meeting Invites

Once a meeting is scheduled, the Organizer of the meeting or an individual who has been invited to attend the meeting, can forward the Teams e-mail with the meeting information to other employees or individuals. These employees/individuals will be able to join the meeting using the options described above, based on their needs.