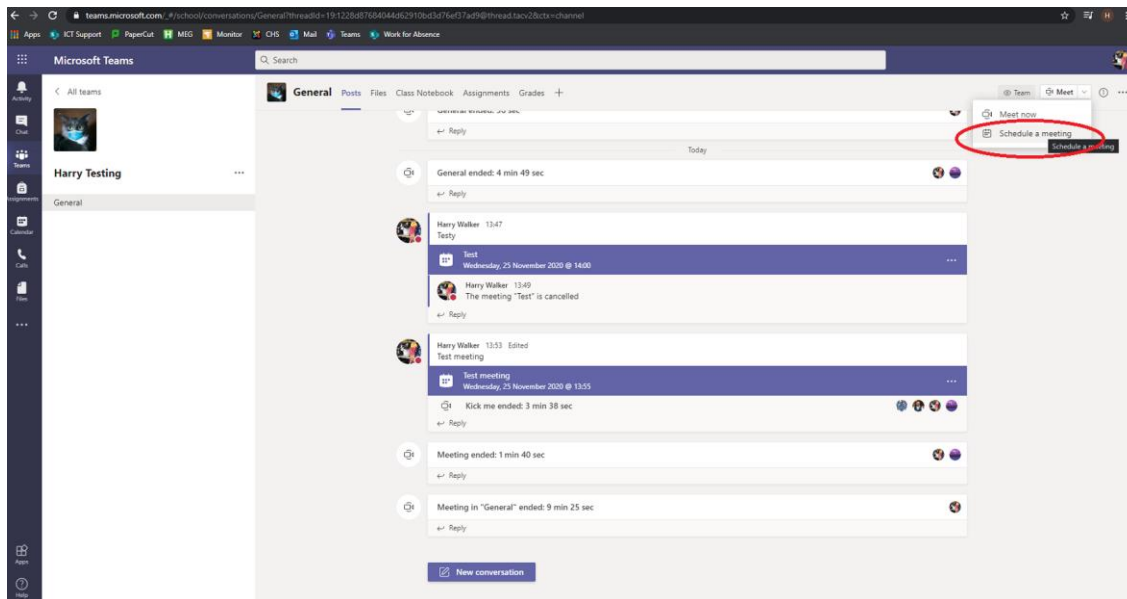


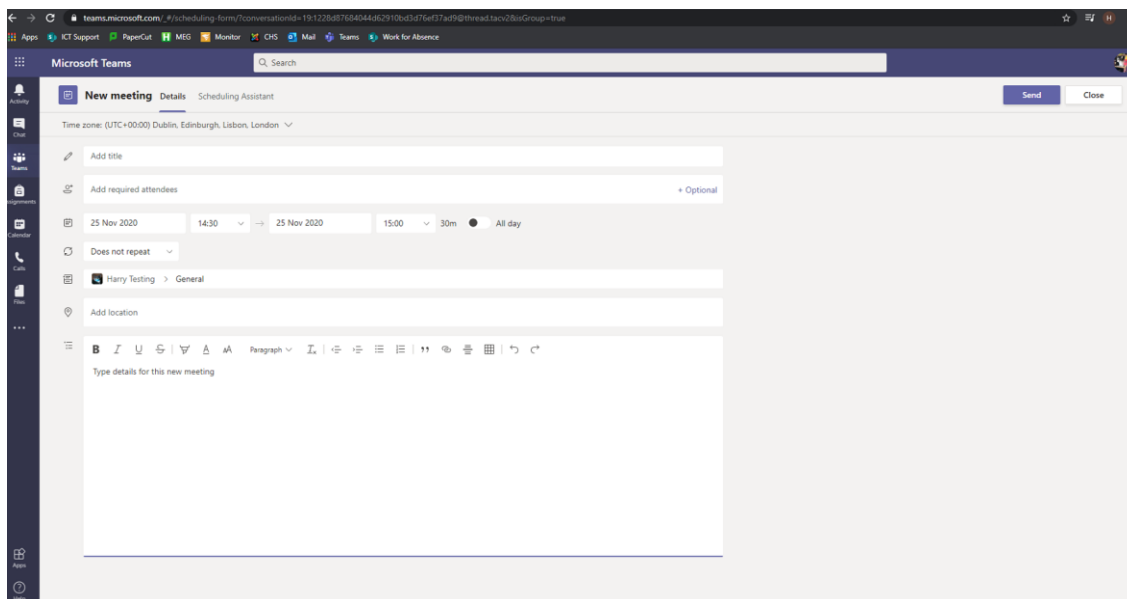
Creating a Teams meeting to prevent attendees being muted or removed

Follow this guide to create a team and prevent students from removing other members and muting them.

Navigate to the Team in question

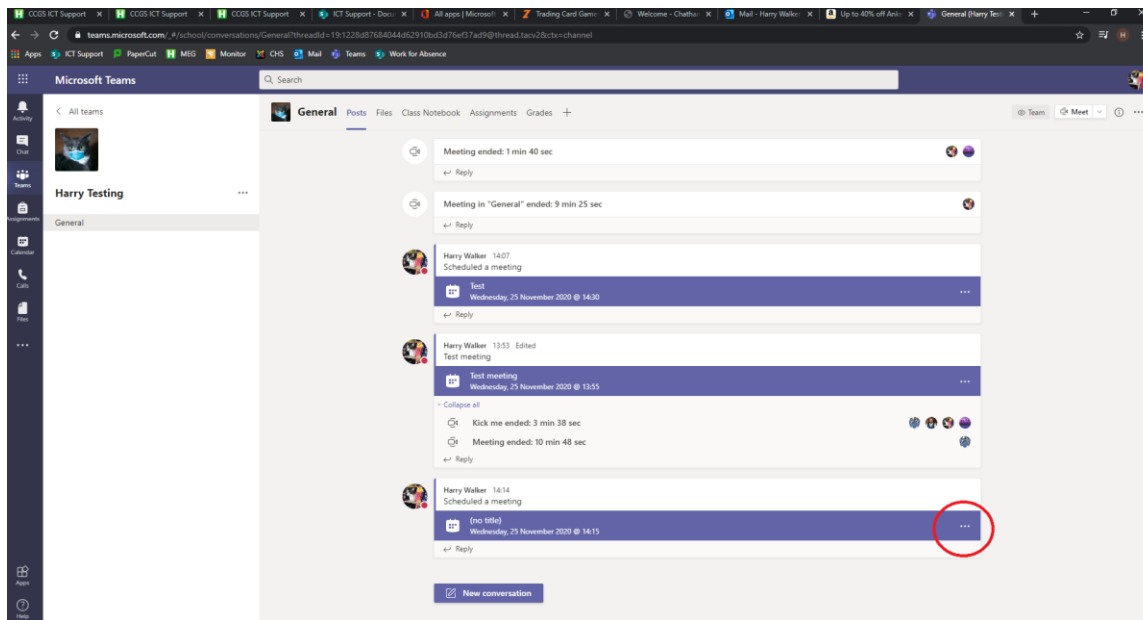


Select "Schedule a meeting"

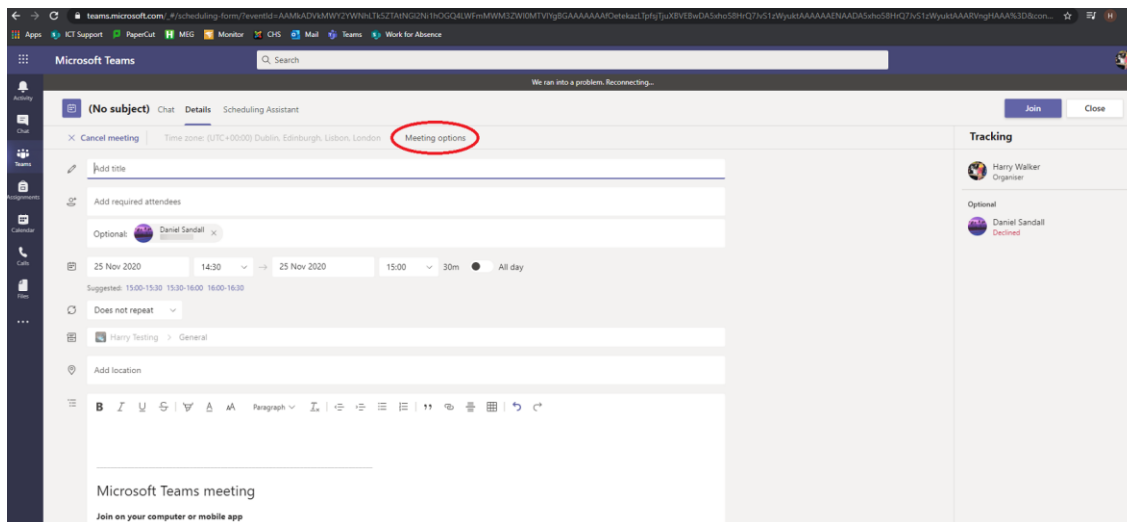


Fill in the fields indicated, students will be auto invited if the meeting is scheduled through the team. As this meeting was created through "Harry Testing" it has been auto included.

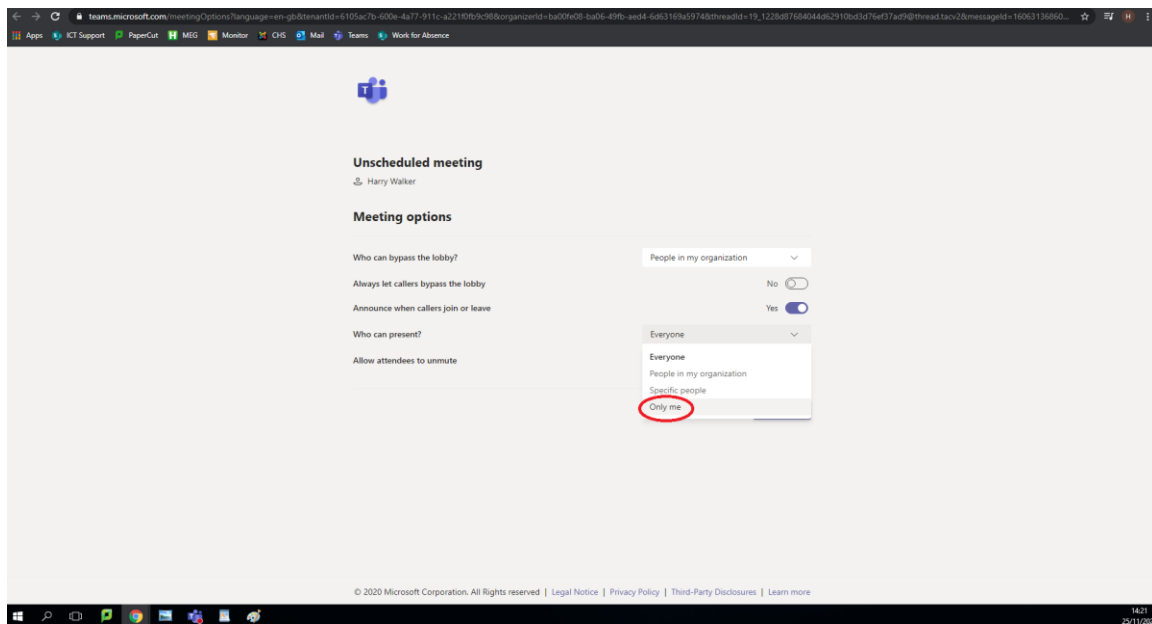
Send the invite.



Use the 3 dots circled, then view meeting details.



Then meeting options



Who can present: Only me

Can also choose here to allow attendees to unmute.