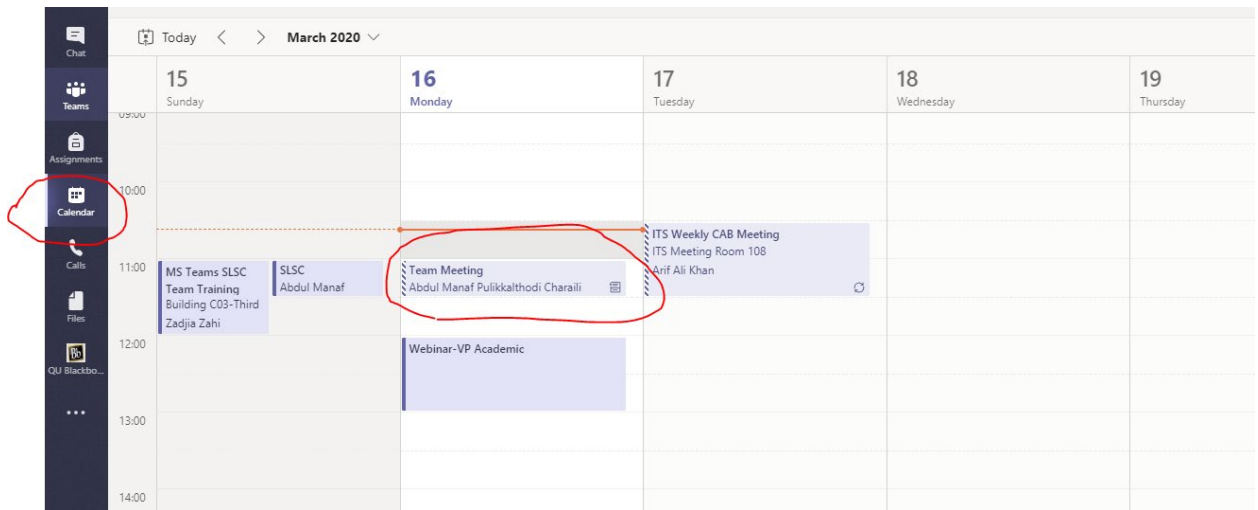
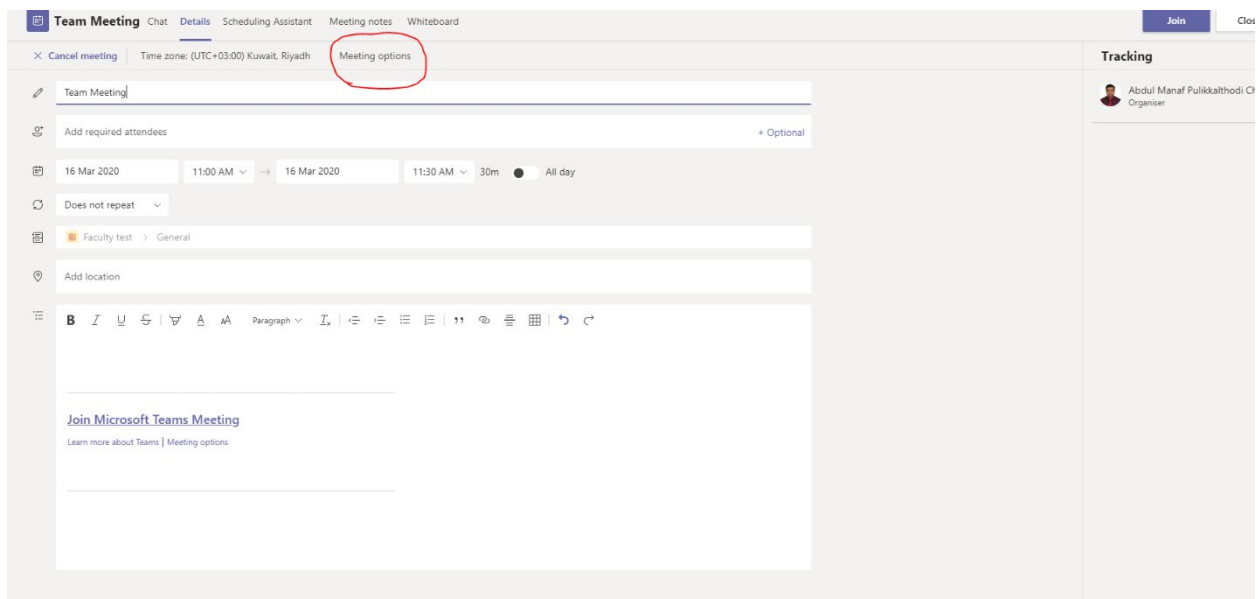


How to limit students from recording session and sharing screen

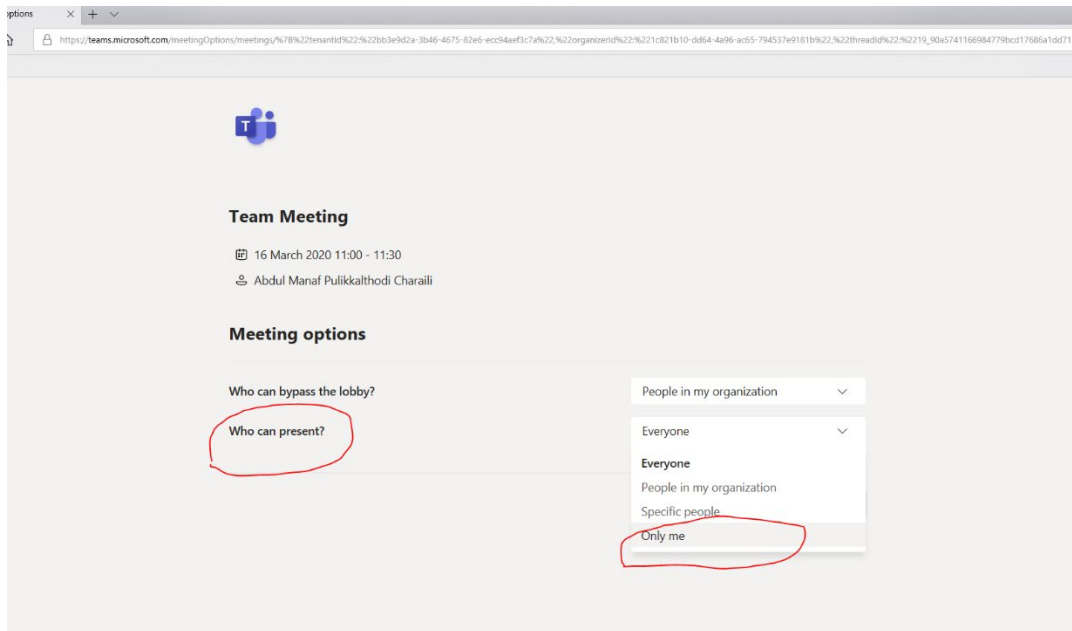
1. After scheduling your meeting Go to Calendar and open the meeting



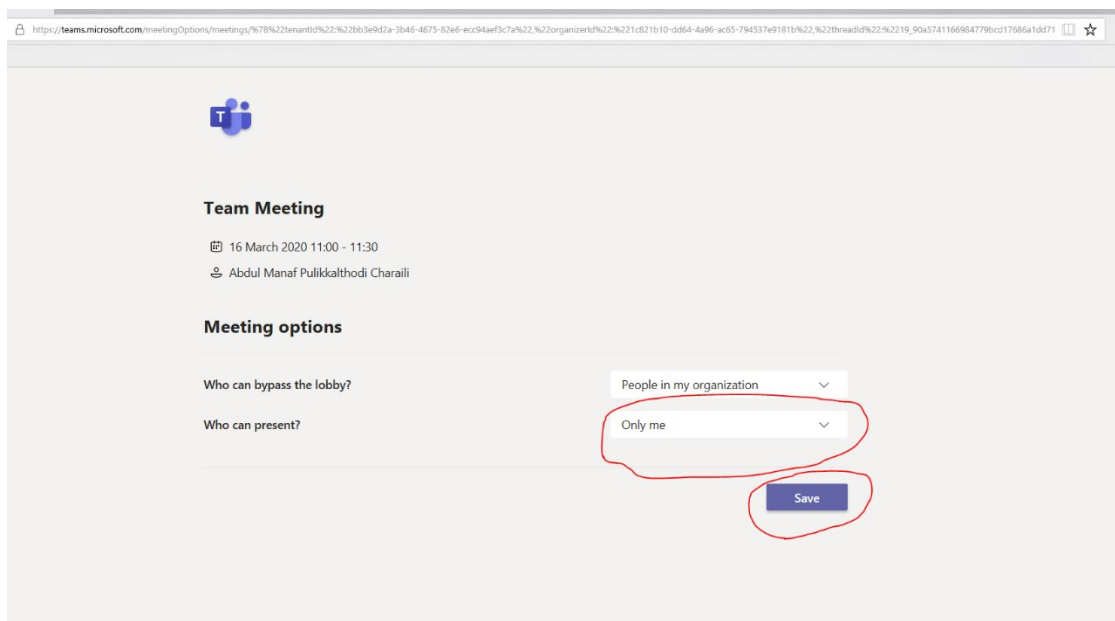
2. After opening the meeting Go to Meeting Options



3. Change the settings Who can present? To Only me and save



The screenshot shows the Microsoft Teams Meeting Options page. The page title is "Team Meeting" and it displays the meeting date and time as "16 March 2020 11:00 - 11:30" and the organizer as "Abdul Manaf Pulikkalthodi Charaili". Under the "Meeting options" section, there are two dropdown menus. The first is "Who can bypass the lobby?" with the value "People in my organization". The second is "Who can present?", which is circled in red. Its dropdown menu is open, showing options: "Everyone", "People in my organization", "Specific people", and "Only me". The "Only me" option is also circled in red.



The screenshot shows the Microsoft Teams Meeting Options page after the settings have been changed. The "Who can present?" dropdown menu is now set to "Only me" and is circled in red. The "Save" button is also circled in red. The page title is "Team Meeting" and it displays the meeting date and time as "16 March 2020 11:00 - 11:30" and the organizer as "Abdul Manaf Pulikkalthodi Charaili".