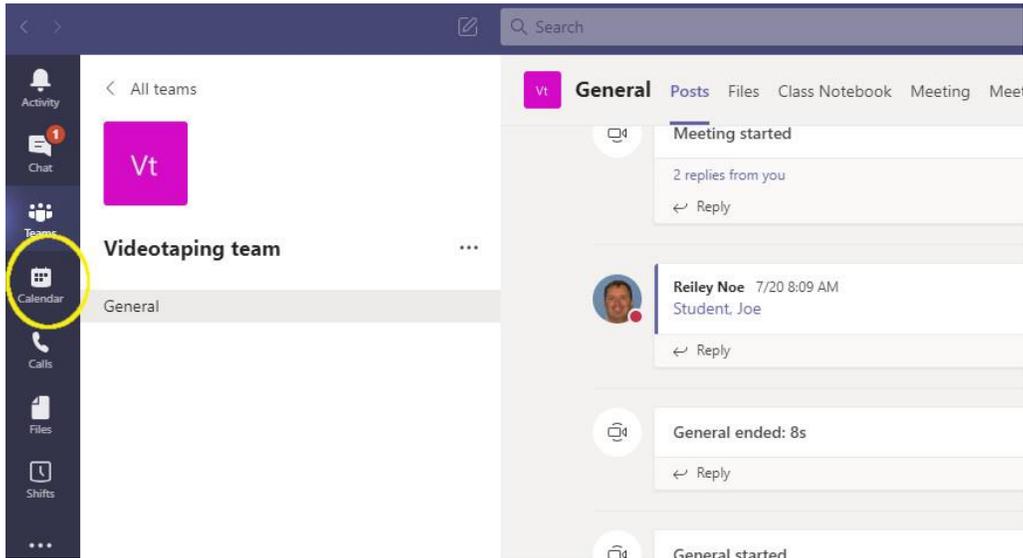


Office Hours in Teams – Allowing no one to bypass the waiting room.

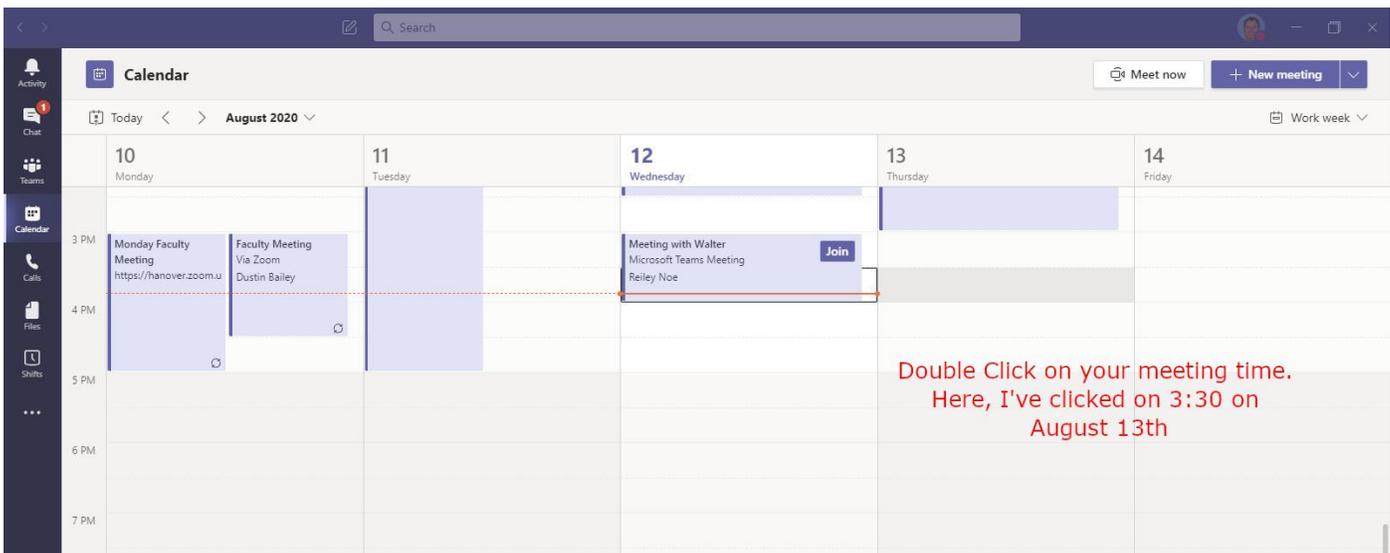
If you want to have office hours in teams and want to allow people to have private meetings without others entering the office hours meeting, you can change the meeting options to allow only you (the teacher or owner) to be able to bypass the waiting room.

This will preserve the privacy of individual meetings.

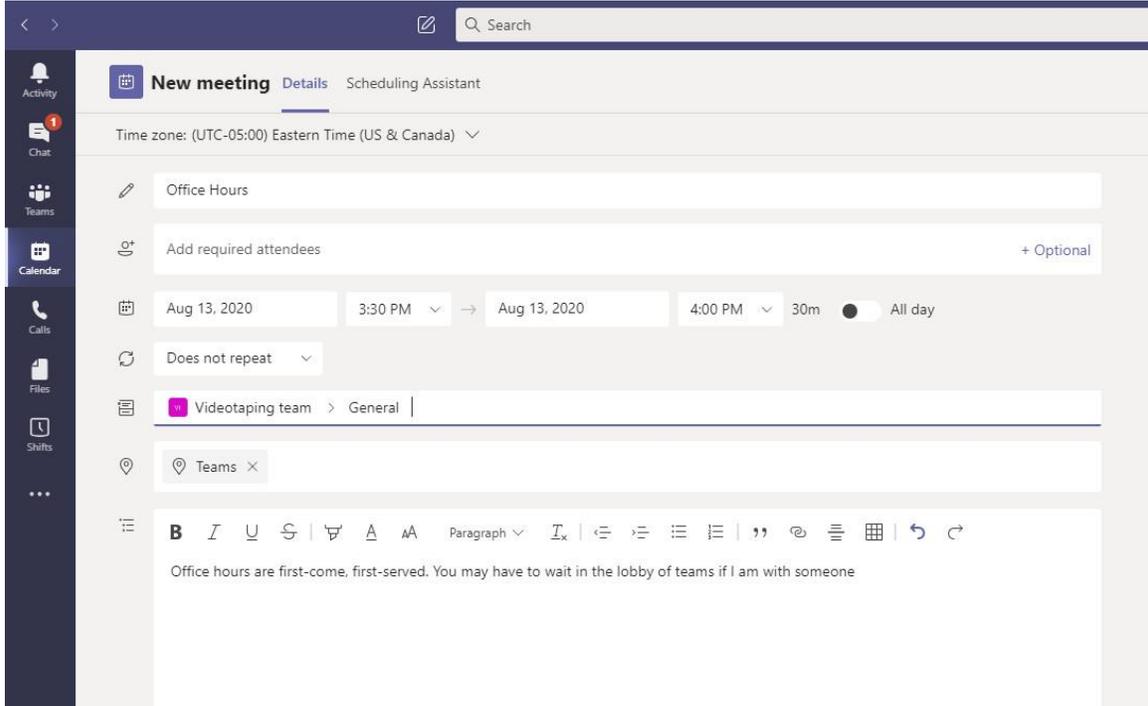
1. Go to your Team. Click on Calendar on the left side of the screen.



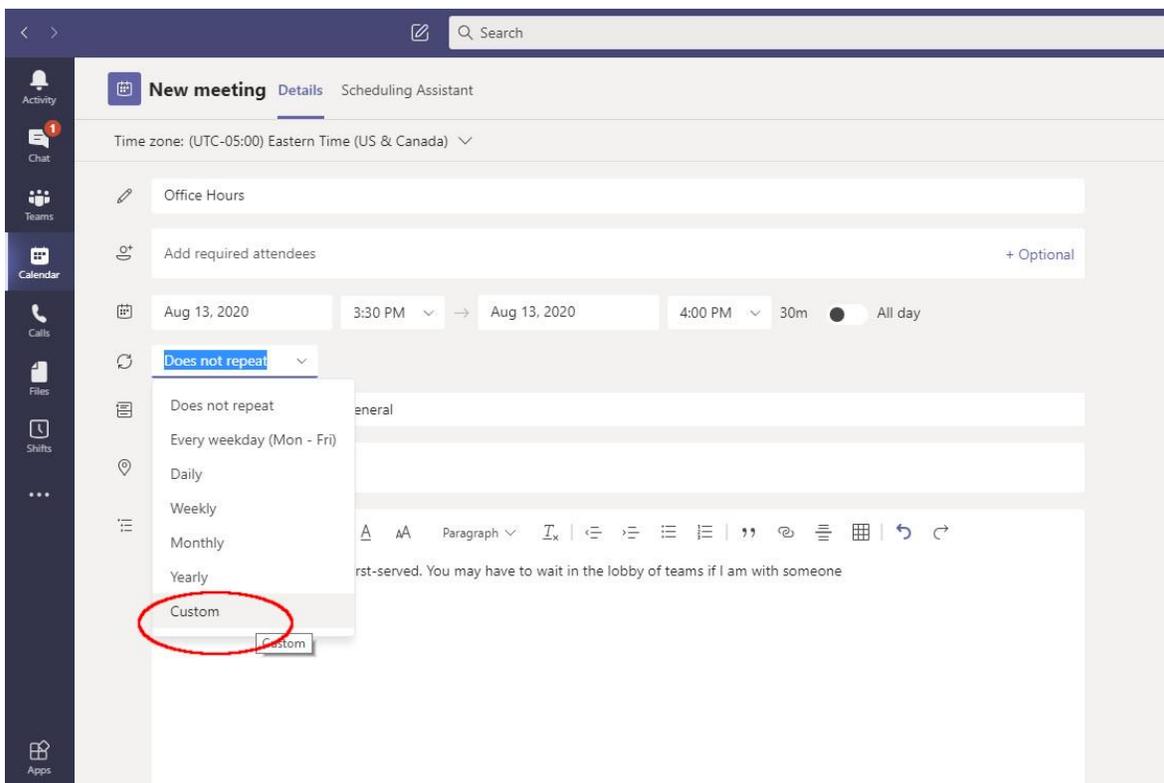
2. Find the time that you want to schedule a meeting and double click on that space in the calendar.



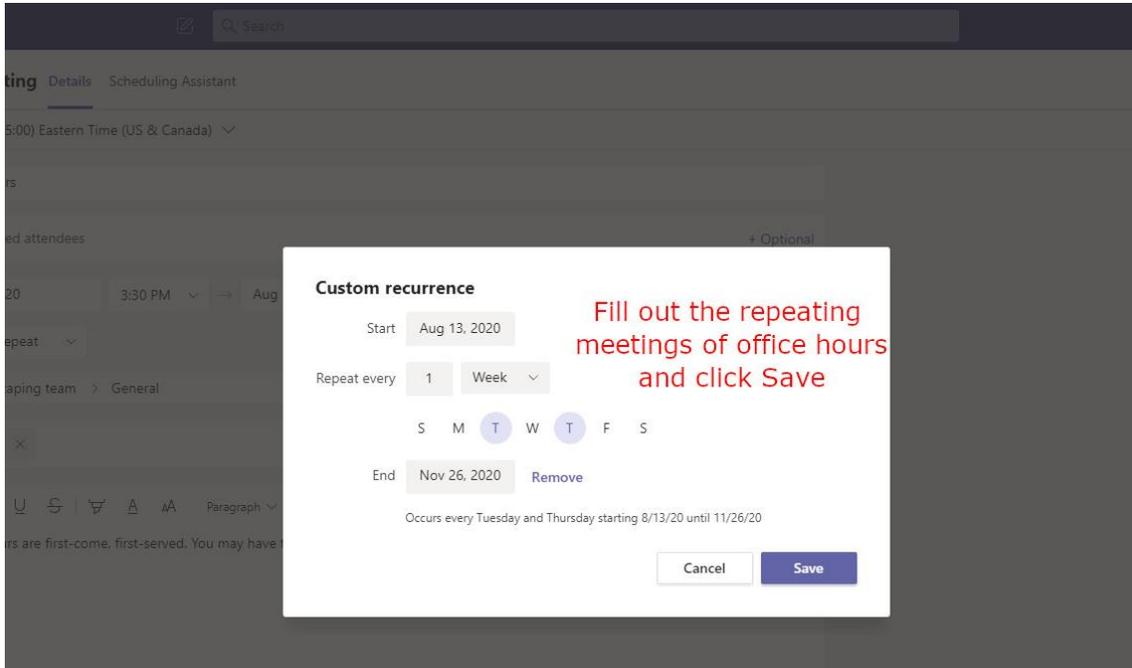
- Fill out the Meeting information. Give it a name. Edit the time. Make sure to include the whole class for your meeting (that is add the General channel after the class). Leave some information about the waiting room and explain why they may not be immediately able to meet with you but that you'll get them when you are through with other students.



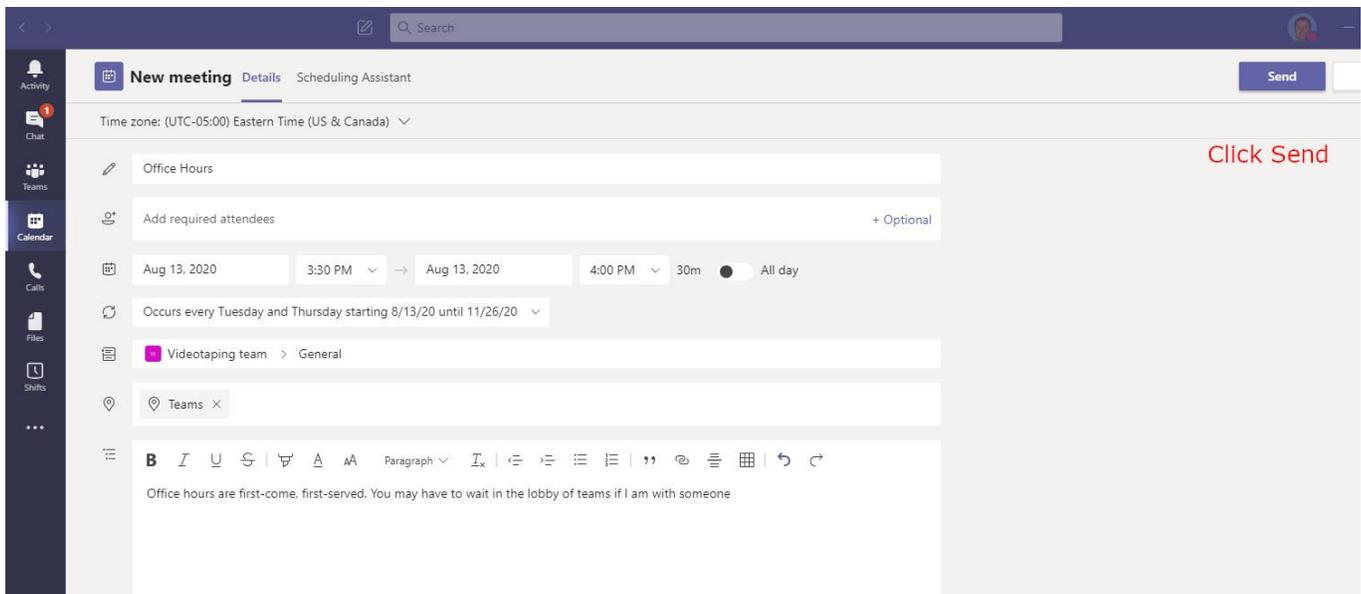
- Since the office hours will be a recurring time, click on the down arrow under 'does not repeat' area to set up the repetitions (yes, that phrase makes little sense on the surface) and select Custom.



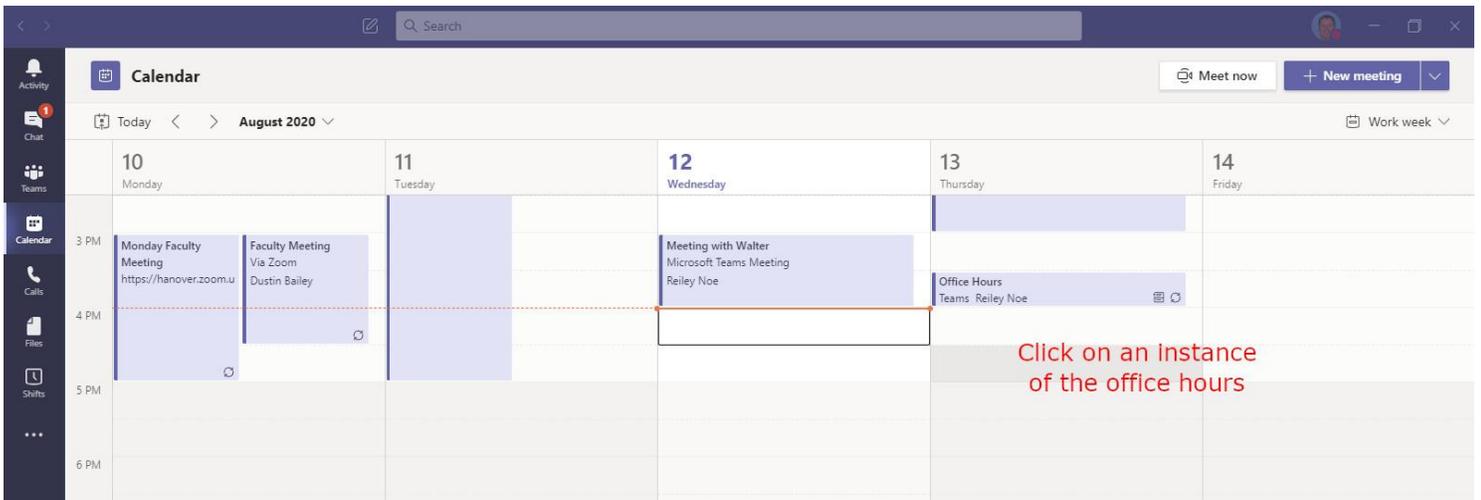
- Change the repeat every to Week and select the days of the week for the repetition. Add an end date. Then click Save.



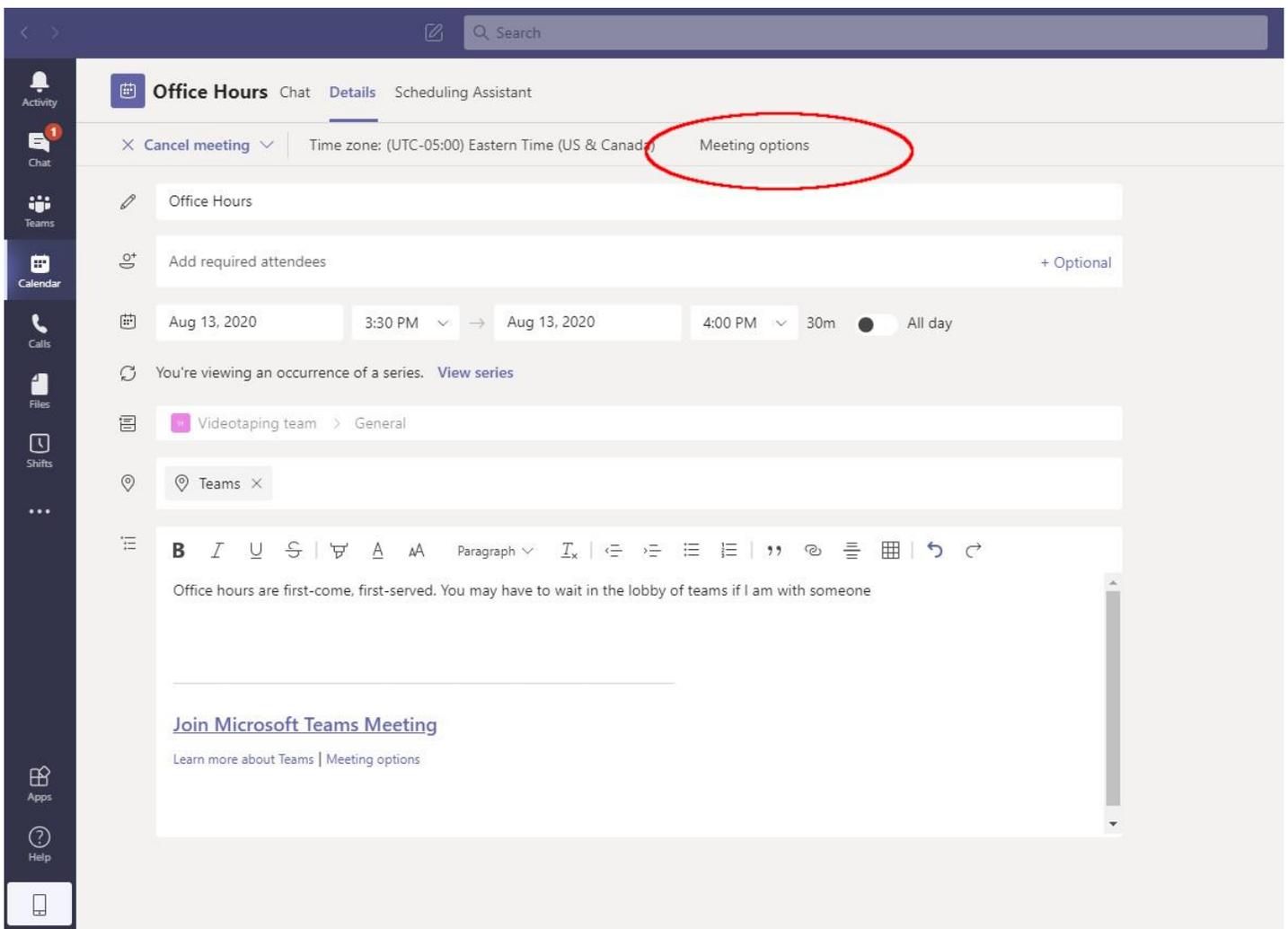
- Everything looks good – click Send. Everyone in the class will get an invite to every session of office hours. They can click on a link in their Outlook Calendar to find any office hour session.



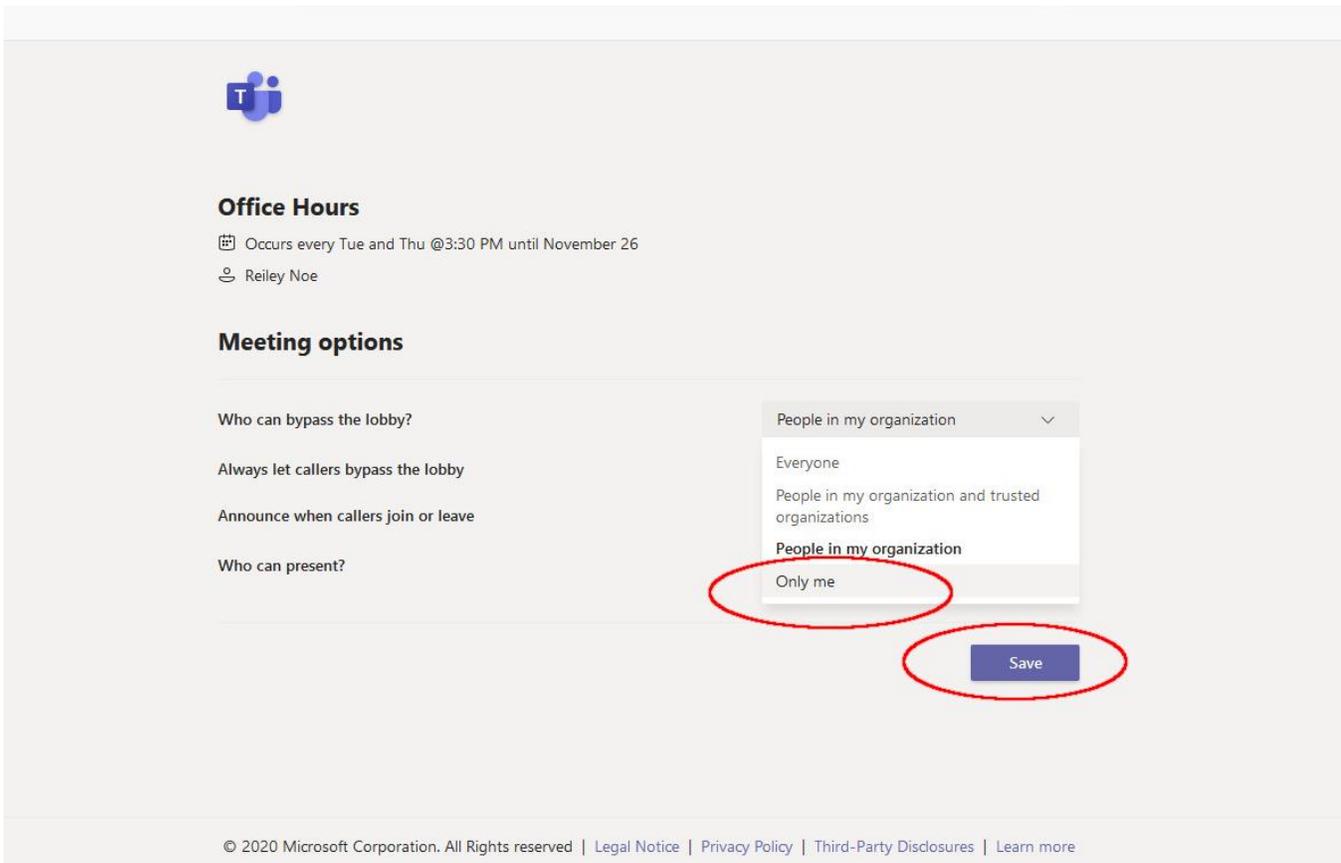
7. Now find an instance of the office hours meeting on your Teams Calendar and click on it to make the finished invitation re-appear.



8. Click on the Meeting Options area that appears in any of the series of office hours meetings that you have set up.



9. You can change the Meeting Options for the entire series. Change the Who Can Bypass the Lobby setting from People in my Organization to Only Me. That means that only you can directly go to an office hours meeting. Everyone else must wait in the lobby until you allow them to come in.



Office Hours
Occurs every Tue and Thu @3:30 PM until November 26
Reiley Noe

Meeting options

Who can bypass the lobby?
Always let callers bypass the lobby
Announce when callers join or leave
Who can present?

People in my organization
Everyone
People in my organization and trusted organizations
People in my organization
Only me

Save

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10. Here is the [information on the lobby settings](#) from the documentation for Teams.

Choose who can bypass the lobby

As the meeting organizer, you get to decide who gets into your meetings directly, and who should wait for someone to let them in.

If you choose to have people wait, you (and anyone else allowed to admit people) will see a list of people in the lobby. From there you can choose whether to admit or deny them.

| Who can bypass the lobby? | What happens | Recommended when... |
|---------------------------|---|---|
| Only you | As the meeting organizer, only you can get into your meeting directly. Everyone else will wait in the lobby. | You want everyone else to wait in the lobby until you're ready to admit them. |
| People in my organization | Only people in your org, including colleagues and guests who have different email domains than you do, can get into your meetings directly. | You want all external guests to wait in the lobby so you can approve them one by one. |