

How to Change Attendees' Role in a Teams Meeting?


If you're organizing a meeting with multiple attendees, you can assign attendee's roles before and when the meeting is in progress.

There are two roles to choose from: *presenter* and *attendee*. Presenters can do just about anything that needs doing in a meeting, while the role of an attendee is more controlled.

Note: All of your meetings by default are setup so you are the only presenter in the meetings you created; however, if you would like to assign one or more attendees presenter role, you can do so using the following methods.

Before a meeting

You'll need to send out the meeting invite before you can assign roles.

Once you've done that, go to **Calendar**  , click on the meeting you just created, and select **Meeting options**.


This will bring you to a web page, where you'll see a few choices under **Who can present?**

Who can present?	What happens
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	Only the organizer will be a presenter. All other participants will join as attendees.

A couple things to keep in mind:


- You'll need to send your meeting invite directly to anyone you want to select as a presenter.
- You won't be able to select someone from a different organization as a presenter.

There are two ways to change someone's role while a meeting is in progress:

1. Go to **Calendar**  ,click on the meeting, and select **Meeting options**. Use the dropdown menu for **Who can present?** to select a new presenter.

Note: If the meeting is recurring, any change you make in **Meeting options** will apply to all meeting occurrences.

2. Click **Show participants** in the meeting controls to see a list of the people in the people in the meeting.

Hover over the name of the person whose role you want to change and click **More options**  . From there, select **Make a presenter** or **Make an attendee**.

Notes:

- If the meeting is recurring, role assignments made in this way will only apply to the ongoing occurrence of the meeting. For future occurrences, participants will keep the role assigned to them on the **Meeting options** page.
- If someone exits the meeting and then rejoins it later, they'll rejoin with the last role they were assigned.