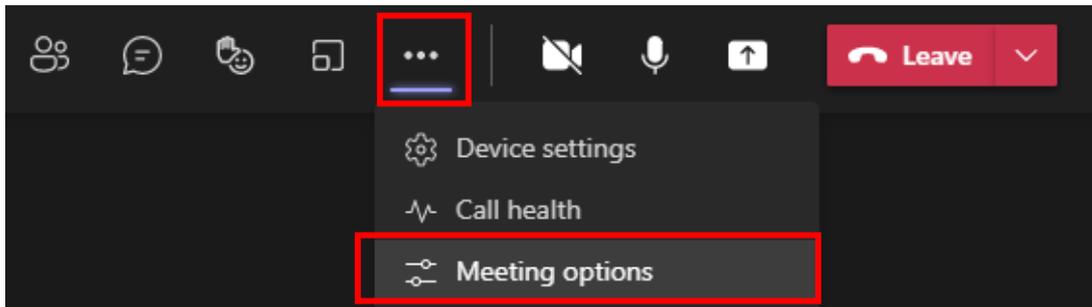


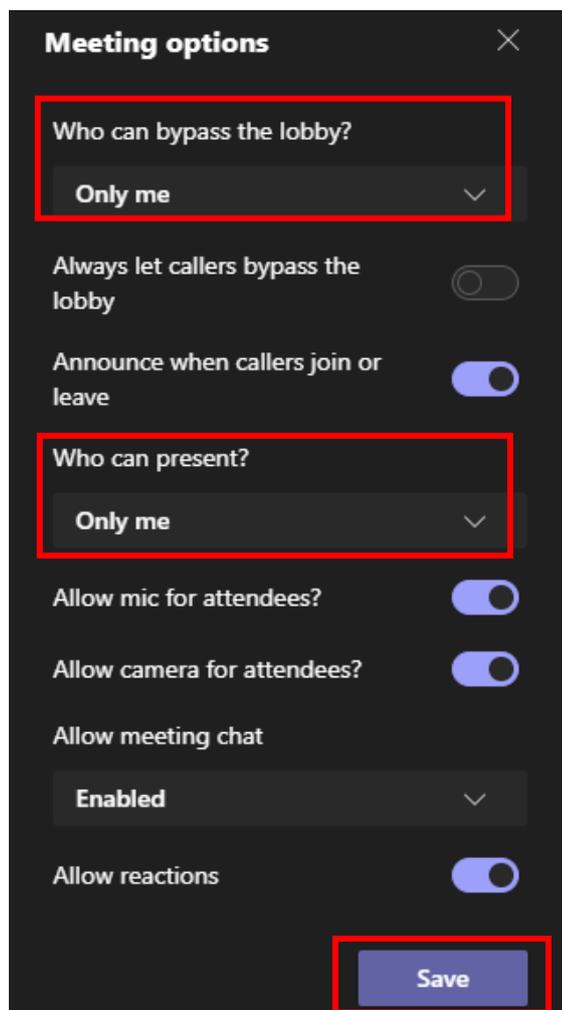
MS Teams personal access

To give access to the Teams Room to certain students, log in to the Teams Room you created (you must be the organizer of that room) and follow these steps:

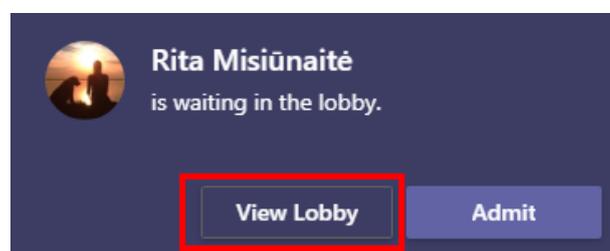
1. Set meeting options. Click the 3-dot icon and select **Meeting options**:

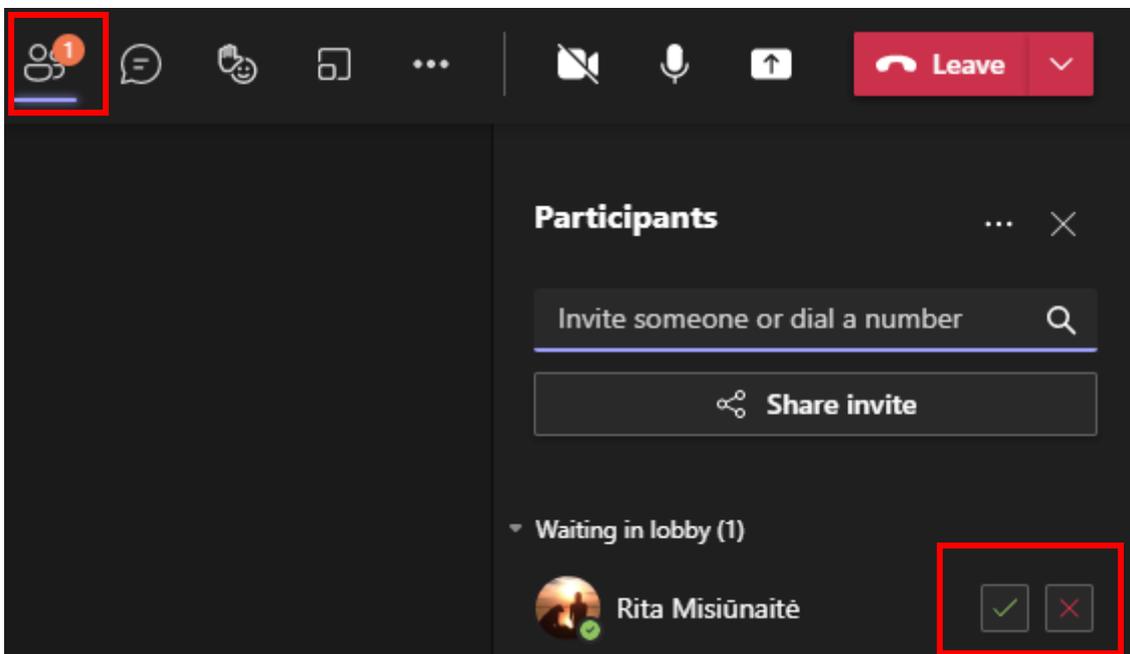


Specify values: „Who can bypass the lobby ? **Only me**“ ir „Who can present ? **Only me**“ and press **Save**:

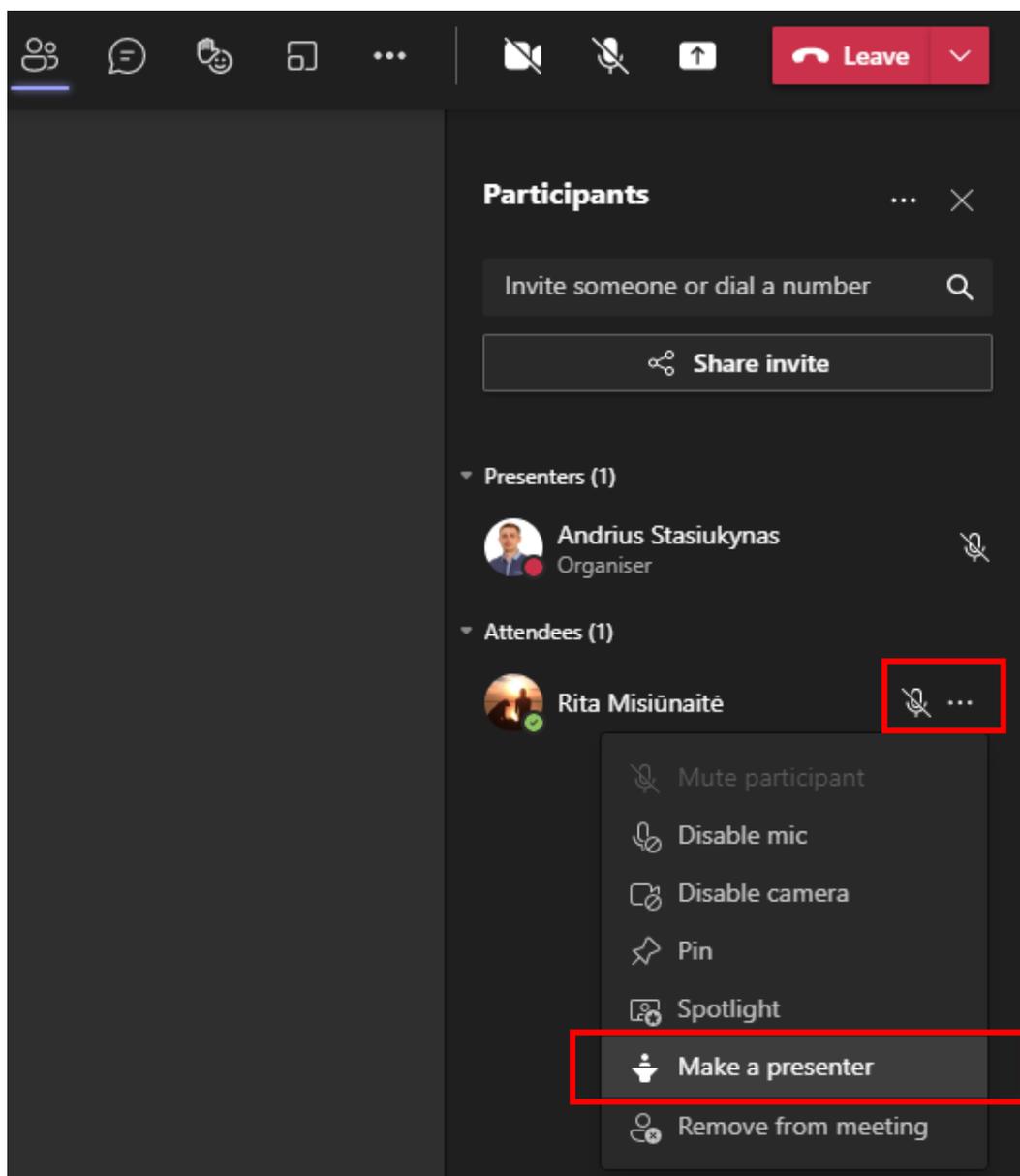


2. You will see a list of students wishing to join the Teams Room (via the link you provided) in the **Participants** area, which opens with the **View Lobby** or a "human" icon. Click on the green badge next to the participant's name if you invite to the room, or the red one if you do not accept:





2. To give the participant the right to share the screen, click the 3-dot icon next to the last name and select **Make a presenter**:



Note: The student must connect to the Teams room as an authenticated user of VMU systems, i.e. must log in with VMU Outlook login name and password.