

User Guide For Meeting Option Using Microsoft Teams

E-Meeting Platform



**Universiti
Malaysia
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Engineering • Technology • Creativity

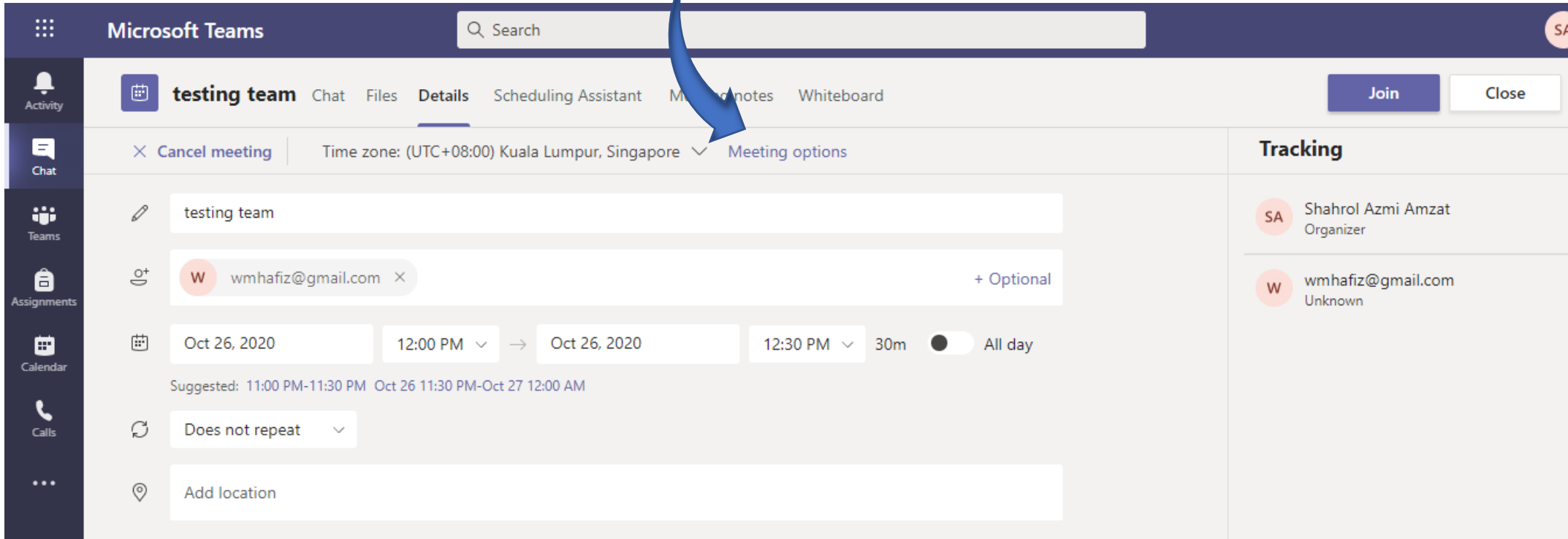


 Microsoft

Step to Allow Attendees auto attend the Conference.

01

Click : Meeting Options



The screenshot shows the Microsoft Teams interface for a meeting titled "testing team". The "Meeting options" tab is selected, and a blue arrow points to the "Meeting options" dropdown menu. The interface includes a search bar, navigation icons (Activity, Chat, Teams, Assignments, Calendar, Calls), and a "Join" button. The meeting details section shows the meeting name, time zone (UTC+08:00 Kuala Lumpur, Singapore), and a "Meeting options" dropdown. The "Tracking" section on the right lists participants: Shahrol Azmi Amzat (Organizer) and wmhafiz@gmail.com (Unknown).

Microsoft Teams

testing team Chat Files Details Scheduling Assistant Meeting notes Whiteboard

Join Close

Cancel meeting Time zone: (UTC+08:00) Kuala Lumpur, Singapore Meeting options

testing team

wmhafiz@gmail.com + Optional

Oct 26, 2020 12:00 PM → Oct 26, 2020 12:30 PM 30m All day

Suggested: 11:00 PM-11:30 PM Oct 26 11:30 PM-Oct 27 12:00 AM

Does not repeat

Add location

Tracking

SA Shahrol Azmi Amzat Organizer

W wmhafiz@gmail.com Unknown

02

Change to Yes to Allow
automatic join the
conference



testing team

October 26, 2020, 12:00 PM - 12:30 PM

Shahrol Azmi Amzat

Meeting options

Who can bypass the lobby?

People in my organization

Always let callers bypass the lobby

Yes

Announce when callers join or leave

Yes

Who can present?

Everyone

Allow attendees to unmute

Yes

