

Option 1: Adding users as Co-Organizers to gain download permissions

- [Step 1](#)
- [Step 2](#)

Step 1

Create a new meeting and invite attendees

Send | v

Calendar (@southstatetech.com) v

Test Meeting

Optional

11/3/2025 6:00 PM to 6:30 PM Make recurring All day

Find a Time >

Add a room or location

Teams meeting

Add an agenda


Mon, Nov

10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	6:00 PM - 6:30
7 PM	
8 PM	
9 PM	
10 PM	

Click 'Meeting Options' at the top

Event Scheduling Assistant

 Meeting options |  Response options ▾ |  Busy ▾ |  15 minutes before ▾ |  Categorize

 **Send** ▾

• Calendar (. @southstatetech.com) ▾



Test Meeting



Optio

Step 2

Head to 'Roles'

Meeting options

- Meeting access
- Roles
- Production tools
- Participation
- Recording & transcription
- Copilot and other AI
- Accessibility

Meeting access

Who can bypass the lobby?

Even if Everyone is selected, your org policy may require certain participant until a member of your org or a trusted org joins. This could include people account, people from untrusted orgs, and people dialing in.

People in my org and guests

People dialing in can bypass the lobby

Who can admit from the lobby

Organizers, co-organizers, and presenters

Add the attendee's as Co-Organizers for them to have Download access to Recordings and Transcriptions

Meeting options

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Roles

Choose co-organizers:

Has the same capabilities as the organizer.

Search for participants

Who can present

Everyone

Click Apply to apply the updated settings

g invite then refresh this page and choose them.

s check their audio, video, and content sharing before
ie this feature, make someone a presenter and turn it on



Save as template

Apply