

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

X

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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

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