

# Facilitator quick start

## for Microsoft Teams

Scheduled meetings | Teams desktop for Windows | Work or school accounts

### LEARNING OBJECTIVES

1. Given a scheduled meeting and session plan, set lobby access and presenter roles to match the plan.
2. During a practice meeting, share only the intended window, include sound for a clip, then stop sharing.
3. During a practice discussion, identify the first raised hand and mute a participant causing background noise.
4. Given an ended meeting you organized and an available report, download the CSV and locate join and leave times.

## 01 Set access and roles

BEFORE / [1, 2]

1. Open **Calendar** > **meeting** > **View event** > **Options**.
2. Under **Meeting access**, set **Who can bypass the lobby?** to match your session plan.
3. Under **Roles**, set **Who can present**. Choose the people who need to share content.
4. Under **Participation**, turn on **Allow attendance report** if needed. Apply or save the changes.



Calendar



Options

Invite presenters before assigning their roles.

## 02 Share the right content

PRESENT / [3, 4]

1. In the meeting controls, select **Share**. Choose **Window** and select the application you intend to show.
2. For a video or audio clip, turn on **Include sound** before sharing. Ask someone to confirm they can hear it.
3. When finished, select **Stop sharing** on the sharing toolbar.



Share

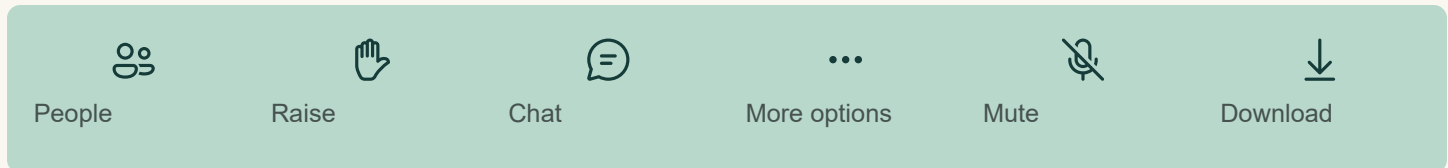


Include sound

System audio includes notification sounds.

# Keep the session on track

Use these controls during the meeting. Labels may vary with updates.



## 03 Manage discussion and noise

FACILITATE / [5, 6]

1. Ask participants to select **Raise** or **React > Raise hand** before speaking.
2. Select **People**. Raised hands are numbered in order. Invite the first person to speak, then move to the next.
3. To quiet background noise: **People > participant name > More options (...)** > **Mute participant**.
4. Ask the person to unmute when ready. Use **Chat** for questions that can wait until a pause.

 People

 More options

 Mute participant

Assign a co-organizer to monitor chat.

## 04 Close and collect attendance

FINISH / [2, 7, 8]

1. As organizer, select the arrow beside **Leave > End meeting > End** to close the session for everyone.
2. About five minutes later, open **Chat > meeting chat > Attendance > Download**.
3. Open the **.csv** file and locate participant join and leave times. Keep the report in an approved location.

 End meeting

 Download

Leaving on your own does not end the meeting.

**Missing a control?** Check your meeting role and ask your Teams administrator. Policies can limit access. Attendance reports are for organizers and eligible co-organizers.

Checked against Microsoft Support: 16 October 2026. [1-8] Source links and icon license are included in the package. Fluent icons are visual cues, not screenshots of your exact toolbar.