



ROLES IN A TEAMS SESSION/MEETING

Microsoft Teams offers three roles for online class sessions and meetings.

1. The person who created the session/meeting has the **Organizer role**.
2. By default, participants joining a session/meeting have the **Presenter role** with most of the capabilities of the Organizer. Note that a Presenter cannot remove the Organizer from the session or modify Meeting Options for the session.
3. The **Attendee role** has just enough capabilities to participate in the session/meeting.

If you as instructor or staff meeting leader have the Organizer role, you can change which participants have which role in your session. The table below details the capabilities of each role.

CAPABILITY	ORGANIZER ROLE	PRESENTER ROLE	ATTENDEE ROLE
Speak and share webcam video	✓	✓	✓
Participate in meeting chat	✓	✓	✓
Share content	✓	✓	
Privately view a PowerPoint file shared by someone else	✓	✓	✓
Take control of someone else's PowerPoint presentation	✓	✓	
Mute other participants	✓	✓	
Remove participants	✓	✓	
Admit people from the lobby	✓	✓	
Change the roles of other participants	✓	✓	
Start or stop recording	✓	✓	