

Validation

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Meeting scheduling ^

Meeting scheduling settings let you control how users can set up and attend meetings. [Learn more about meeting scheduling settings](#)

Private meeting scheduling	<input checked="" type="checkbox"/> On
Meet now in private meetings	<input checked="" type="checkbox"/> On
Channel meeting scheduling	<input checked="" type="checkbox"/> On
Meet now in channel meetings	<input checked="" type="checkbox"/> On
Outlook add-in	<input checked="" type="checkbox"/> On
Meeting registration ⓘ	<input checked="" type="checkbox"/> On
Who can register ⓘ	Everyone
Attendance and engagement report ⓘ	On, but organizers can turn it off
Include attendees in the report ⓘ	Yes, but attendees can opt out
Attendee information ⓘ	Show everything

On, but organizers can turn it off

On, but organizers can turn it off

Off

On

Yes, but attendees can opt out

Yes, but attendees can opt out

No, but attendees can opt in

Always

Never

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Meeting join & lobby ^

Meeting join and lobby settings let you control how people join meetings and allow you to manage the lobby for Teams meetings.
[Learn more about meeting join and lobby settings](#)

Anonymous users can join a meeting ⓘ On
Find related settings at [Meetings > Meeting settings](#)

Anonymous users and dial-in callers can start a meeting ⓘ Off

Who can bypass the lobby ⓘ ▼

People dialing in can bypass the lobby ⓘ Off

People can join external meetings hosted by ⓘ ▼

People in my org and guests ▼

- Everyone
- People in my org and guests
- People in my org, trusted orgs, and guests
- People in my org
- Only organizers and co-organizers
- People who were invited

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Meeting engagement

Meeting engagement settings let you control how people interact in meetings. [Learn more about meeting engagement settings](#)

Meeting chat ⓘ On for everyone

Find related settings at [Messaging > Messaging policies](#)

External meeting chat ⓘ On

Q&A ⓘ On

Reactions On

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On for everyone

On for everyone

On for everyone but anonymous users

Off