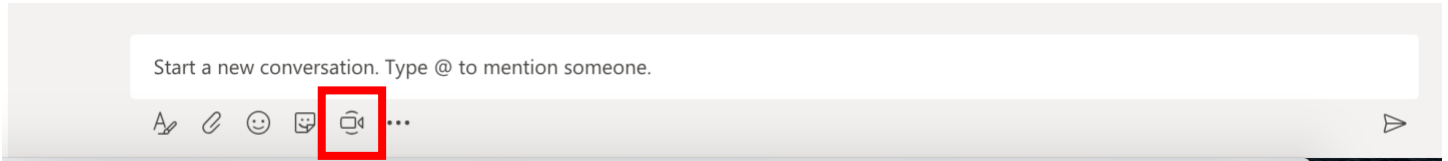
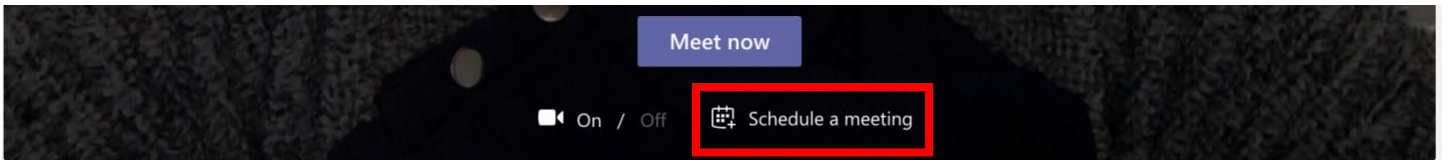


How to create a Class Meeting where only the Instructor can present

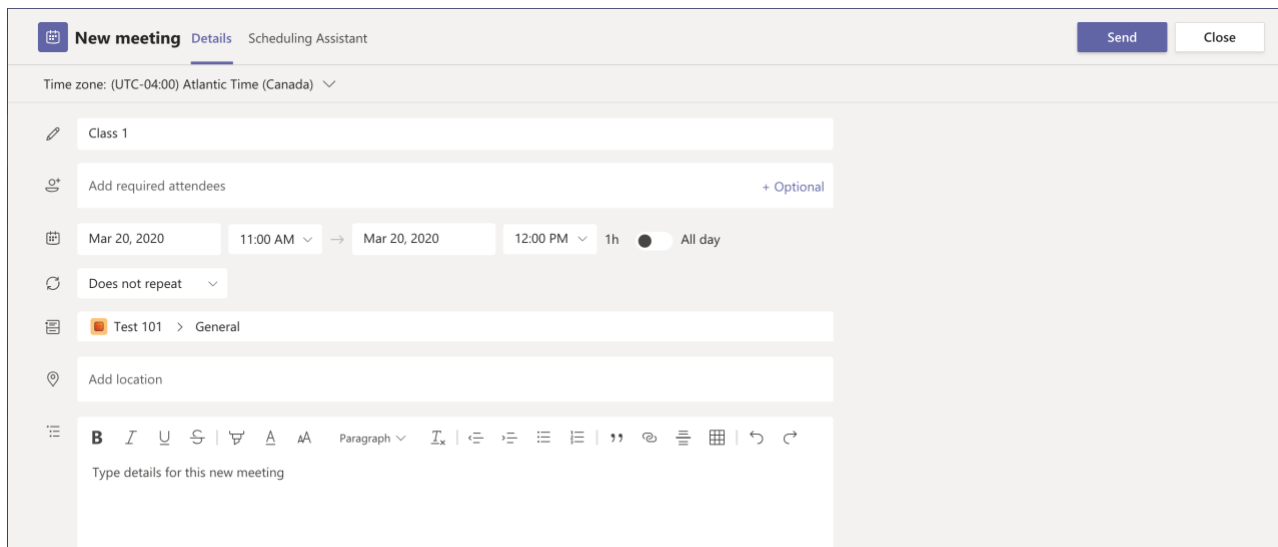
1. Open your Class Team. In the toolbar at the bottom, click on the “Video Camera icon” to set up a meeting.



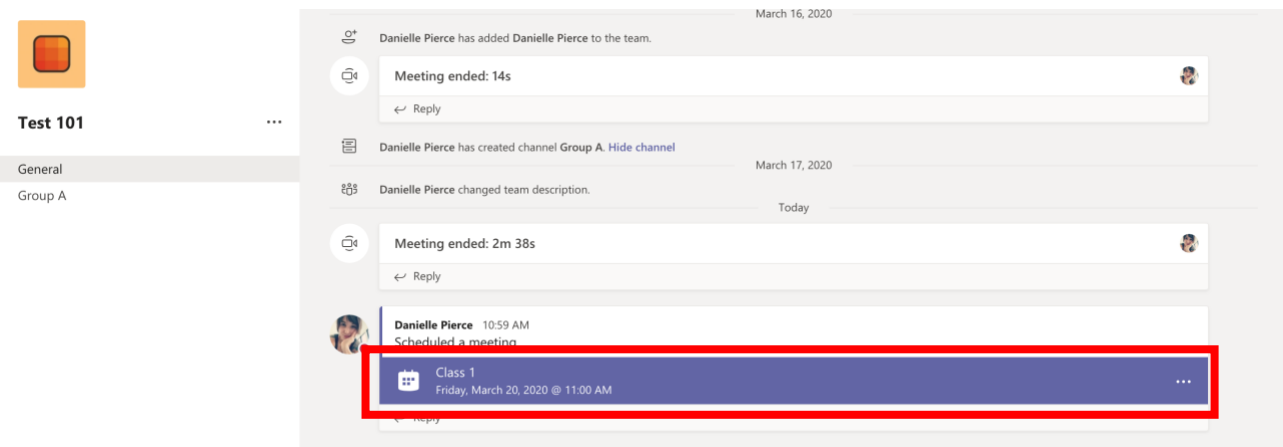
2. Select “Schedule a meeting”



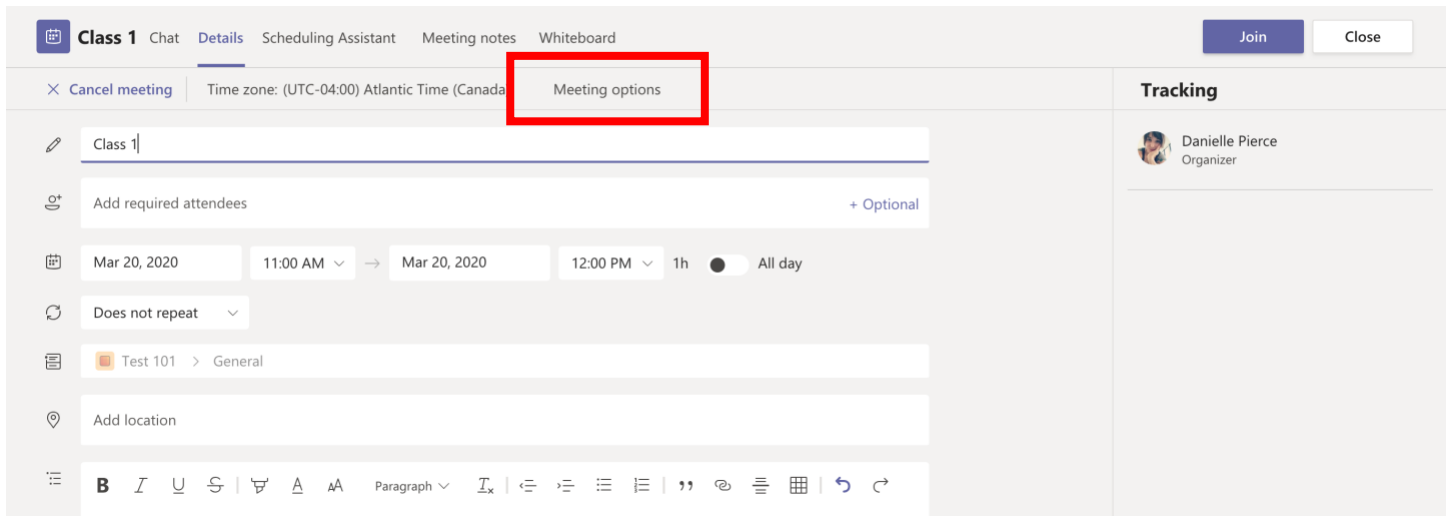
3. Give the Class Team meeting a name and identify the date and time for your meeting, then hit Send.



4. Go back to your Class Team. You will see the scheduled meeting in the **Chat**. Click on the meeting to open additional options to allow you to specify yourself as the **Presenter**



5. Click on the **Meeting Options** tab at the top of the page.



6. Select the **“Who can present?”** option and select **“Only me”** to ensure students don’t accidentally screenshare or commandeer the class.

