



MICROSOFT TEAMS STANDARD PROCEDURES

- All classes should be created as a Classroom Team
- Any additional Teams created should be set to PRIVATE
- All meeting settings should be set to ONLY ME for Lobby Admittance
- All meeting settings should be set to ONLY ME for Presenter
- Remove any student names that are not officially assigned to the class

Following these recommended procedures will assist in avoiding classroom interruptions and unassigned students entering the learning space.