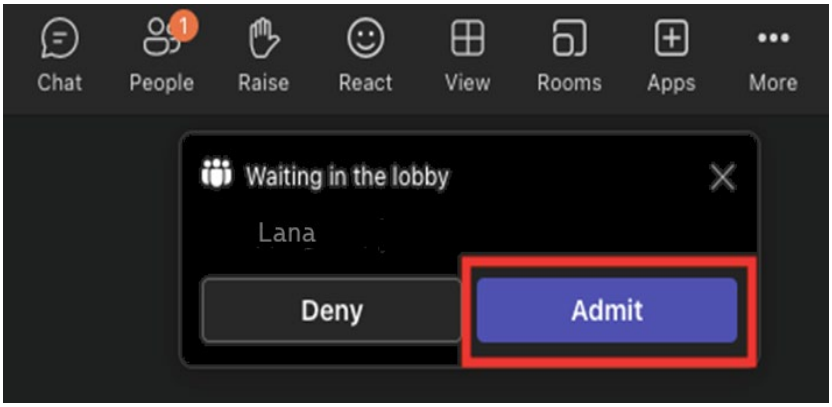
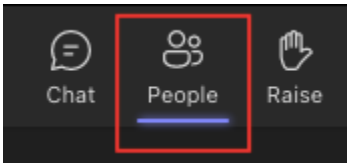
How to Admit Participants into a Teams Meeting

After you have started your Teams meeting, participants will be admitted to the waiting room. A notification will appear on your screen notifying you that people are waiting to be admitted. To admit them:

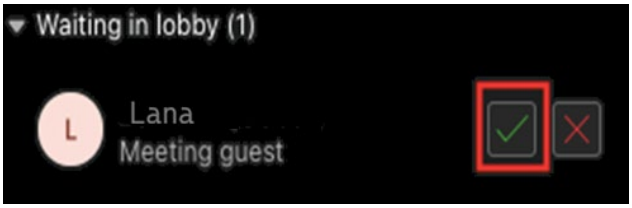
1. Click **Admit**

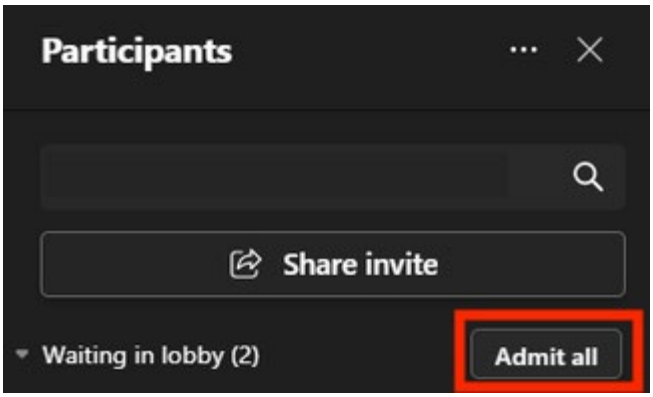


2. Click on **People** (located on the top navigation bar)



Then click on the **check mark** next to the participants name. If there is more than one participant that needs to be submitted, then you can click on the **Admit All** button.




Participants
Share invite
Waiting in lobby (2)
Admit all