

A Step-by-Step Guide to Secured Microsoft Teams Meetings

The objective of this guide is to enable productive, accessible and secure video-teleconferencing meetings and reduce the ability of bad actors to share unwanted comments or content. While we appreciate public participation, it is important to sustain an environment for responsible civic-engagement.

Use this guide to lock down your Microsoft Teams meeting and prevent “Teams bombing.” Follow the steps **before**, **during**, and **after** the meeting.

Important Note for Sunshine Law Boards

Boards and commissions subject to Hawai‘i’s Sunshine Law should be aware that not all the security practices in this guide may be fully applicable to their meetings. Because Sunshine Law requires that remote meeting links be posted publicly in advance, some preventive measures—such as restricting access only to authenticated users—may not be feasible. Additionally, while boards cannot preemptively block members of the public from attending, they may remove individuals who engage in disruptive behavior and prevent those removed individuals from rejoining the same meeting.

These guidelines are intended to help enhance meeting security while still aligning with Sunshine Law requirements. Boards should apply the recommendations that are compatible with open-meeting obligations and consult their counsel or the Office of Information Practices (OIP) if uncertain. You may contact OIP's Attorney of the Day with questions about the Sunshine Law's requirements at oop@hawaii.gov or 808-586-1400

Important Note About Technical Instructions

Portions of this guideline outline specific instructions in navigating throughout the platform. Due to regular occurring software updates, some steps may alter from what is written. We recommend visiting the Enterprise Technology Services (ETS) Guidelines for Secure Public Meetings in Microsoft Teams page for the most recent updates:

<https://servicedesk.hawaii.gov/support/solutions/articles/21007957566-Guidelines-for-Secure-Public-Meetings-in-Microsoft-Teams>



Before the meeting (do these steps every time)

1. Assign Your Team Roles

To keep the meeting safe AND running smoothly, assign:

Facilitator

- Often the Chair of the meeting
- Runs the agenda
- Calls on speakers or testimony
- Manages Q&A
- Coordinates the flow of the meeting
- Can also be a co-organizer for additional controls

Organizer

- The person who schedules the meeting
- Has full control of meeting options

Moderator (gatekeeper)

- Helps manage security
- Admits people from the lobby
- Removes disruptive attendees
- Monitors attendee behavior
- Turns attendee mic/camera on or off as needed

How to assign co-organizers:

- Add them to the meeting first.
- Then go to **Meeting Options** → **Assign Co-Organizers** → **Add their names.**



2. Create the meeting

- Schedule your meeting in **Teams** (recommended) or **Outlook (Old Outlook only)**.
 - After scheduling, open **Meeting Options** to set security controls.
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3. Set Presenter Permissions

- Under **Who can present?** select:
 - **Only organizers and co-organizers** (recommended), or
 - **Specific people** if a few presenters need control.
 - **Do NOT** allow “Everyone” or “People in my org and guests” for public meetings. This prevents unknown attendees from sharing their screen or taking over the meeting.
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4. Turn Off Mic and Camera for Attendees

1. This stops attendees from turning on audio/video until you intentionally allow it.
 2. Set:
 - **Allow mic for attendees → Off**
 - **Allow camera for attendees → Off**
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5. Restrict Lobby Bypass

- Everyone else waits in the lobby until a Moderator intentionally admits them, stopping anonymous users from popping in.
 - Set:
 - **Who can bypass the lobby? → Only organizers and co-organizers**
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6. Control Chat and Q&A

Chat can be abused easily. Q&A requires moderator approval before messages appear.

- For public meetings, set:
 - **Meeting Chat → Off**
 - **Q&A → On**
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7. Distribute the Meeting Link Carefully

- Send link privately (email/invite list)
 - **Do NOT** post public meeting links on social media
 - If the meeting must be public, pre-brief your Moderator to screen lobby entries carefully
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During the Meeting (what to do once the meeting starts)

1. Start the meeting early

- Organizer and Moderator join 5–10 minutes before start time
 - Review lobby list, check settings, and prepare roles
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2. Admit Attendees from the Lobby

Teams gives two ways:

- **Admit** (for one participant)
- **Admit all** (for groups waiting)

Tip: Hosts should vet names if possible. If unsure, **leave them in the lobby.**



3. Use Raise Hand to Manage Speakers

Tell attendees:

“If you'd like to speak or provide testimony, please raise your hand.”

This gives the Moderator time to control permissions safely.

4. Enabling Someone to Speak or Use Video

When a participant is called on:

1. Moderator **enables mic**
2. Ask them to state:
 - Full name
 - Location
 - Organization (optional)
3. Ask whether they would like camera enabled (optional)

After they finish:

- **Disable their mic**
 - **Disable their camera**
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5. Promote Someone to Presenter Only When Needed

If someone must share content:

- Make them a **Presenter**
- **Important:** Presenters automatically gain:
 - Camera
 - Mic
 - Screen sharing



If they become disruptive:

- Use **Make an attendee** to remove presenter rights immediately
 - Then disable mic/camera again
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6. Remove Any Disruptive Attendees Immediately

If anyone behaves inappropriately:

- Select their name
- Choose **Remove from meeting**

Because lobby bypass is restricted, they cannot re-enter without manual approval.

Quick Start Checklist (Copy/Paste Friendly)

Before the Meeting

- Only organizers & co-organizers can present
- Attendee mic OFF
- Attendee camera OFF
- Co-organizers assigned (Moderator / Facilitator)
- Lobby bypass = organizers & co-organizers only
- Chat OFF, Q&A ON
- Meeting link shared securely

During the Meeting

- Admit attendees intentionally
- Use Raise Hand for testimony/speaking
- Enable mic/camera only when necessary
- Disable mic/camera after each speaker
- Remove disruptive participants
- Revert any presenter back to attendee when done

