

Teams Meetings- October 2025 Update

In October 2025, an automatic update to Microsoft Teams Meetings resulted in significant changes to **Meeting Settings**, and the control that Organizers now have over their meetings. While the interface and functionality within Microsoft Teams Meetings continues to evolve, this sometimes renders our existing documentation or video resources inaccurate or misleading.

This document is intended to serve as a temporary addition to our existing support materials, which currently include inaccurate illustrations of the Toolbar and obsolete information about meeting settings.

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Overview

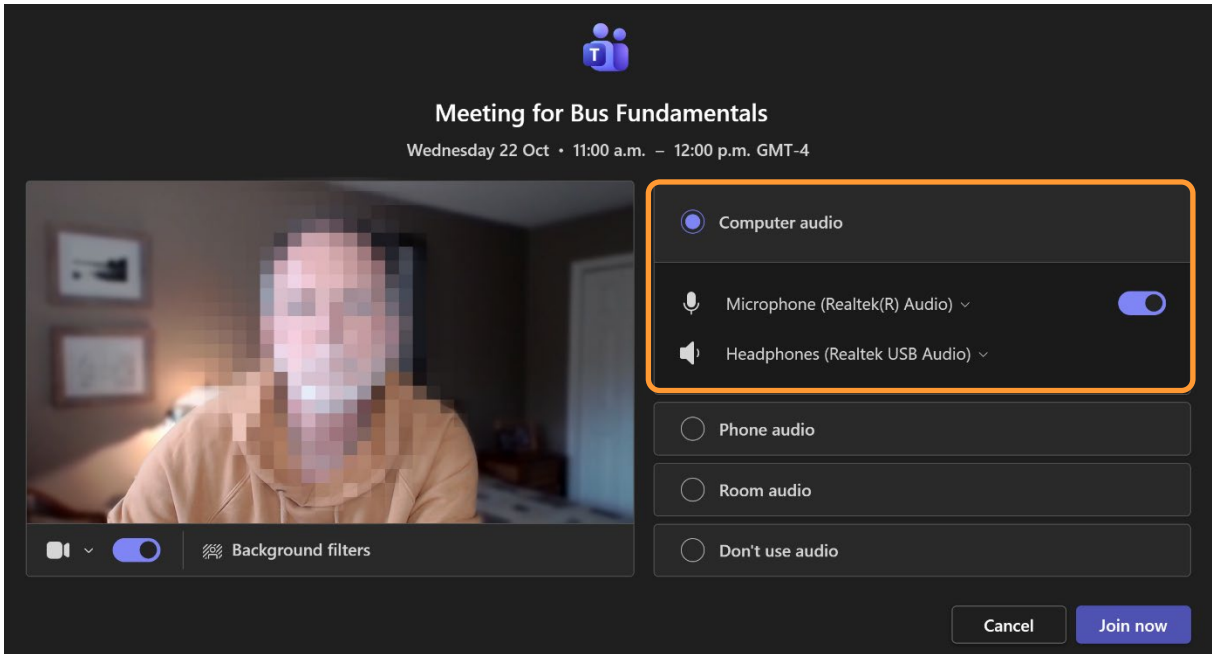
The October 2025 update provided three significant improvements:

1. An updated **Preview** screen to allow better visibility of audio settings before joining a meeting
2. Relocation of the **Meeting Settings**
3. A new **Controls** button that provides quick access to essential settings on the fly and without leaving the meeting interface.

This update simplifies access to meeting controls and reducing the need to navigate multiple menus.

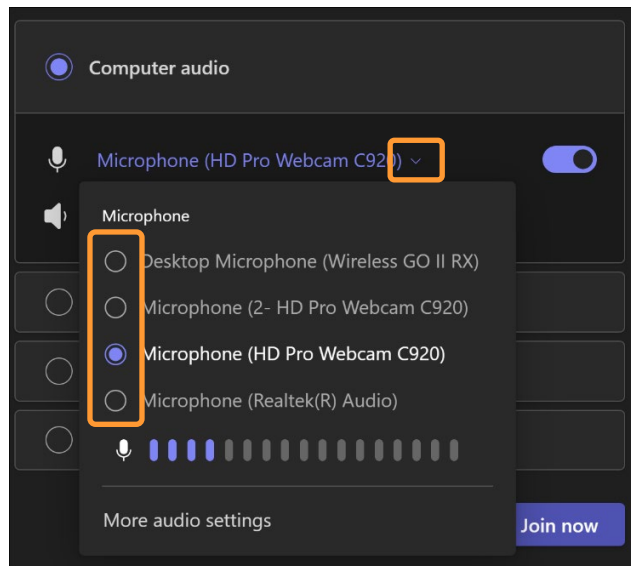
The Preview Screen

The updated **Preview** screen provides a simplified and more intuitive way to pre-select your desired **input** (microphone) and **output** (speaker) hardware choices. This will be much appreciated by those with several microphone and output devices.



Note that your audio options are now available.

Generally, our users choose to the computer as their audio source (a microphone) and output (a speaker or headset). Use the dropdown menu beside the **Microphone** control or the **Speaker** control to select between your hardware choices. Note that clicking the mic or speaker icon will enable or disable the device.



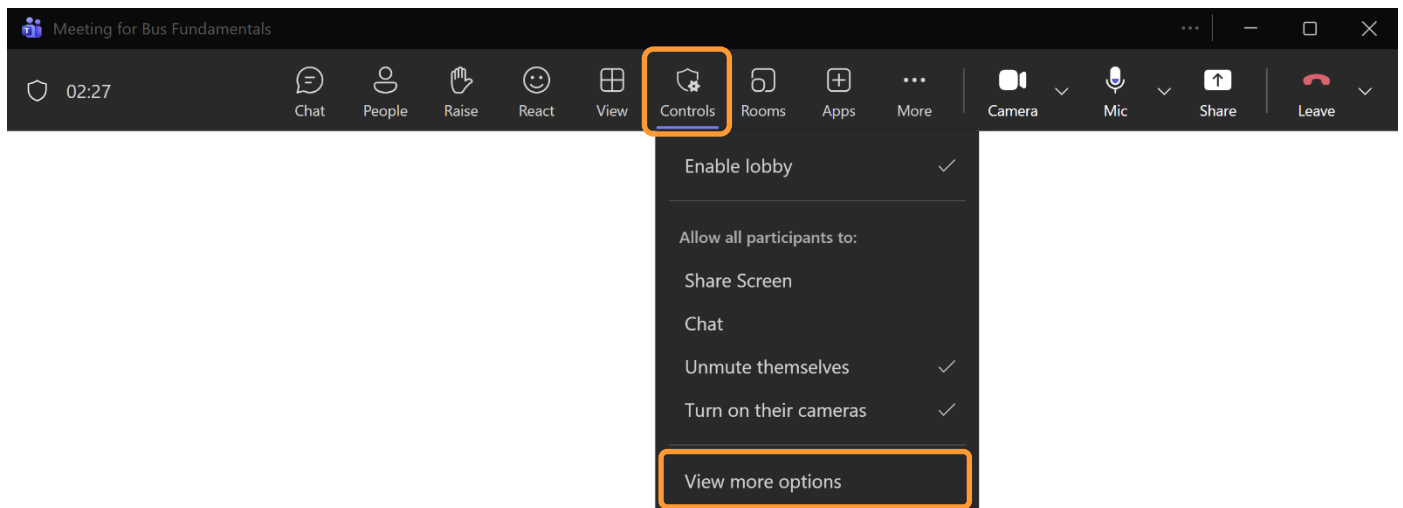
Hardware choices are available after clicking the dropdown menus.

In this example, clicking the dropdown beside the **Microphone** setting allows you to choose among the four audio input devices on this system.

- When testing the microphone, you should see ample deflection on the meter.
- Clicking on the **More audio settings** link allows access to **noise suppression** and **spatial audio** controls.

Meeting Settings

The main settings and options for meetings are now located under the new **Controls** toolbar button, by following the **View more options** link.



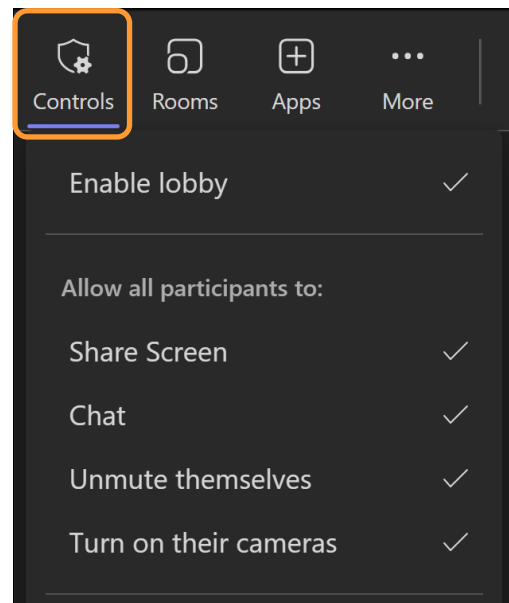
Following the **View more options** link will bring you to the familiar **Meeting Options**, where you can set the default settings for the meeting- who can chat, who can present, co-presenters, allowing or disabling Reactions and the Q&A, automatic recording, etc.

The Controls Button & Functions

The new **Controls** toolbar button is available only to Organizers and Co-organizers, providing quick access to essential settings without leaving the meeting interface or editing the meeting settings. While in a meeting, organizers and co-organizers can now allow or disallow key functions including:

- Enable Lobby
- Share Screen
- Chat
- Unmute themselves
- Turn on their cameras

A checkmark beside the control signifies that it is **enabled**. Settings changed using these new controls **override** any settings in the Meeting Settings.



A checkmark signifies that the control is enabled

- The **Enable Lobby** function allows organizers and co-organizers to turn the lobby **on** or **off** dynamically during a live meeting. When selected during a meeting, the current participants are unaffected, but all new participants who try to

join after the lobby is enabled will be held in the lobby. **Tip:** If you want to streamline entry for latecomers, disable the Enable lobby control.

- When you disable **Share Screen**, two things occur; it ensures that only you (the organizer) or co-organizers can use the share screen function, but it also changes the role of your students from **Presenter** to **Attendee**, substantially limiting their permissions within the meeting. For example, when screen sharing is disabled, your students- now Attendees- will not be able to screen share or enable their microphones or cameras once muted, unless the **Unmute themselves** feature is subsequently enabled. Enabling Share Screen will promote the students back to the Presenter role.
- Disabling the meeting **Chat** removes the ability for users to text chat. As an example, you may wish to disable Chat during presentations to reduce distractions, but enable it for more interactive sessions.
- The **Unmute themselves** control allows you to react quickly to disruptions (like background noise, or unauthorized sharing). With the control enabled, users will be unable to unmute their microphone once muted. As well, with Unmute themselves enabled, new users to the meeting will be muted and unable to unmute.
- Similarly, enabling the **Turn on their cameras** control enables your students to use their webcam, while disabling the control disables their ability to turn on and use their webcam.

Important Tip: Control States are Maintained

If you are using a single meeting to deliver all your online sessions, as so many are doing, it's worth noting that the **state of the key settings grouped under Controls are maintained** from meeting to meeting. For example, if you disable the ability for users to chat, your students will not be able to contribute to the Teams chat after the meeting ends, and will only be able to chat again if and when you enable the chat in a future session. This can be an effective and simple way of ensuring that no chat activity occurs while the class is out of session. Similarly, if you disable Turn on their cameras, your students will be unable to use their cameras in the current session, and in any future sessions unless you, or a co-organizer, changes that setting.

Tip: Remember to check the state of these controls each time you start a new session to ensure that your students have the functionality that you expect.

For More Information

Follow this link for more detail:

<https://techcommunity.microsoft.com/discussions/microsoftteams/introducing-the-new-control-feature-in-teams-meetings/4447471>