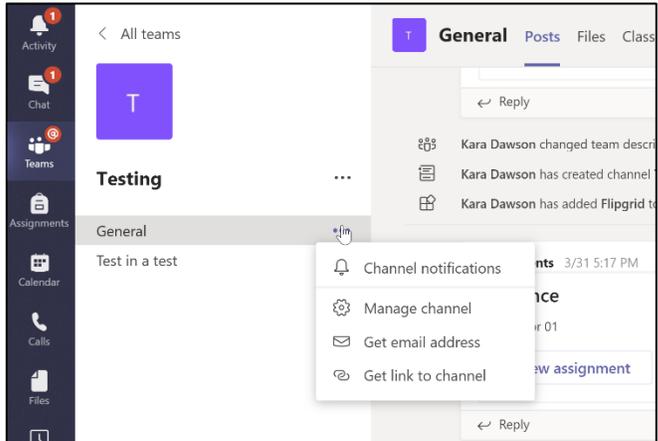
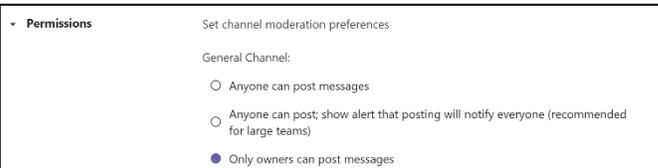
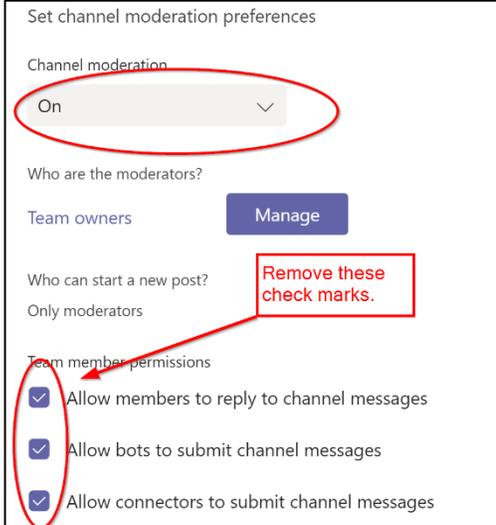


# How to Turn off the Chat for a Meeting

## Introduction

If you would like to turn off the chat that is on the side during a Teams meeting you can do this by having the meeting in a channel and only allowing yourself to chat.

### Steps – How to Turn off Chat for Meetings in a Channel

<b>1</b>	Open the Team you would like to have a meeting with.	
<b>2</b>	Click on the “...” beside the channel.  <b>Channels</b> are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines. They are underneath your team name on the left.  This is easiest done in the General Channel. You can use other channels for this as well. It is slightly different.	 A screenshot of the Microsoft Teams interface. On the left, there's a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area shows a team named 'Testing' with a 'General' channel selected. A menu is open next to the channel name, showing options: 'Channel notifications', 'Manage channel' (which is highlighted), 'Get email address', and 'Get link to channel'. The background shows a message in the channel.
<b>3</b>	Click on <b>Manage Channel</b>	
<b>4</b>	Select <b>“Only Owners can post messages”</b>  If you are in a channel that you created, click to turn Channel Moderation on and then remove the checkmarks at the bottom under Team member permissions.	  Or  Two screenshots of the 'Set channel moderation preferences' dialog in Microsoft Teams. The top screenshot shows the 'Permissions' section with 'General Channel:' and three radio button options: 'Anyone can post messages', 'Anyone can post; show alert that posting will notify everyone (recommended for large teams)', and 'Only owners can post messages' (which is selected). The bottom screenshot shows the 'Channel moderation' dropdown set to 'On'. Below it, 'Who are the moderators?' is set to 'Team owners'. Under 'Who can start a new post?', 'Only moderators' is selected. At the bottom, 'Team member permissions' are listed with three checked boxes: 'Allow members to reply to channel messages', 'Allow bots to submit channel messages', and 'Allow connectors to submit channel messages'. A red box highlights the 'On' dropdown and the 'Team member permissions' section, with an arrow pointing to the checkmarks and a text box saying 'Remove these check marks.'

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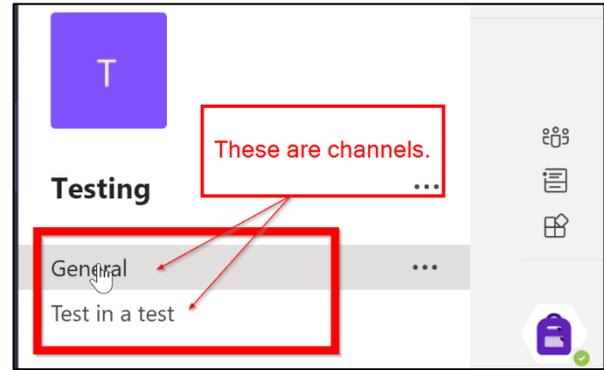
Now when you schedule a meeting within that particular channel, students will not be able to use the chat function for that meeting. If you would like the students to be able to chat you need to open this again and change it back.

Read on for a fast way to create a meeting for that channel.

## Steps- How to Easily Schedule a Meeting in a Channel

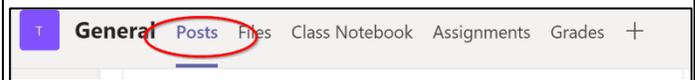
1

In your Team, click on the channel that you would like the meeting in.



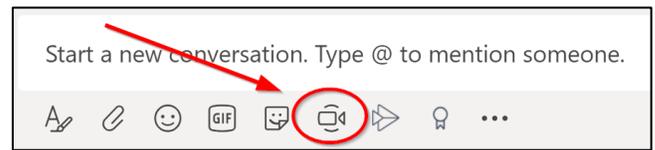
2

Click on **Posts** at the top.



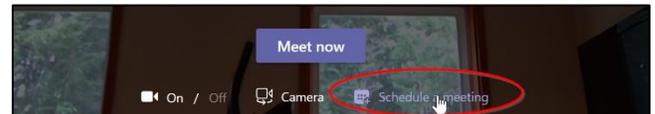
3

Click on the **video camera** icon at the bottom of the screen.



4

Click on **"Schedule a Meeting"**

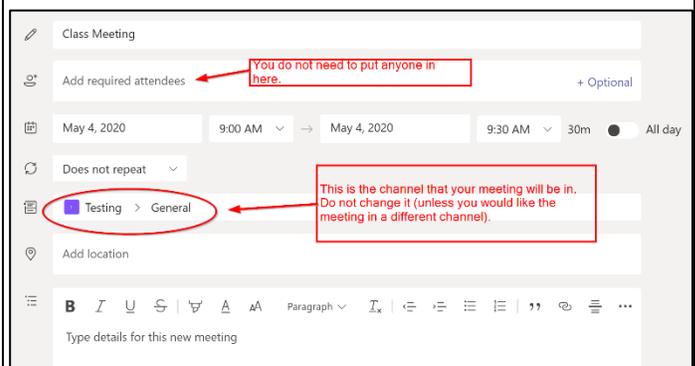


5

Fill in the meeting details.

You do not need to put anyone in the "All Required Attendees" line.

Leave the channel name in. This will result in all the students in that Team getting a meeting notice.



Click on **Send** in the top right corner.

