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		
1	Open the Team you would like to have a meeting with.	
2	Click on the "**…**" beside the channel. **Channels** 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.	
3	Click on **Manage Channel**	
4	Select "**Only Owners can post messages**" 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

5	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
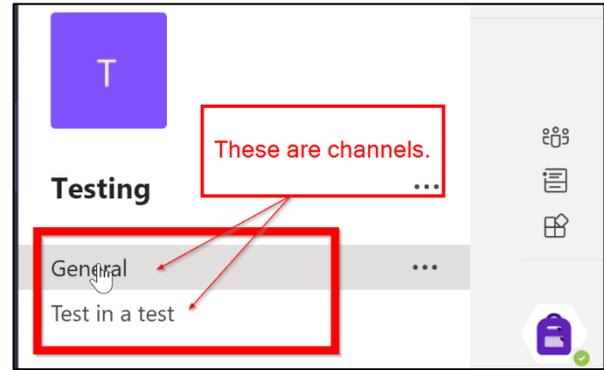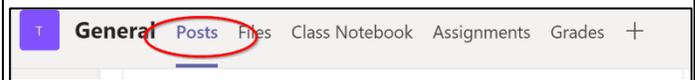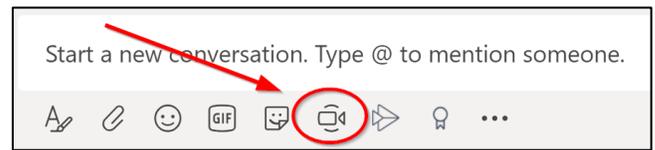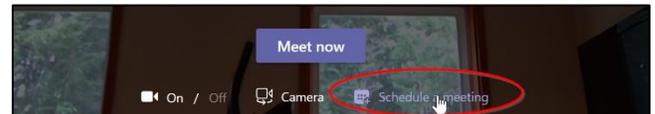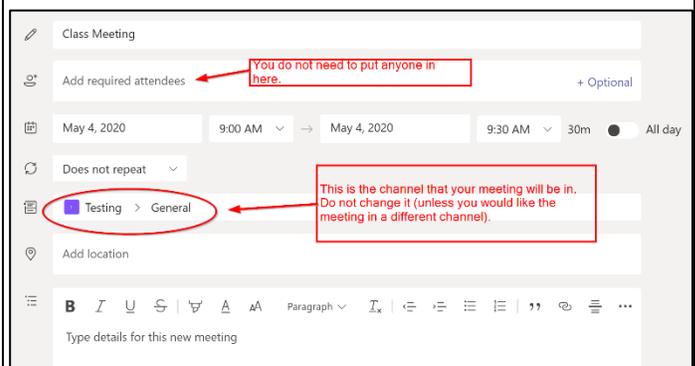
1	In your Team, click on the channel that you would like the meeting in.	
2	Click on **Posts** at the top.	
3	Click on the **video camera** icon at the bottom of the screen.	
4	Click on "**Schedule a Meeting**"	
5	Fill in the meeting details. You do not need to put anyone in the "All Required Attendees" line. Leave the channel name in. This will result in all the students in that Team getting a meeting notice.	
6	Click on **Send** in the top right corner.	