

MS Team Policy

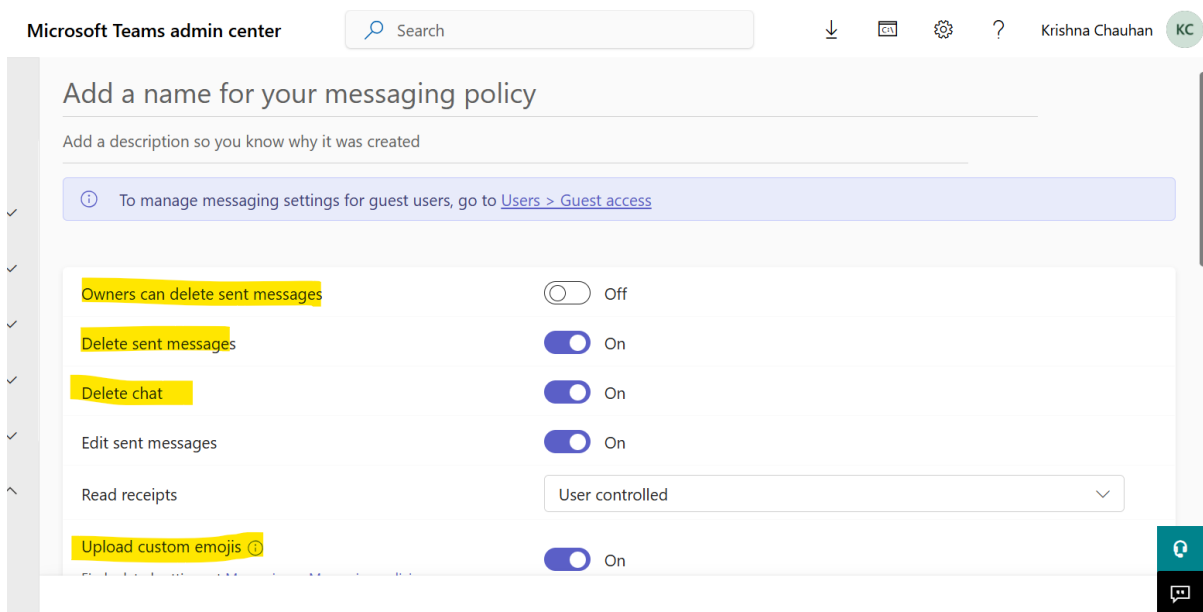
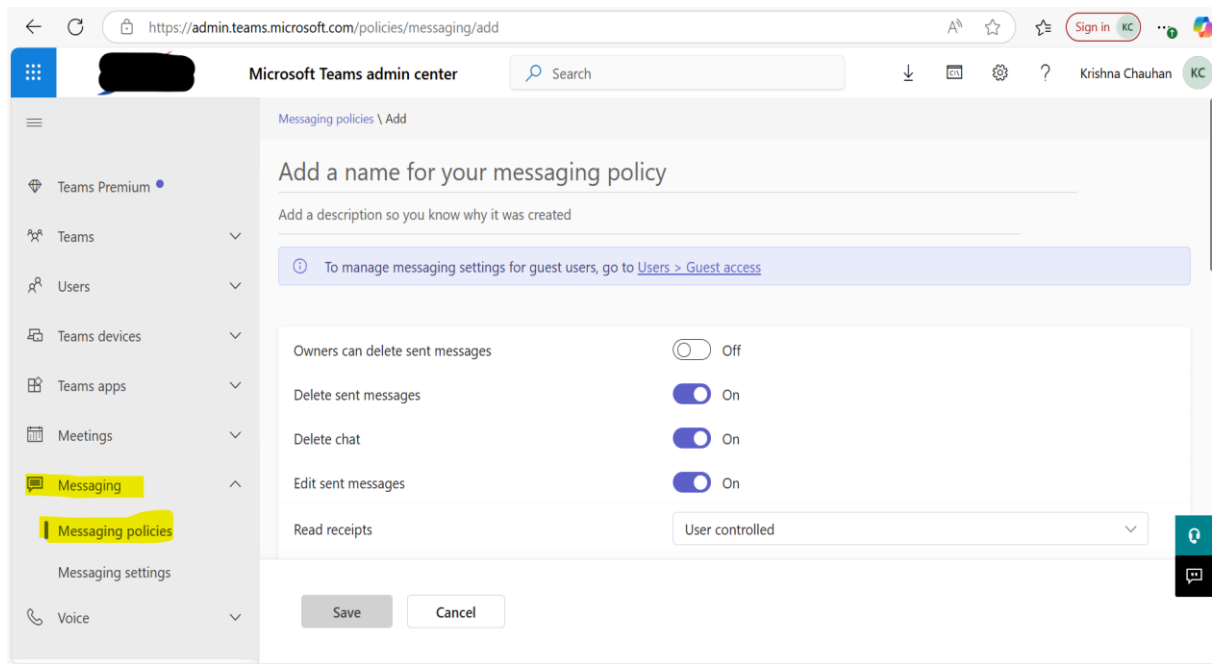
Messaging Policies

Purpose: Control chat and channel messaging features.

Steps:

Access Teams Admin Center:

- Navigate to admin.teams.microsoft.com.
- 2. Go to Messaging Policies:
 - In the left pane, select Messaging policies.
- 3. Create a Custom Policy:
 - Click Add.
 - Enter a Name and Description.
 - Configure settings like:
 - Allow/Disallow Giphy, Memes, Stickers
 - Allow/Disallow message editing/deletion
 - Enable/Disable read receipts
 - Click Save.
- 4. Assign the Policy:
 - Select the policy.
 - Click Assign users.
 - Search for users and click Apply.



Microsoft Teams admin center

Search

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Read receipts

User controlled

Upload custom emojis ⓘ

🔴

On

Find related settings at [Messaging > Messaging policies](#)

Delete custom emojis ⓘ

⚪

Off

Chat ⓘ

🔴

On

Find related settings at [Meetings > Meeting policies](#)

Chat with groups ⓘ

🔴

On

Custom avatars for group chats

🔴

On

Giphy in conversations

🔴

On

Giphy content rating

PG (based on the GIPHY Content Rating)

Memes in conversations

🔴

On

Save

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Send urgent messages using priority notifications ⓘ

🔴

On

Create voice messages

Allowed in chats and channels

On mobile devices, display favorite channels above recent chats

Not enabled

Remove users from group chats

🔴

On

Text predictions ⓘ

🔴

On

Suggested replies ⓘ

🔴

On

Chat permission role ⓘ

Restricted permissions

Users with full chat permissions can delete any message ⓘ

⚪

Off

Video messages

🔴

On

Priority account chat control ⓘ

Off

Save

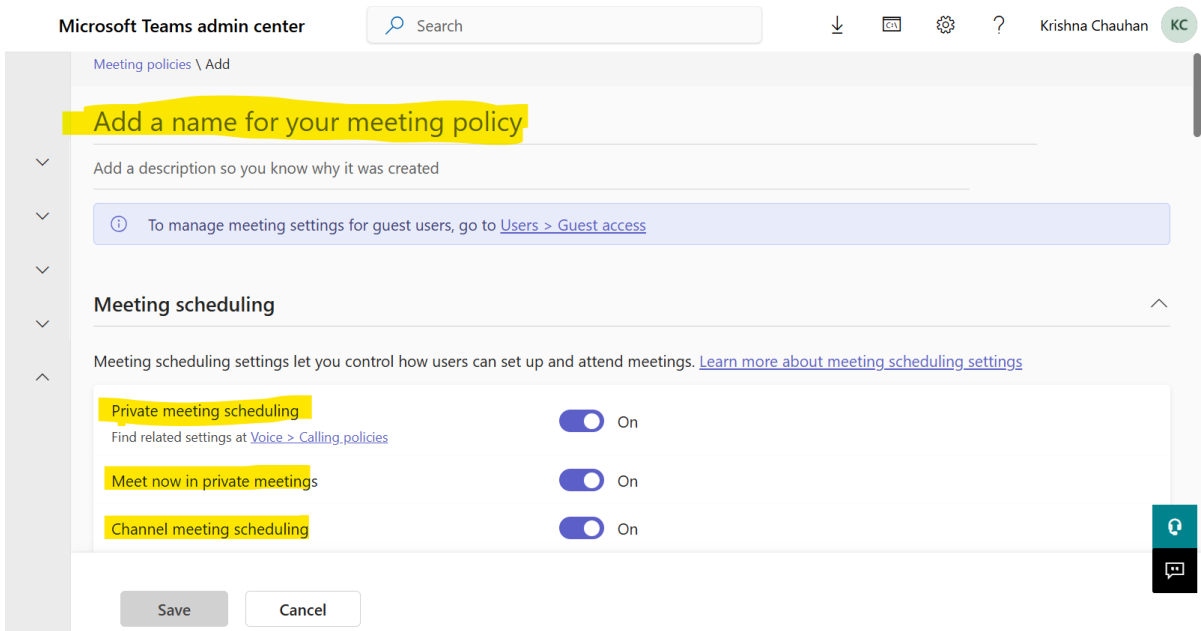
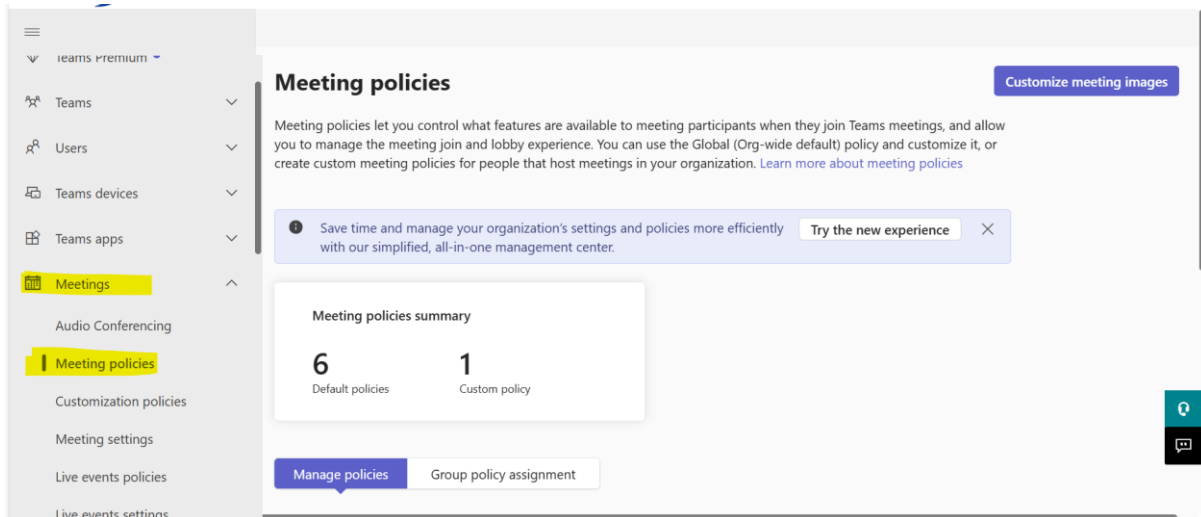
Cancel

Meeting Policies

Purpose: Control meeting features for organizers and participants.

Steps:

1. Access Teams Admin Center:
 - Navigate to admin.teams.microsoft.com.
2. Go to Meeting Policies:
 - In the left pane, select Meetings > Meeting policies.
3. Create a Custom Policy:
 - Click Add.
 - Enter a Name and Description.
 - Configure settings like:
 - Who can schedule meetings
 - Allow/Disallow anonymous join
 - Enable/Disable meeting recording
 - Click Save.
4. Assign the Policy:
 - Select the policy.
 - Click Assign users.
 - Search for users and click Apply.



Meeting join & lobby

Meeting join and lobby settings let you control how people join meetings and allow you to manage the lobby for Teams meetings. [Learn more about meeting join and lobby settings](#)

Anonymous users can join a meeting unverified ⓘ

Find related settings at [Meetings > Meeting settings](#)

☒ On

Anonymous users can join a meeting after verifying ⓘ

Premium

Find related settings at [Users > External access](#)

By email code

Anonymous users and dial-in callers can start a meeting ⓘ

☐ Off

Who can bypass the lobby ⓘ

People in my org and guests

Who can admit from the lobby ⓘ

Organizers, co-organizers, and presenters

People dialing in can bypass the lobby ⓘ

☒ On

People can join external meetings hosted by ⓘ

Anyone

Require a verification check from ⓘ

Not Required

Meeting engagement

Meeting engagement settings let you control how people interact in meetings. [Learn more about meeting engagement settings](#)

Meeting chat ⓘ

Find related settings at [Messaging > Messaging policies](#)

On for everyone

External meeting chat ⓘ

☒ On

Q&A ⓘ

☒ On

Reactions

☒ On

Content sharing

Content sharing settings let you control the different types of content that can be used during Teams meetings that are held in your organization. [Learn more about content sharing settings](#)

Who can present ⓘ

Everyone

Screen sharing

Entire screen

Save

Cancel

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Content sharing

Content sharing settings let you control the different types of content that can be used during Teams meetings that are held in your organization. [Learn more about content sharing settings](#)

Who can present ⓘ	Everyone
Screen sharing	Entire screen
Participants can give or request control ⓘ	☒ On
External participants can give or request control ⓘ	☐ Off
PowerPoint Live	☒ On
Whiteboard	☒ On
Collaborative annotations	☒ On
Live share	☒ On
Shared notes ⓘ	☒ On

Save

Cancel

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Content protection Premium ⓘ

You need Teams Premium to use these settings. To access these settings and other Premium features, [start your free 30-day Teams Premium trial](#). [Learn more about Teams Premium](#)

Watermark videos ⓘ	☒ On	Edit settings
Watermark shared content ⓘ	☒ On	Edit settings
Watermark for anonymous users ⓘ	Guest name	

Recording & transcription

Recording and transcription settings let you control how these features are used in a Teams meeting. [Learn more about recording and transcription settings](#)

Meeting recording ⓘ	☒ On
Find related settings at Voice > Calling policies and Meetings > Live events policies	
Require participant agreement for recording, transcription, and Copilot ⓘ	☐ Off
Store recordings outside of your country or region ⓘ	☐ Off

Save

Cancel

Audio & video

Audio and video settings let you turn on or off features that are used during Teams meetings. [Learn more about audio and video settings](#)

Mode for IP audio	Outgoing and incoming audio enabled
Mode for IP video	Outgoing and incoming video enabled
Video conferencing	☒ On
Broadcast production with NDI and SDI hardware	☐ Off
Media bit rate (Kbps)	50000
Network configuration lookup	☐ Off
Participants can use video effects	All video effects
Live streaming	Off
Allow streaming media input	

Save

Cancel

For detailed instructions, refer to the official Microsoft documentation: [Manage meeting and event policies in Microsoft Teams](#).

Calling Policies

Purpose: Control calling features like call forwarding and voicemail.

Steps:

1. Access Teams Admin Center:
 - Navigate to admin.teams.microsoft.com.
2. Go to Calling Policies:
 - In the left pane, select Voice > Calling policies.
3. Create a Custom Policy:
 - Click Add.
 - Enter a Name and Description.
 - Configure settings like:
 - Enable/Disable call forwarding
 - Allow/Disallow voicemail
 - Enable/Disable call delegation
 - Click Save.
4. Assign the Policy:
 - Select the policy.
 - Click Assign users.
 - Search for users and click Apply.

For detailed instructions, refer to the official Microsoft documentation: [Configure calling policies in Microsoft Teams](#).

App Permission Policies

Purpose: Control which apps users can access in Teams.

Steps:

1. Access Teams Admin Center:
 - Navigate to admin.teams.microsoft.com.
2. Go to App Permission Policies:
 - In the left pane, select Teams apps > Permission policies.
3. Create a Custom Policy:
 - Click Add.
 - Enter a Name and Description.
 - Configure settings like:
 - Allow/Disallow Microsoft apps
 - Allow/Disallow third-party apps
 - Allow/Disallow custom apps
 - Click Save.
4. Assign the Policy:
 - Select the policy.
 - Click Assign users.
 - Search for users and click Apply.

For detailed instructions, refer to the official Microsoft documentation: [Manage app permission policies in Microsoft Teams](#).

Compliance & Security Policies

Purpose: Ensure data retention, sensitivity labeling, and compliance.

Steps:

1. Access Microsoft Purview Compliance Portal:
 - Navigate to compliance.microsoft.com.
2. Configure Retention Policies:
 - In the left pane, select Solutions > Information governance > Retention.
 - Click + New retention policy.
 - Follow the wizard to define retention settings.
3. Configure Sensitivity Labels:
 - In the left pane, select Solutions > Information protection > Labels.
 - Click + Create a label.
 - Follow the wizard to define label settings.
4. Assign Policies:
 - For each policy, define which users or groups the policy applies to.

For detailed instructions, refer to the official Microsoft documentation: [Get started with communication compliance](#).