

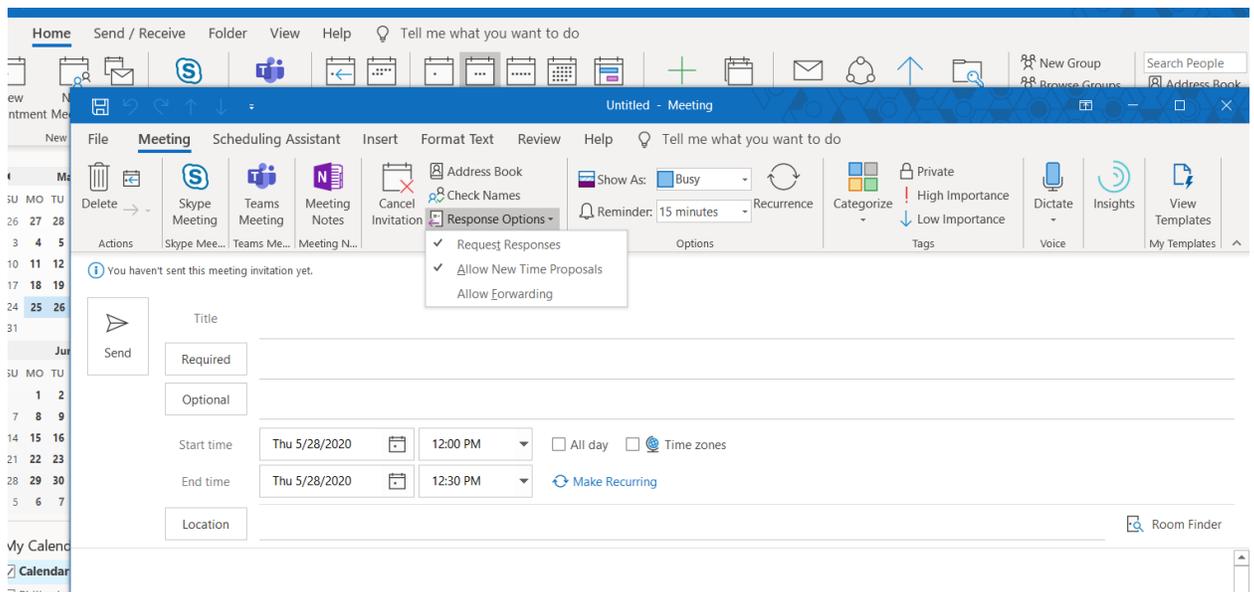
Questions and Answers

1. Q: Is there a way that we can put all users even in organization wide to be put in a lobby first before being admitted in an actual meeting? also is there a way that the meeting link can be only accessed by the specific people that was invited?

A: There is no option yet to let people within the organization to wait in the lobby before they are admitted. By default, everyone in the organization can bypass the lobby.

Who can bypass the lobby?	What happens	Recommended when...
People in my organization	Only people in your org, including colleagues and guests who have different email domains than you do, can get into your meetings directly.	You want all external guests to wait in the lobby so you can approve them one by one.
People in my organization and trusted organizations	Only people in your Teams org and external guests from trusted organizations can get into your meetings directly.	You want some external guests to wait in the lobby so you can approve them one by one.
Everyone	Anyone who has access to the meeting link gets into the meeting directly, including people who call in.	You don't want anyone to wait in the lobby. You want everyone to be able to join your meetings without specific approval.

Disable forwarding in the response options, only those who are required will be able to join the meeting.



2. Q: How to integrate Pigeonhole in Teams?

A: You need to sign-up with Pigeonhole, then add it in tab. The event passcode is provided in the Pigeonhole Web App, you may need to subscribe.

Pigeonhole Live About X

Set Up Your Event X

This information can be changed later.

Start a Live Q&A, Poll, Quiz or Survey for your meeting

Key in your event passcode:

E.G. ABC123

Tip: You can find your event passcode in your Workspace. Go to Workspace > Pigeonhole > Event Info.

Don't have a Pigeonhole Live account yet? [Sign up](#)

Event name * (100 characters left)

Passcode * [Use random passcode](#)

Attendees use this Passcode at www.pigeonhole.at to join your event. Use only alphanumeric characters, without spaces or symbols. (20 characters left)

Event dates Start End

Show how event dates work

Timezone

Select the time zone where your event is held.

Post to the channel about this tab

3. **Q: Just like zoom we can see the video on all who join the meeting can we also do that here/ can we see the faces of all participants like zoom?**

A: The maximum number of video display in a Meeting is 9. Teams tries to anticipate what you'll want to see in a meeting. When someone starts speaking, we show them. When someone shares content, we show that. But when you'd rather see something else, there are a few ways to tell Teams.

Switch between people and content When someone's sharing a presentation, you can switch between viewing that content and watching the people in the room by simply clicking on the video you're interested in. Try this when there's a presentation taking place in a meeting room and you want to see who's talking and note their body language.

Pin a video: To focus on a particular video, right click and select **Pin**. The video will be pinned to your view regardless of who's talking. You can pin as many videos as will fit on your screen. If you change your mind, right click again and hit **Unpin**.

4. **Q: While members in a team can collaborate and exchange files, can it still also be controlled such that sharing or leak of information can be prevented?**

A: Here's a link on best practices for sharing files and folders <https://docs.microsoft.com/en-us/microsoft-365/solutions/best-practices-anonymous-sharing?view=o365-worldwide>

DLP capabilities were extended to Microsoft Teams chat and channel messages. Please refer to <https://docs.microsoft.com/en-us/microsoft-365/compliance/dlp-microsoft-teams?view=o365-worldwide>

5. **Q: May I ask what's the application/extension used for the "Product Launch Event" tab?**

A: The application is Planner.

6. **Q: Do i need separate license of SharePoint?**

A: If you already have SharePoint Online, no need for separate license. You may refer to your Account Manager regarding license.

7. **Q: As a guest on another org, does Teams already have attached feature as of today?**

A: All the features shown in the training are generally available in the public except for the Background noise suppression and Tasks. Live Events are available for those with E1, E3 and E5 license.

8. **Q: can i add a custom field sa Shift?**

A: Only adding groups, members and shifts are allowed for the moment. Additional capabilities will roll out over time.

9. With regards sa Shift, Can we synch it to Outlook Calendar?

A: For now we cannot sync Shift to Outlook Calendar. There is a request in the uservice, you may vote for it. <https://microsoftteams.uservice.com/forums/555103-public/suggestions/36544183-outlook-integrations-for-shifts>

10. Q: Can I invite everyone in Live Events/ What if our attendees don't have teams, can they still join?

A: There are options to invite specific people or group in the organization, the whole organization and public, there is an attendee link that can be shared after you set the live event. Please refer to the link who can attend.

<https://docs.microsoft.com/en-us/microsoftteams/teams-live-events/plan-for-teams-live-events#who-can-attend-create-and-schedule-live-events>

11. Q: Is there any registration to required to control participants on the live event?

A: If attendance is restricted to your org or to specific people and groups, attendees will need to log in to join. If the event is produced in Teams, they'll need a license that includes Teams. If it's produced externally, they'll need one that includes Microsoft Stream. If an event is public, anyone who has the link can attend without logging in.

12. Q: Even in regular meeting can they join via web browser?

A: If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

13. Q: Even outside your organization email can use Bookings?

A: Yes. Please refer to the link. <https://docs.microsoft.com/en-us/MicrosoftTeams/bookings-app-admin>

14. Can we add a disclaimer pertaining to data privacy on the link sent especially to our patients?

A: You may use this space

Customer data usage consent

Show a personal data collection and usage consent toggle along with a message on my booking page

Enter your personal data collection and usage terms here.

15. Q: May we know the retention period of the data stored?

A: Retention policies can be configured in the Teams Admin Center <https://docs.microsoft.com/en-us/microsoftteams/retention-policies>

16. Q: Is all application can collaborate to teams?

A: You can manage the apps that can be viewed and be integrated in Microsoft Teams. Please refer to <https://docs.microsoft.com/en-us/microsoftteams/manage-apps>

17. Q: Is there a maximum size of data can\ stored and where it stored?

A: Each team in Microsoft Teams has a team site in SharePoint Online, and each channel in a team gets a folder within the default team site document library. Files shared within a conversation are automatically

added to the document library, and permissions and file security options set in SharePoint are automatically reflected within Teams.

<https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams#storage>

18. Q: Does Teams fully support Logitech MeetUp video conference system?

A: Yes. Here's the complete list of certified devices for Microsoft Teams <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/across-devices>

19. Q: Can we activate an encryption tool to the attached file in the Microsoft teams?

A: You may refer to complete document on Security and Compliance in Microsoft Teams <https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview>

20. Q: When I click the file on the share point, the file is not updated. But when the author sends a link of that file, it is already updated. How come

A: If you are working on the same document in Teams channel, the changes should apply in real time, if not kindly refresh your Teams. Do let us know if you run into other issues and we'll help file a support case.

21. Q: Is there a system history log? if yes, How long is the retention period as back-up?

A: For Log files refer to this doc <https://docs.microsoft.com/en-us/microsoftteams/log-files>.

Retention periods are for Channel messages and chats only. <https://docs.microsoft.com/en-us/microsoftteams/retention-policies>.