Microsoft Teams Integration

Introduction

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The Microsoft Teams Integration is an app that helps educators and students easily navigate between Canvas and Teams. Users can access their class teams associated with their course directly from within Canvas. Follow these steps to enable Microsoft Teams in your Canvas courses.

How to Enable Microsoft Teams for Your Canvas Course

Step 1: **Select the Canvas course** where you want to add Microsoft Teams.

Step 2: Select **Settings** from the bottom left of the course navigation menu.

Step 3: Select the **Integrations** tab (the **Integrations** tab appears after you select Settings).

Step 4: **Enable Microsoft Sync** by turning the toggle on.

Step 5: **Click Sync Now** to start a first-time sync with your course, and to create the Microsoft Team and have members added automatically.

Step 6: Wait for the **Microsoft Teams Notification** to appear in the lower-right corner of your screen. This indicates the Team has been set up. Please note that the Microsoft Teams App must be running for the notification to appear.
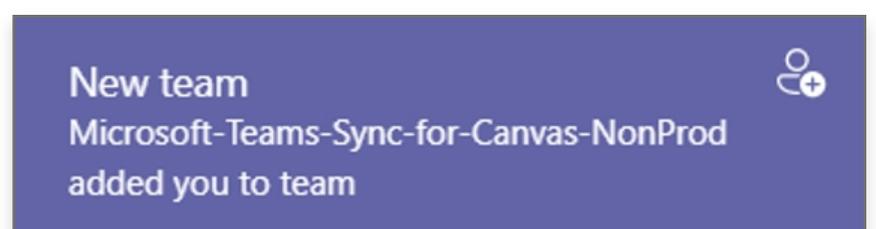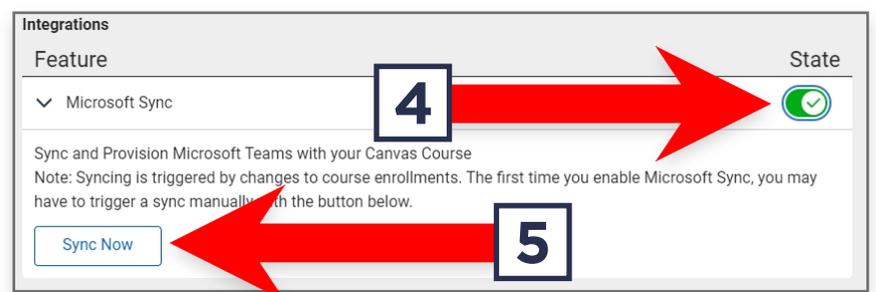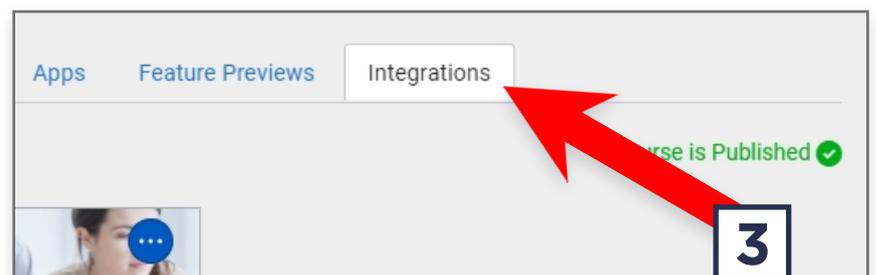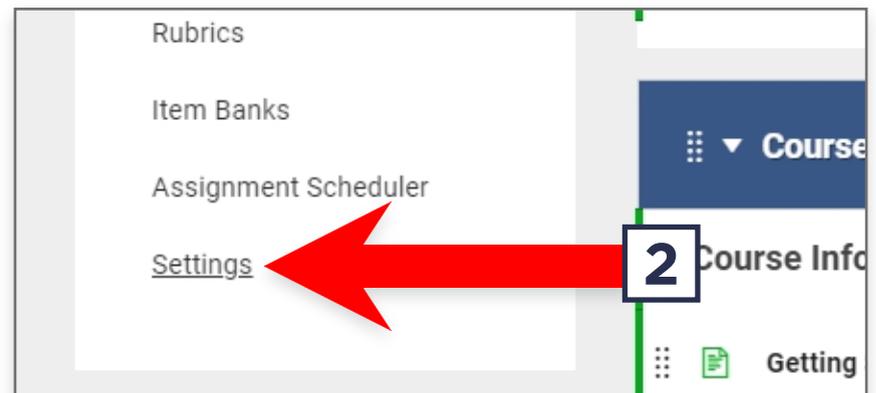
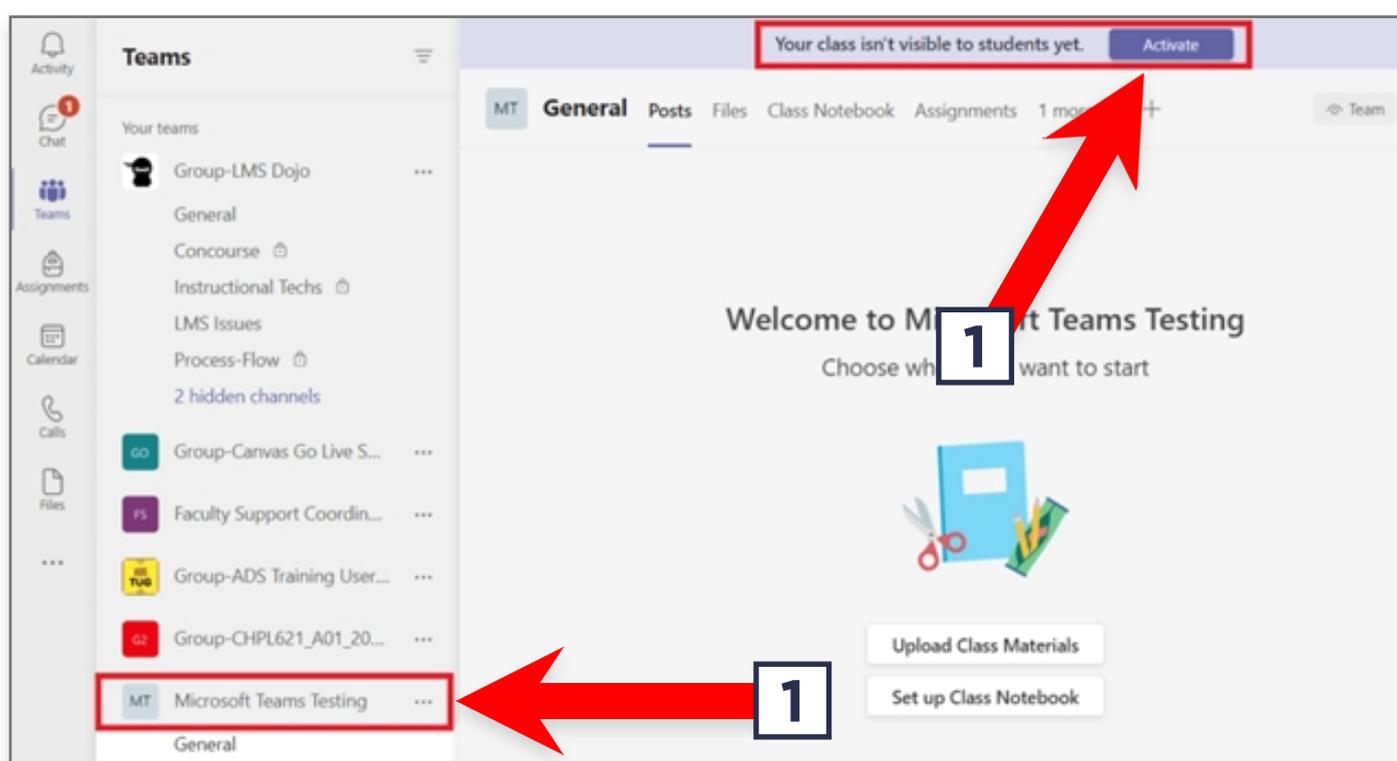# How to Enable Microsoft Teams for Your Canvas Course (continued)

Once the Microsoft Teams Notification has appeared, you can either click on the notification to access the Team, or navigate in either your Microsoft Teams App or the web version to the Teams tab on the left of the screen, then select your newly created Microsoft Team. Your team will be named based on your Canvas course (example: EDUC746_D01_202020).

There are two ways to access your Microsoft Team. Click **Microsoft Teams Classes** to access the integrated Team directly. Click **Microsoft Teams Meetings** to view, schedule and attend Microsoft Team meetings, such as weekly lectures or group presentations (If these options are not visible, this feature may not be active for your course, and will need to be enabled by Information Services).
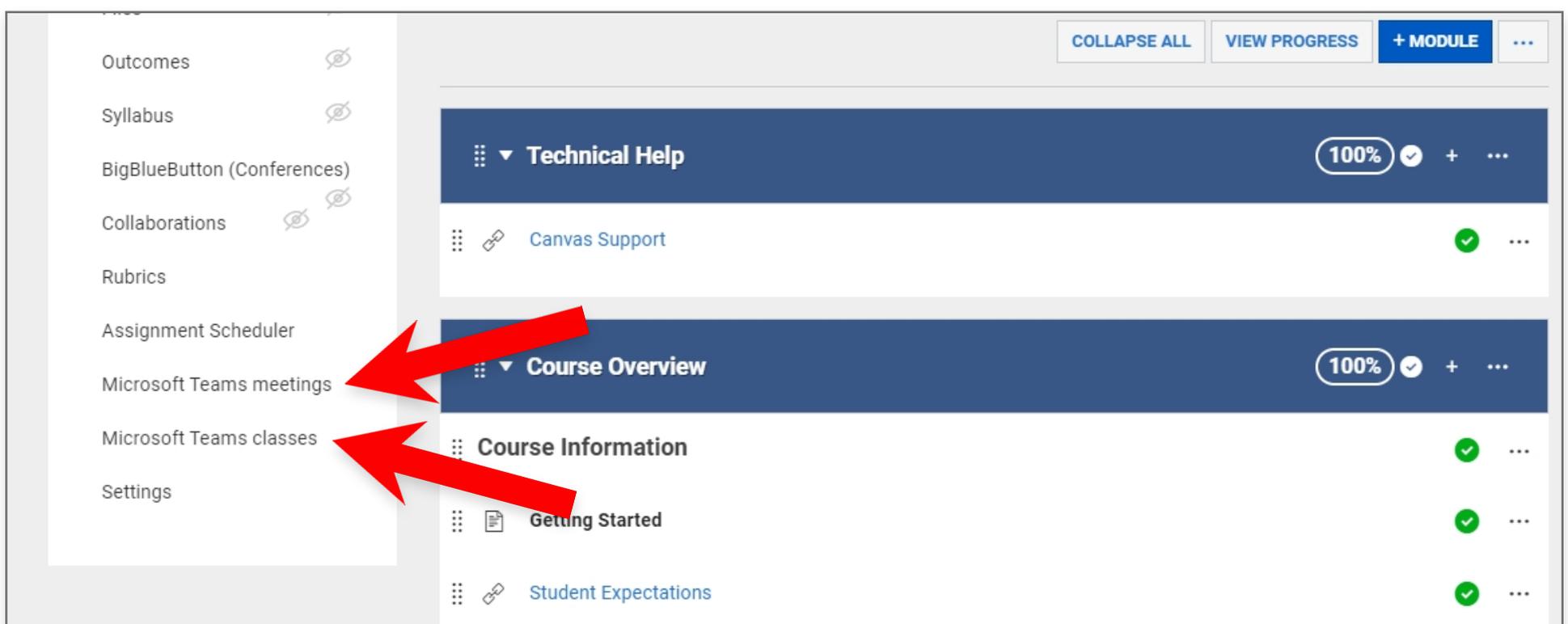

When you enter your Microsoft Team for the first time, you may need to activate the Team before your students can see it. To activate the course:

Step 1: **Select the newly created Microsoft Team** in either the Microsoft Teams App or the web interface, then click **Activate** at the top of the screen.

# How to Enable Microsoft Teams for Your Canvas Course (continued)

Step 2: **Click Activate** once more to confirm, then **click OK**. Your Canvas Integrated Microsoft Team is now activated, and students can interact in the Team.
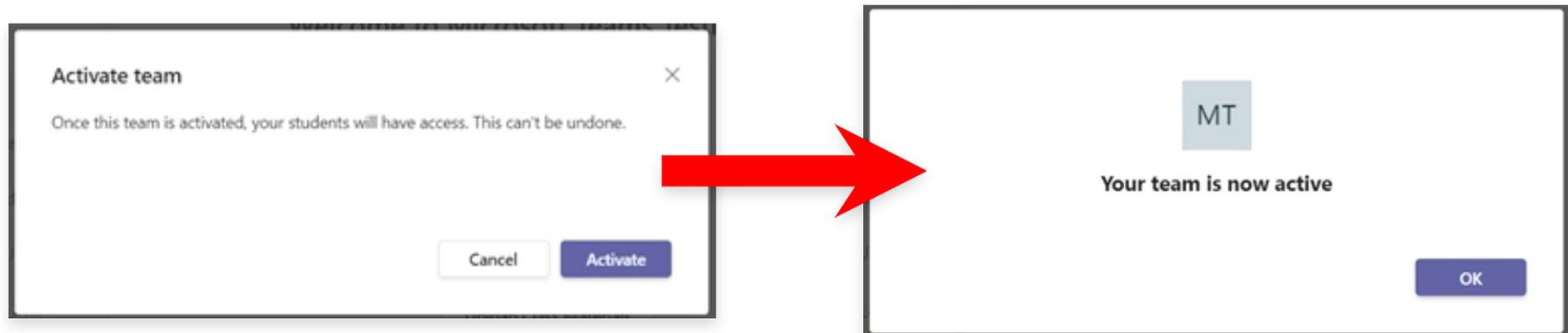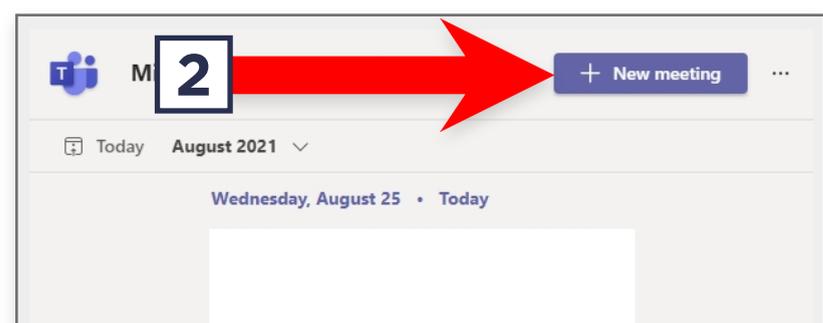

How to Schedule Meetings in Your Microsoft Team

By scheduling your meetings or lectures in your linked Microsoft Team, students can easily see upcoming meeting times and join directly. Meetings can be created directly in Microsoft Teams or by using the Microsoft Teams Canvas Integration (listed below):
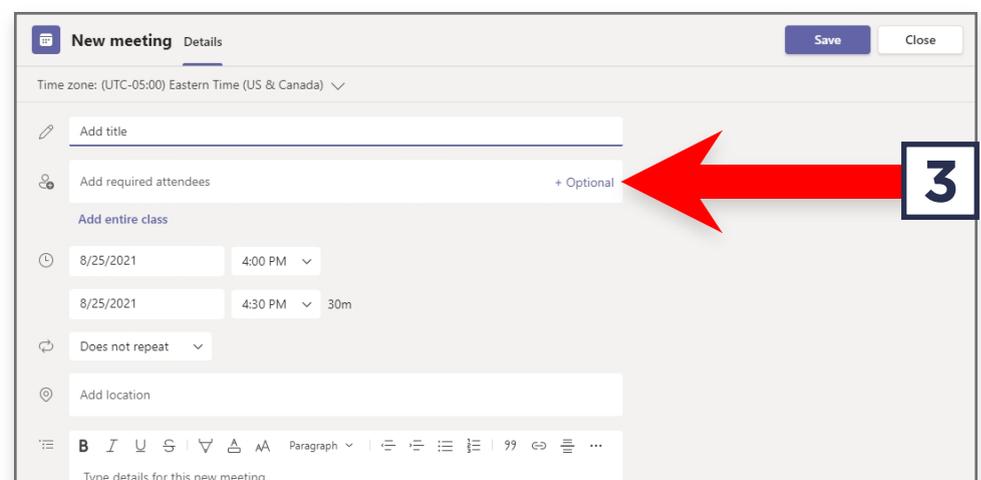
Step 1: **Select Teams Meeting** from the course navigation menu on the left.
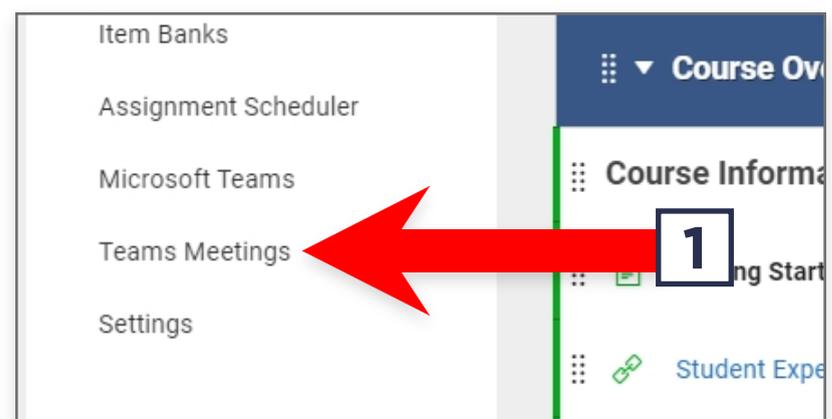
**Step 2:** **Click New Meeting** in the upper-right to schedule a new meeting or lecture.

Step 3: **Enter the details for your meeting**. To invite your entire course roster to the meeting, click **Invite Course**. You can also enter email addresses manually.

How to Schedule Meetings in Your Microsoft Team (continued)

Step 4: If you wish to make an event re-occur, such as a weekly lecture format, use the re-occurrence feature to schedule weekly meeting times (we recommend setting an end date for ongoing meetings so they do not continue past the end of the course).
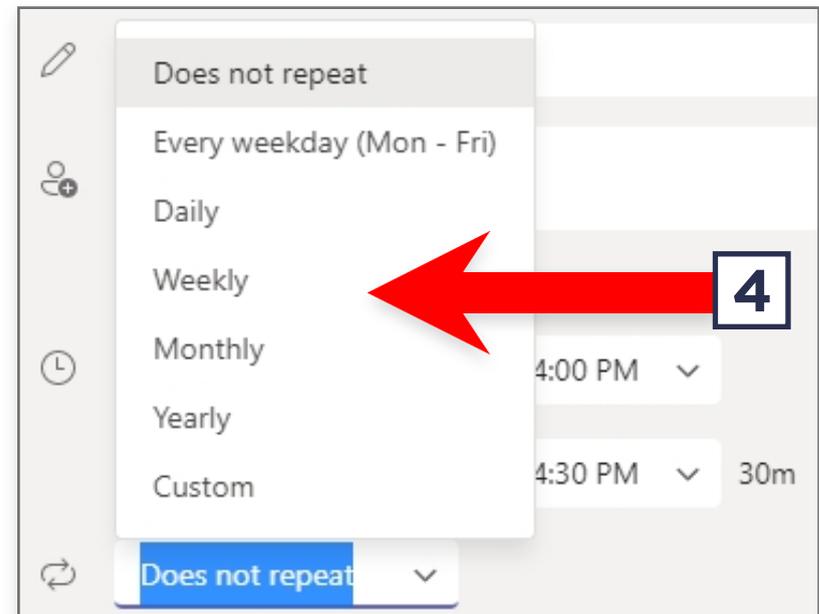
Step 5: Click **Send**. Your meeting/lecture will be created, and all invited users or users that are members of the Team will receive a notification when it is time for the meeting to begin.
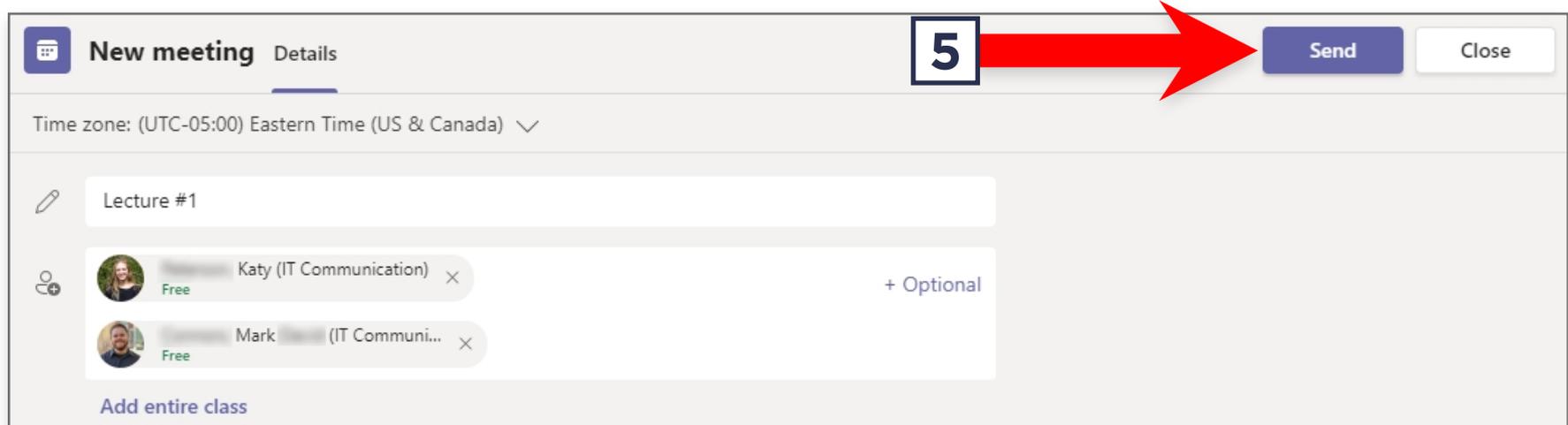
Step 6: To start a scheduled meeting/lecture, either navigate to the meeting in Microsoft Teams and click **Join**, or navigate to the Microsoft Teams Meetings link in Canvas and click the appropriate **Join** button.