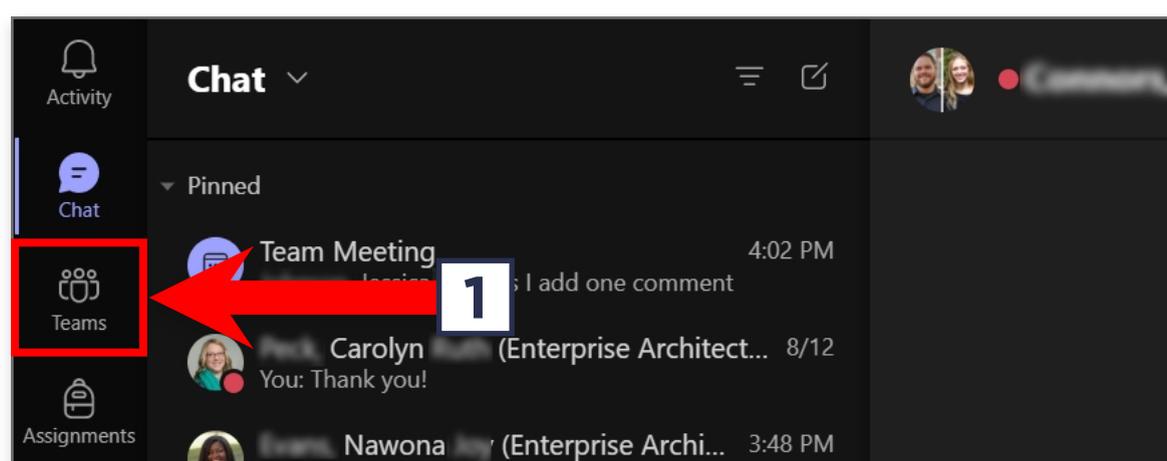
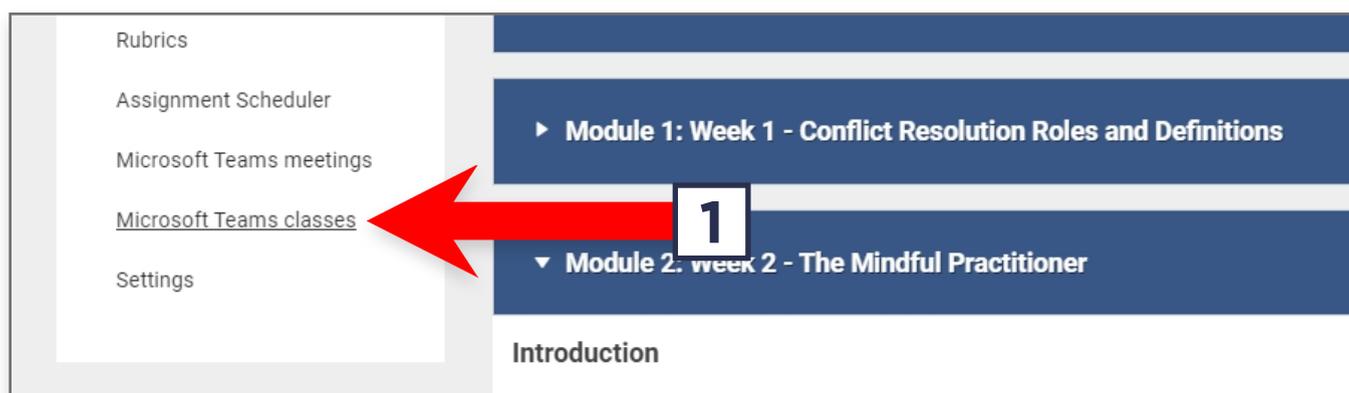


Introduction

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 access Microsoft Teams in your Canvas course.

How to Access Microsoft Teams in Your Canvas Course

Step 1: Once your instructor has activated your Team, users can access the Team by either selecting **Microsoft Teams Classes** on the Canvas navigation menu, or clicking **Teams** in the Microsoft Teams desktop app or web interface (If these options are not visible, this feature may not be active for your course. Please contact your instructor for more information).



How to Access Microsoft Teams in Your Canvas Course (continued)

Step 2: Any meetings or lectures scheduled by your instructor can be found either by clicking Microsoft Teams Meetings in the Canvas navigation menu.



Step 3: To join a meeting, click Join next to the appropriate meeting or lecture, which will launch either the Microsoft Teams App or Microsoft Teams on the web.



Step 4: Set up your computer video and audio settings as needed, then click Join Now to enter the meeting.

