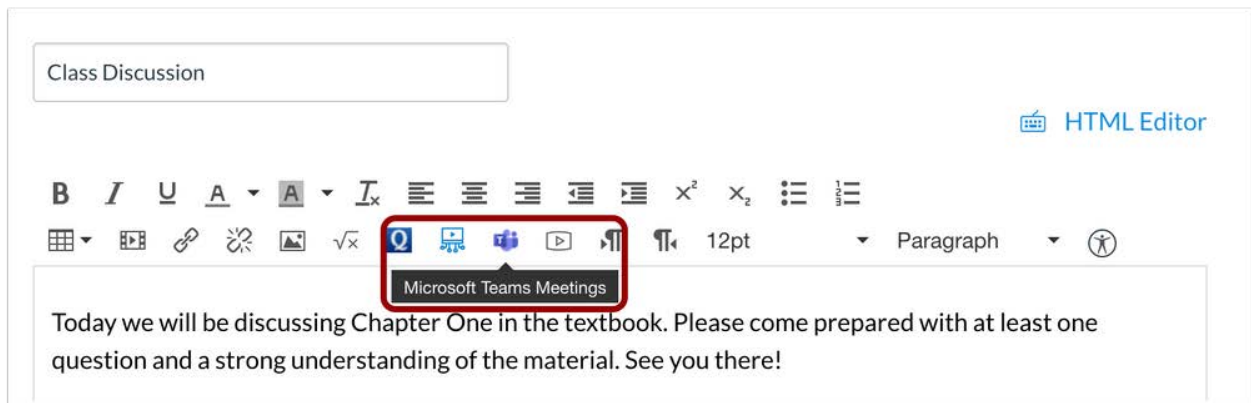


View Microsoft Teams Meetings



The screenshot shows the Canvas Rich Content Editor interface. At the top, there is a text input field containing "Class Discussion". To the right of this field is a button labeled "HTML Editor". Below the input field is a rich text toolbar with various icons for text formatting (bold, italic, underline, text color, background color, text size), alignment, list creation, and other editing functions. A red box highlights the "Microsoft Teams Meetings" icon, which is a blue square with a white 'T' and a camera icon. Below the toolbar, there is a text area containing the following text: "Today we will be discussing Chapter One in the textbook. Please come prepared with at least one question and a strong understanding of the material. See you there!"

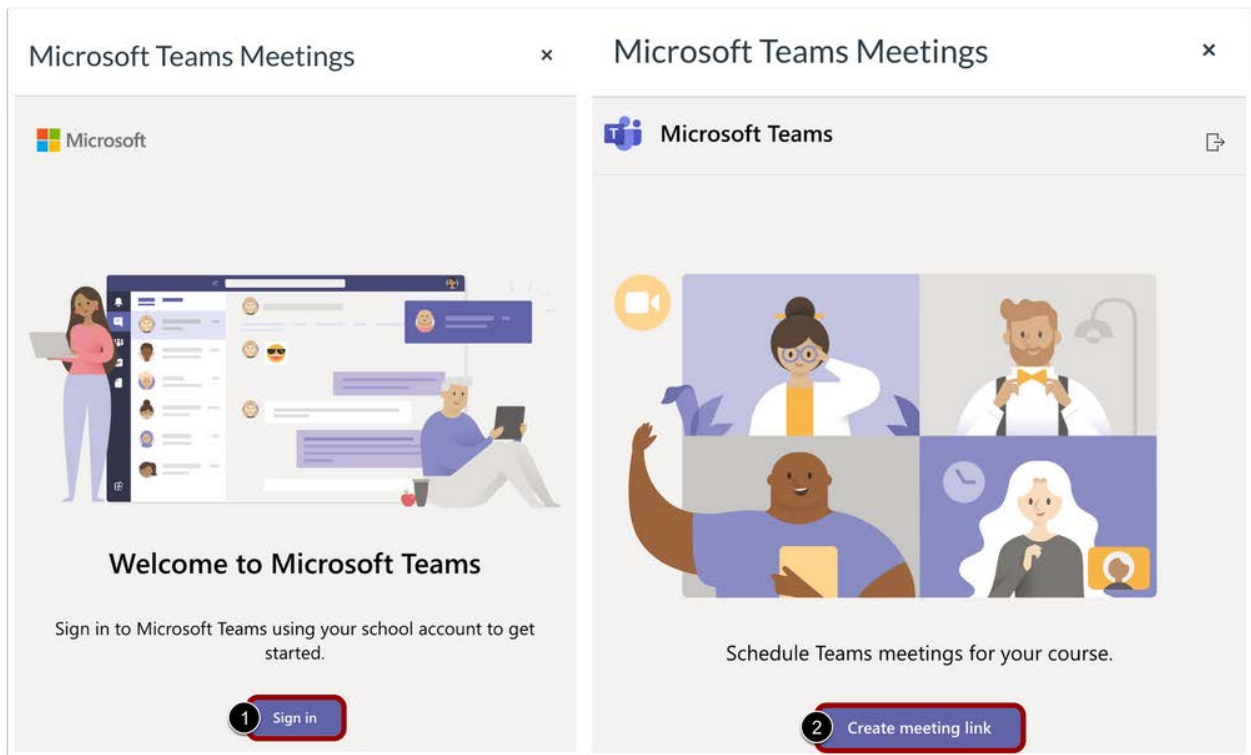
When the Microsoft Teams Meetings for Canvas key is turned on for an account, the Microsoft Teams Meetings LTI will be enabled in the Rich Content Editor in several areas within Canvas. Supported feature areas include Assignments, Discussions, Pages, Classic Quizzes, and the Calendar. Students may also be able to use this tool in the Rich Content Editor within a group.

To open Microsoft Teams Meetings, click the Microsoft Teams Meetings icon.

Notes:

- **The Microsoft Teams Meetings LTI can be viewed in the New or Classic Rich Content Editor.**
- **The Microsoft Teams Meetings LTI will only display for events created in course calendars. Personal calendars are not supported.**
- **The Microsoft Teams Meetings LTI will not display in the Rich Content Editor for New Quizzes.**

Sign In to Microsoft



When Microsoft Teams Meetings is opened from the Rich Content Editor, the user will need to sign in to their Microsoft account by clicking the Sign in button [1]. They can then create a conference link by clicking the Create meeting link button [2].

Note: You may need to periodically log in to Microsoft if you are adding multiple links to Canvas.

Create Meeting

Microsoft Teams Meetings

New meeting

4 Create Cancel

1
Class Discussion - 3/16/2019

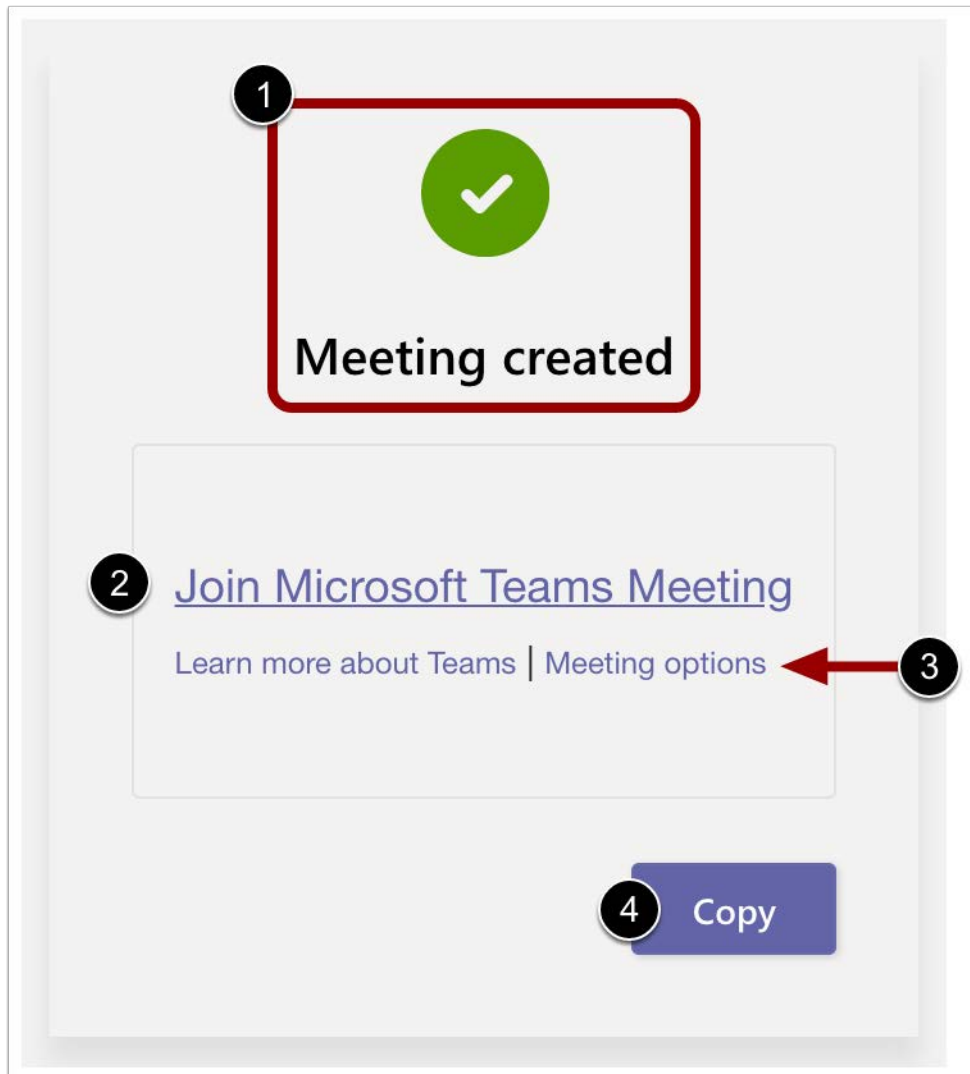
2 3/16/20 9:00 AM → 3/16/20 9:30 AM

Enter a name for the meeting in the Name field [1]. If desired, select a meeting start date and time [2] and end date and time [3]. The date and time fields are not required and can be different from the information displayed in Canvas.

Higher-tier accounts can also enter a phone number that participants can use to dial into the meeting.

To create the meeting link, click the Create button [4].

View Confirmation



View the confirmation that your meeting was created [1].

To join the meeting, click the [Join Microsoft Teams Meeting](#) link [2]. To manage meeting options, click the [Meeting options](#) link [3].

To add a meeting link to the Rich Content Editor, click the [Copy](#) button [4].

View Meeting Options

Class Discussion - 4/7/2020

📅 April 7, 2020, 10:00 AM - 11:00 AM

👤 Teacher 1

Meeting options

Who can bypass the lobby? **1** ▼

Who can present? **2** ▼


3 Save

View the options for your meeting. To determine who can bypass the meeting lobby, select an option from the Who can bypass the lobby? drop-down menu [1]. This option can be set to Everyone, People in my organization, and People in my organization and trusted organizations.

To determine who can present, select an option from the Who can present? drop-down menu [2]. This option can be set to Everyone, People in my organization, Specific people, and Only me.

To save your options, click the Save button [3].

View Link




Chapter Discussion

Andy Admin

All Sections

Mar 15 at 9:09pm

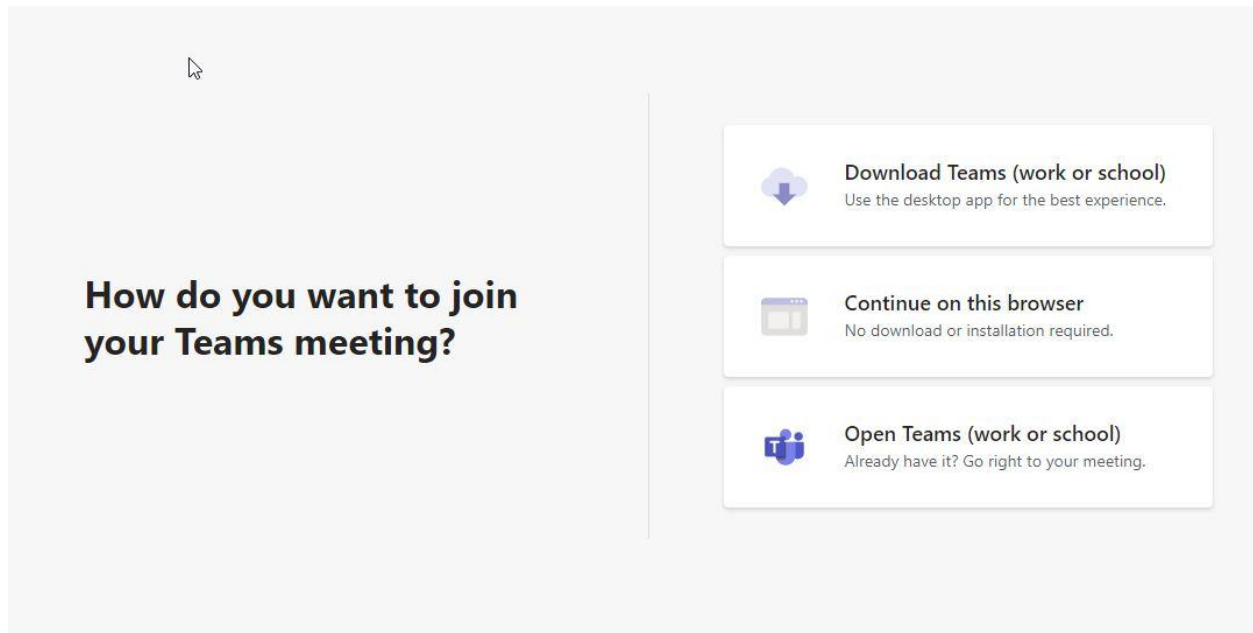
Today we will be discussing Chapter One in the textbook. Please come prepared with at least one question and a strong understanding of the material. See you there!

[Join Class Discussion - 3/16/2019 \(Microsoft Teams Meeting\)](#) 

The Microsoft Teams Meetings conference link will display in the area where it was added to Canvas.

When students click the link, they will have the option to join as a guest or as a student, depending on the school settings. School settings can allow guest users to come in unauthenticated.

Starting a Meeting



Download Teams App. or Open an already installed Teams App.

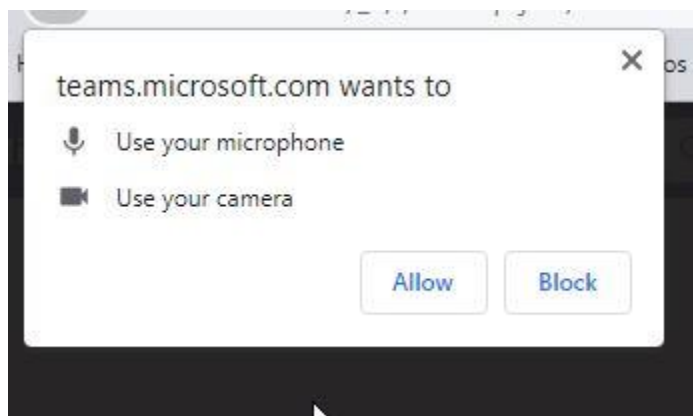
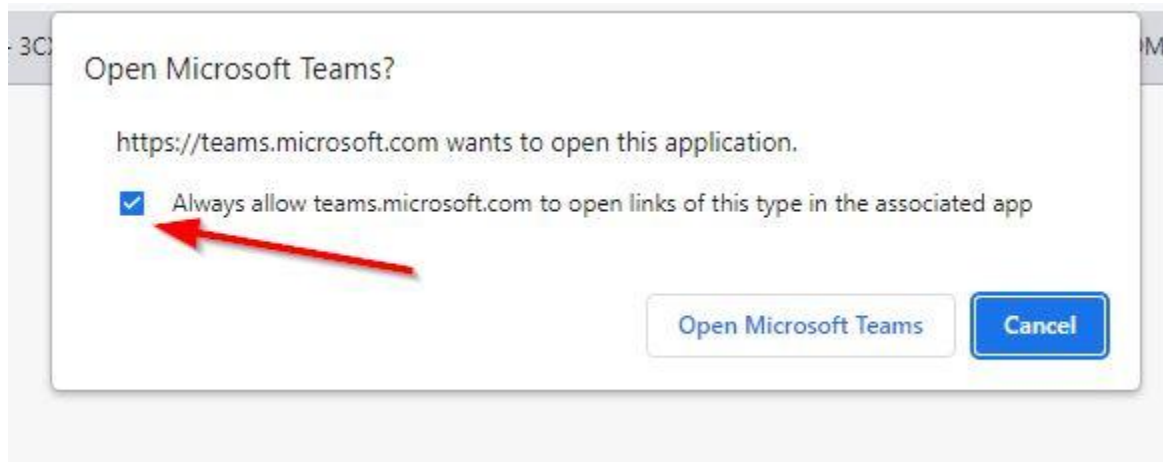
This is the recommended option. The app contains more features than are available with the browser option. Below is a list of features and their availability.

	Microsoft Teams (Desktop Application)	Microsoft Teams (Browser Application)
Blur background during video calls	Yes	No
Custom background during video calls	Yes	No
One-on-one call recording	Yes	No
Together mode	Yes	No

Create and join breakout rooms	Yes	Join only
Whiteboard	Start and sketch	Sketch only
Produce a live event	Yes	No
Presenter role (live event)	Yes	No
Share screen and content (live event)	Yes	No
Share system audio (live event)	Yes (on Windows PCs)	No
Share screen (in a chat)	Yes	No (only possible during calls/meetings)
Pop a chat out into its own window	Yes	No
Number of video participants in meetings	49 (with large gallery setting)	1 (active speaker)

Allowing Access

Teams will need permissions to run. Please make sure to allow these permissions.



Post Meeting Options

After the meeting Teams allow you to review important chat information, files, meeting notes, whiteboard notes, and a downloadable Attendance Report.

