Microsoft Teams Meetings in Canvas

View Microsoft Teams Meetings

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

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

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

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.

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