Using Microsoft Teams

**Microsoft Teams** is a powerful, fully featured conferencing software that seamlessly integrates with the Microsoft 365 product line. As such, it can be fairly complex to use to its fullest. Conferencing with Teams can be fairly simple but we encourage faculty to explore all the options you have in this collaboration tool.

* Teams Meetings [overview (Links to an external site.)](https://support.microsoft.com/en-us/office/meetings-in-teams-e0b0ae21-53ee-4462-a50d-ca9b9e217b67)
	+ Setting up a meeting
		- [Within Canvas (Links to an external site.)](https://cwu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=251b7173-fed2-4b30-8374-abdc01225d29)
		- [Outside of Canvas (Links to an external site.)](https://cwu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=255df290-711c-402b-8411-abdc01258196)
	+ [Join a Meeting (Links to an external site.)](https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9)
	+ Recording a meeting
		- [Recording (Links to an external site.)](https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24)
		- [Play and share a meeting recording (Links to an external site.)](https://support.microsoft.com/en-us/office/play-and-share-a-meeting-recording-in-teams-7d7e5dc5-9ae4-4b94-8589-27496037e8fa)
	+ During a meeting
		- [Using video (Links to an external site.)](https://support.microsoft.com/en-us/office/using-video-in-microsoft-teams-3647fc29-7b92-4c26-8c2d-8a596904cdae)
		- [Change your video background (Links to an external site.)](https://support.microsoft.com/en-us/office/change-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780)
		- [Share content (Links to an external site.)](https://support.microsoft.com/en-us/office/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8)
		- [Multitasking (Links to an external site.)](https://support.microsoft.com/en-us/office/multitasking-in-a-teams-meeting-01835df8-c655-435e-9ad8-d756caa2ba07)
		- [Using a whiteboard (Links to an external site.)](https://support.microsoft.com/en-us/office/whiteboard-in-a-teams-meeting-d9210aa2-876a-40f0-8ca0-5deb2fc11ca6)
		- [Change participant settings (Links to an external site.)](https://support.microsoft.com/en-us/office/change-participant-settings-for-a-teams-meeting-53261366-dbd5-45f9-aae9-a70e6354f88e)
			* [Roles in a Teams meeting (Links to an external site.)](https://support.microsoft.com/en-us/office/roles-in-a-teams-meeting-c16fa7d0-1666-4dde-8686-0a0bfe16e019?ui=en-us&rs=en-us&ad=us)
		- [Download an attendance report (Links to an external site.)](https://support.microsoft.com/en-us/office/download-attendance-reports-in-teams-ae7cf170-530c-47d3-84c1-3aedac74d310)
		- [Ending a meeting (Links to an external site.)](https://support.microsoft.com/en-us/office/end-a-teams-meeting-for-everyone-in-attendance-5051fa72-8470-4a38-99e4-014535208971)
		- [Keyboard Shortcuts (Links to an external site.)](https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2#bkmk_calling)