

## Microsoft Teams is now set up to use in Canvas!

Unlike Zoom, there will not be a menu option in the Course Navigation for Teams. Rather, a Teams meeting can be added through the Rich Content Editor in any of the following locations: Assignments, Discussions, Pages, Classic Quizzes (not New Quizzes), and the Calendar (only for events created in course calendars, not personal). Students may also be able to use this tool in the Rich Content Editor within a group.

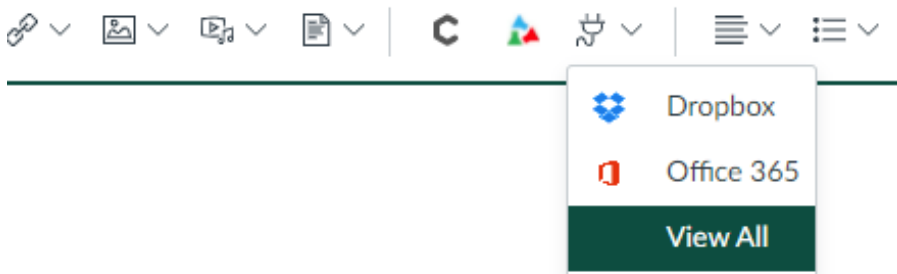
### How to Use Microsoft Teams

To open Microsoft Teams Meetings, click the Microsoft Teams Meetings icon, as such:

- Click the Apps icon on the Rich Content Editor toolbar.

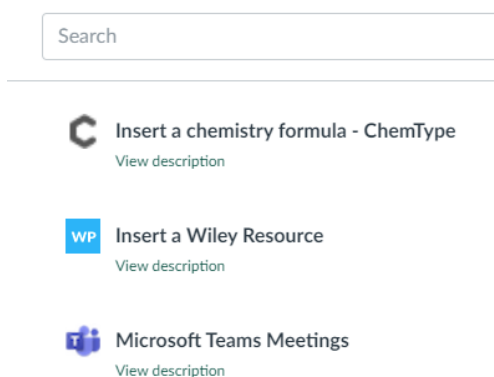


- Recently used Apps will appear in the drop-down menu. For your first time using Teams, you must click **View All**.

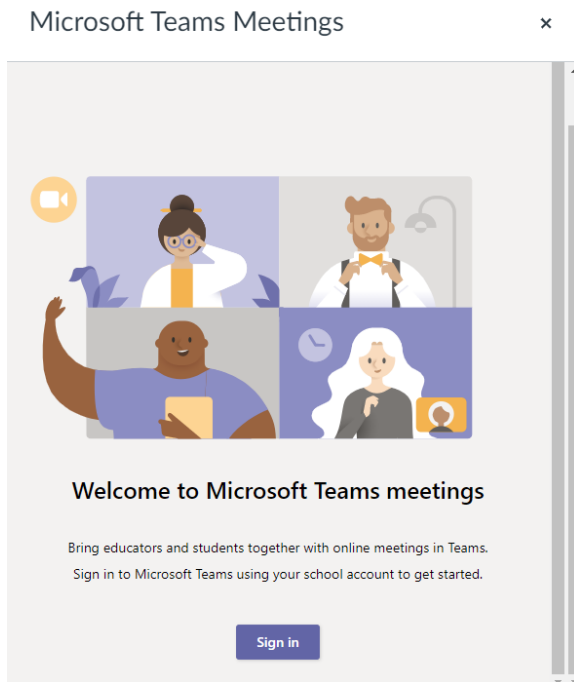


- Scroll down the list until you see **Microsoft Teams**. Click this.

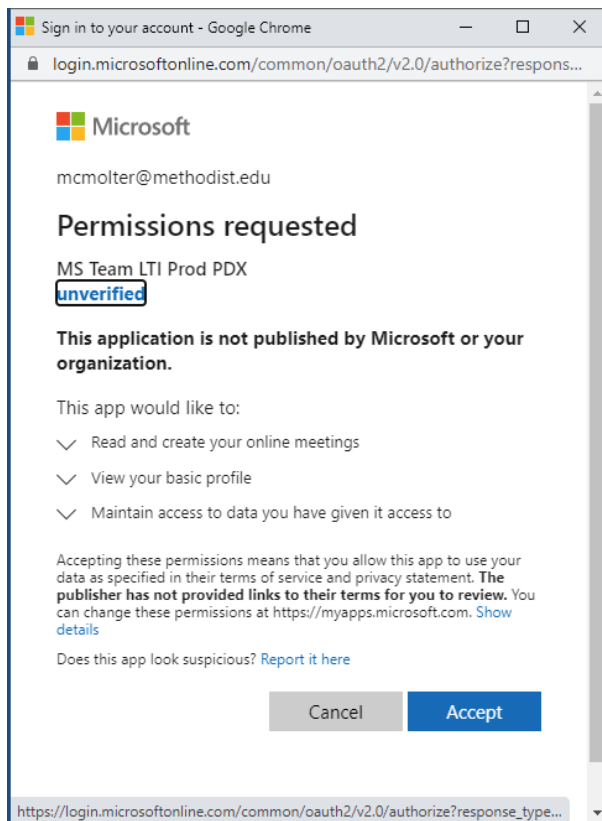
#### All Apps



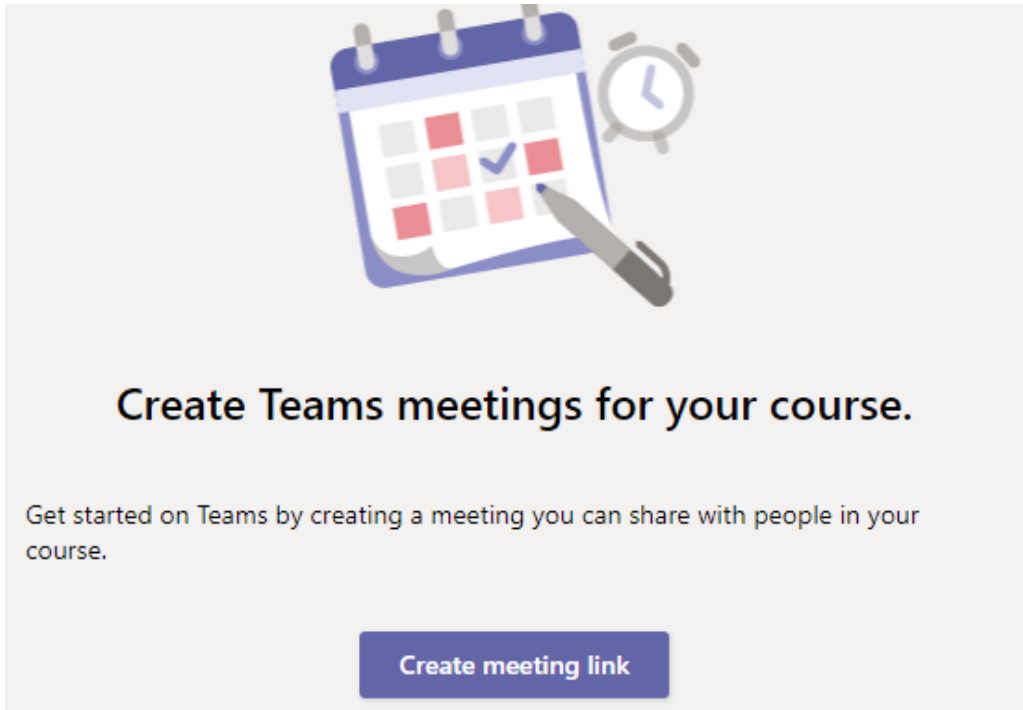
- d. You will be presented with a sign-on screen in a pop-up window, where you will need to **Sign In**.



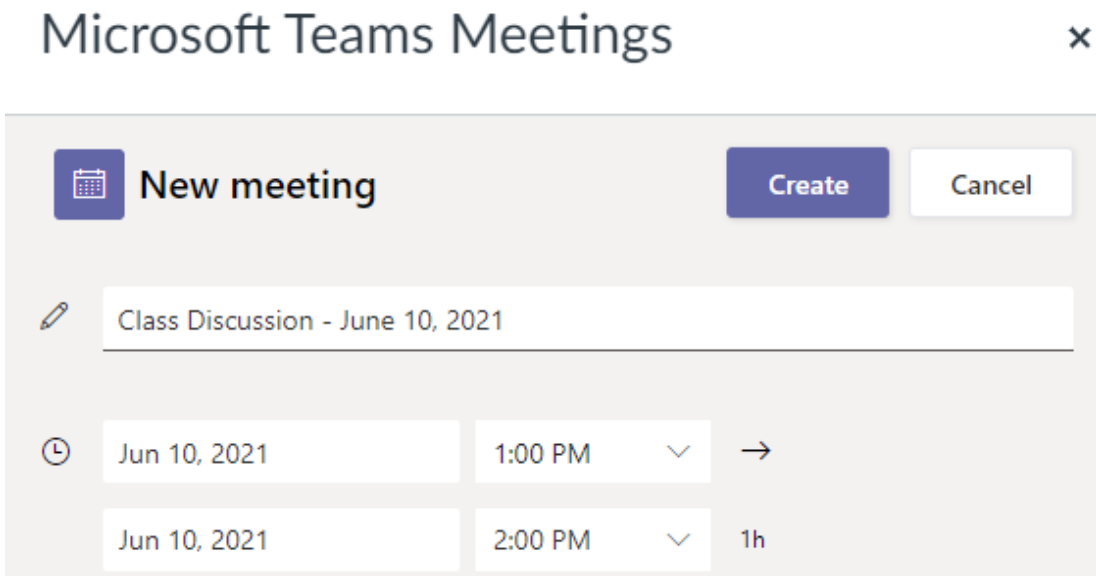
- e. After clicking the **Sign In** button, you will have to agree (once) to the permissions required for app use (just like an app for your phone). Click **Accept**.



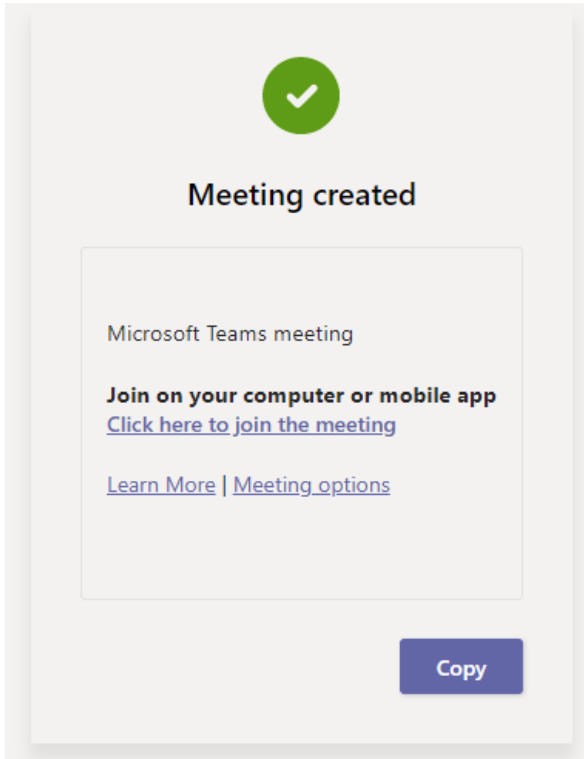
- f. The pop-up window will prompt you to **Create Meeting Link**. Click this.



- g. Next, you're prompted to enter a **Title** for the Meeting, along with beginning and ending times. Click the **Create** button when you have done this. To properly title your meeting, anticipate that the link will say "Join," followed by your title, and then "(Microsoft Teams Meeting)."



- h. Next, you will receive a confirmation message. Click **Meeting Options**. A new tab will pop open. Click **Copy** for the link to paste automatically into the Rich Content Editor.



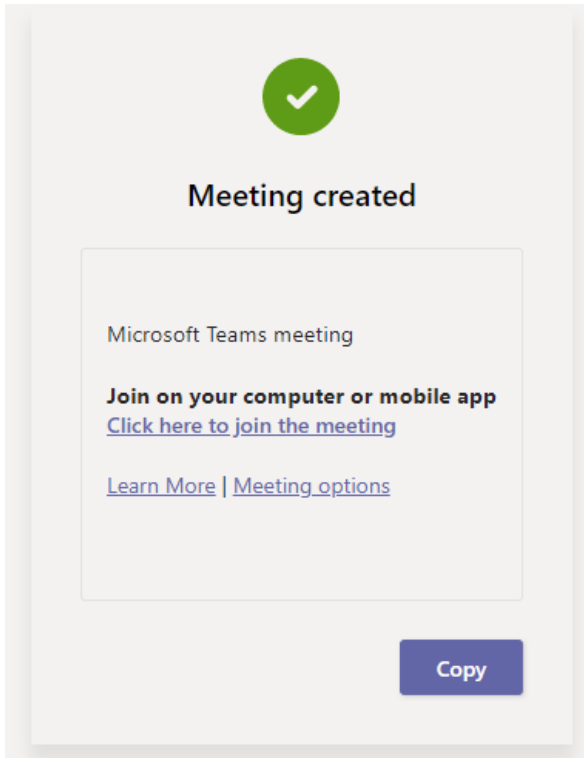
- i. In this new tab, you can set several options. Having these set correctly is key, especially if students will be presenting (sharing their screen). Click **Save** when you're finished. You may close this tab now.

### Meeting options

Who can bypass the lobby?	People in my organization and gu... <input type="text"/>
Always let callers bypass the lobby	No <input type="checkbox"/>
Announce when callers join or leave	Yes <input checked="" type="checkbox"/>
Who can present?	Everyone <input type="text"/>
Allow mic for attendees?	Yes <input checked="" type="checkbox"/>
Allow camera for attendees?	Yes <input checked="" type="checkbox"/>
Allow meeting chat	Enabled <input type="text"/>
Allow reactions	Yes <input checked="" type="checkbox"/>

**Save**

- j. On the original tab, click **Copy** for the link to paste automatically into the Rich Content Editor.



- k. The link now appears in the Rich Content Editor window. You may have to reposition the link in the Rich Content Editor, depending on where your cursor was when you initiated the meeting creation.

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

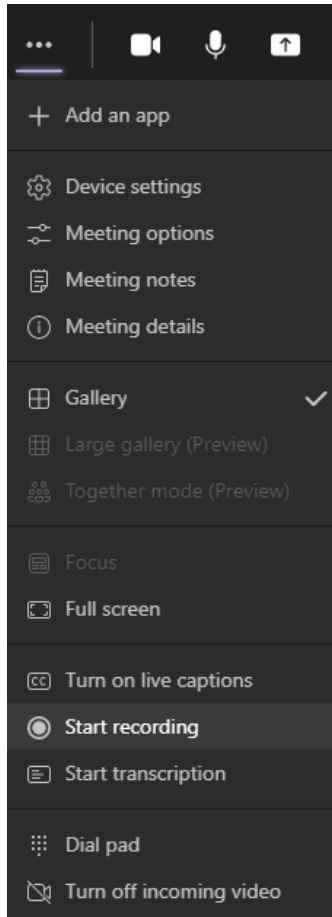
Join Class Discussion - June 10, 2021 (Microsoft Teams Meeting)

- l. Simply click **Save** (for already published items) or **Save & Publish** for this to be visible to students.

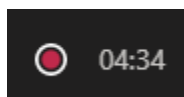
## Recording Microsoft Teams Meetings

This is not done via the Canvas app per se; rather, through the Teams app itself. The following instructions apply to the Microsoft Teams desktop app.

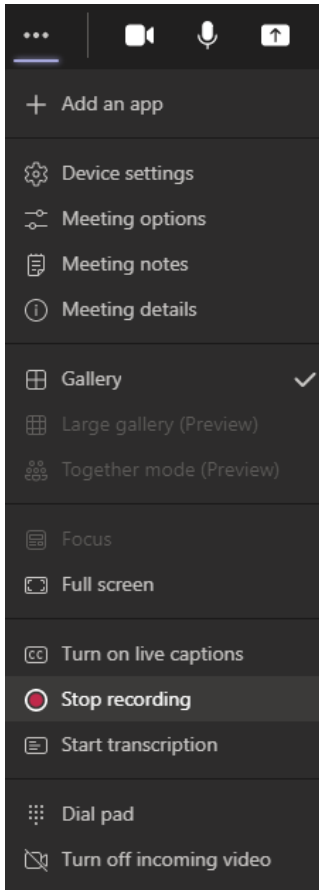
- a. Once you have entered the meeting, click on the three dots in the top menu. Select **Start Recording** from the menu.



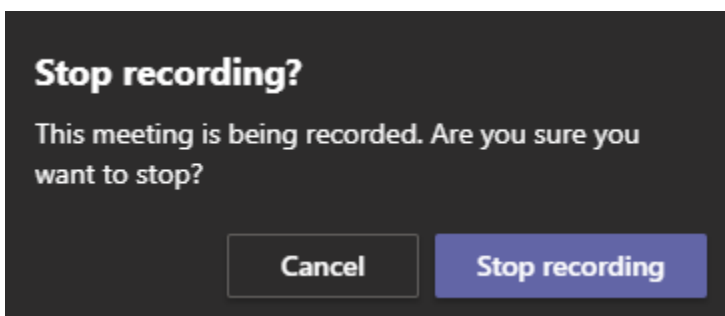
- b. You will get a message asking you to inform everyone that the meeting is being recorded, which can be dismissed. A recording icon will appear in the top left of the app, next to the meeting's current running time.



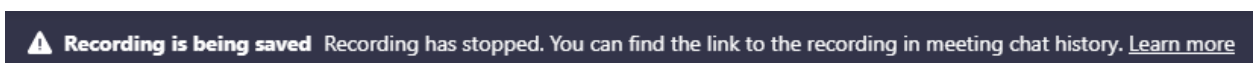
- c. To stop recording, simply return to the three dots on the menu and click the option to **Stop Recording**.




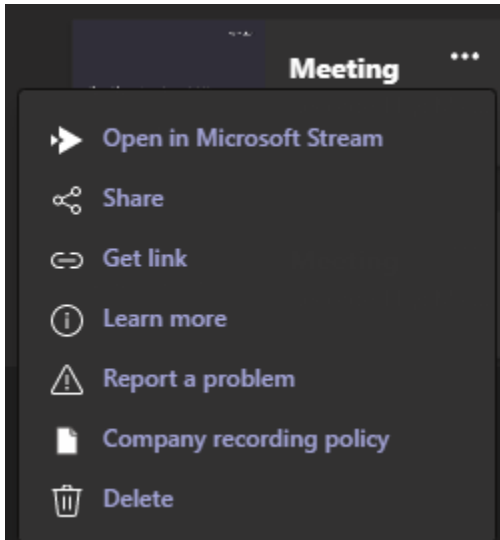
- d. Confirm that you're stopping the recording.



- e. After you stop recording, you will get this message about a link to the recording:



- f. You can find a link to the recording if you open the Chat window in your Teams meeting. Use the **Show Conversation** button  to view the chat window.
- g. Click on the three dots next to the meeting recording. Choose **Get Link** from the menu. Click **Copy** on the ensuing pop-up.



- h. Open a new browser tab and paste the link, and your recording will open.
- i. To share the recording with your class, you can either provide them with the link or embed the video.
- a. To give students the **link to the recording**, just copy the link from the address bar in this new tab.

 [web.microsoftstream.com/video/356ba3e2-d21f-41da-bbd3-c4bf95f3e986](https://web.microsoftstream.com/video/356ba3e2-d21f-41da-bbd3-c4bf95f3e986)

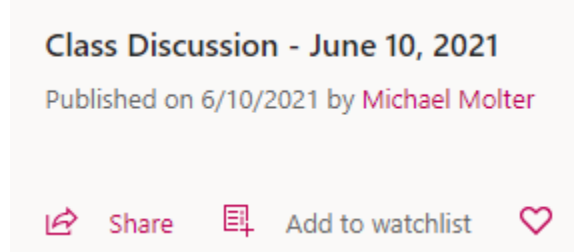
- b. You can paste this link anywhere there is a Rich Content Editor. For example, you could create a page containing meeting recordings and paste this link there along with the date.

**OR**

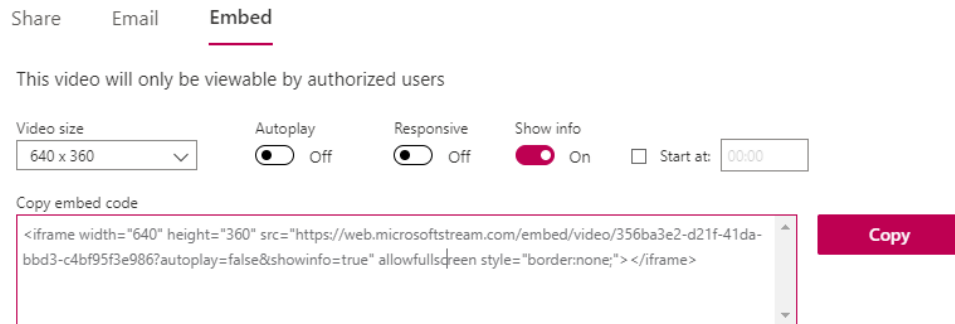
- c. To **embed the video** in a Rich Content Editor, create anything but a New Quiz. I am going to create a **Page** and call it **Class Discussion Recording: June 10, 2021**.



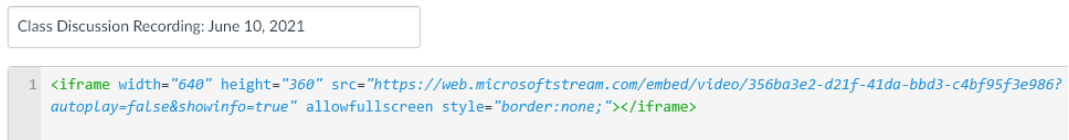
- d. On the Microsoft Stream tab where your recording is, click the **Share** button.



- e. Click the **Embed** tab on the ensuing pop-up window.



- f. Highlight the code in the box and click **Copy**. Click **Close** to exit the pop-up window.
- g. Return to the **Canvas** tab and click the `</>` icon at the bottom right of the Rich Content Editor to toggle to HTML mode.
- h. Paste this code in the HTML box.



- i. Click **Save** or **Save & Publish** to make the recording visible to students. As an embedded video, students can click on the video thumbnail and play the video directly in Canvas, rather than having to click a link to open another browser tab or window.

OPTIONAL – IF YOU DO NOT GET THE RECORDING LINK FROM THE CHAT BUT DECIDE LATER THAT YOU NEED THE LINK – You will receive an email from Microsoft Stream (check “Other” if you have a focused inbox). It will provide you with a link to your recording. Click on the “**Go to your video now**” link and this will pop open in a new window. Once you have done this, you can continue from step i above.

Your content is ready to stream!

Class Discussion - June 10, 2021

[Go to your video now](#) to publish, view, edit or share!

**Please note:** Microsoft’s official web site says that at some point in 2021, recordings will no longer be saved on Microsoft Stream. Instead, they will save directly to your Microsoft Office 365 OneDrive or SharePoint account. These instructions will be updated whenever this changeover occurs.