

Microsoft Teams in Canvas

Overview

IT has put together a great resources on [Microsoft Teams on their wiki](#). Please refer to this resource and reach out to IT for general questions about MS Teams. As of Summer 2020, COE has integrated Microsoft Teams into Canvas.

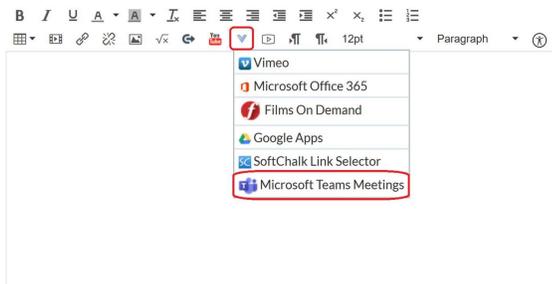
A Teams meeting link can be added any place the Rich Content Editor is available. One thing it does different than Conferences/BBB is that if the link is added to an item that generates a notification, such as the Calendar, the students will get a notification.

Guides

Video Guide: [Using Teams from Inside Canvas](#)

Written Guide: Here is a [general guide* from Canvas](#) on how to access Microsoft Teams in Canvas.

*The only difference from the guide is that we have more options, so you have to click the More External Tools drop down menu first:



FAQ

How can I create a reoccurring Teams Meeting in Canvas?

- Navigate to the Canvas Calendar link in the Global Navigation menu
- [Create an event or meeting that reoccurs](#)
- In the description of the meeting, add a link to a Teams meetings described above.

How do I sync my Canvas Calendar with my Outlook Calendar?

- [Subscribe to the Calendar feed using Outlook as an instructor](#)
- [Subscribe to the Calendar feed using Outlook.com as an instructor](#)

BETA Product Notes

Please note that this is a new feature in Canvas and that we are still learning best practices and how to best integrate it in teaching.

Some feedback we have received so far that you may want to consider when you are evaluating this tool for your teaching:

- you have to approve an add-on or person not originally invited (say if someone is joining from a personal email address instead of their NPU email)
- you have to create a new meeting, it doesn't give an option to embed an existing meeting
- the new meetings do not automatically sync with your personal calendar but users can subscribe to their Canvas calendar from Outlook.