
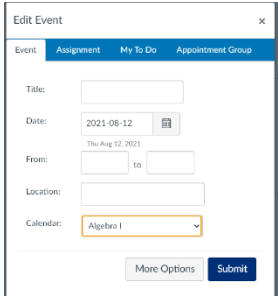
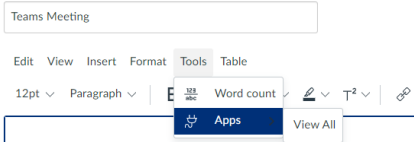
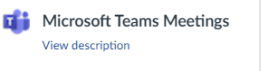
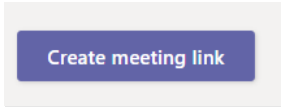
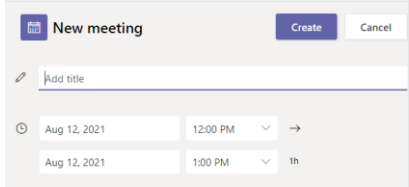
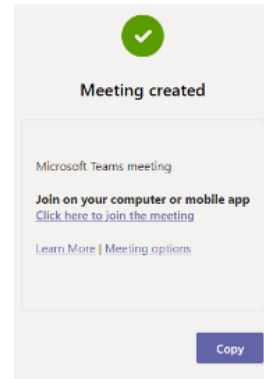


Adding a Microsoft Teams Meeting to the Canvas Course Calendar

<p>1. From the Global Navigation Menu on the left, click on Calendar.</p>	
<p>2. Click on the date that the meeting is being held. Enter the meeting details including title, date time.</p> <p>For Location, type Virtual Meeting.</p> <p>Next to Calendar, you will see your name, click the drop-down menu to select the course you want to hold the meeting in.</p> <p>Click More Options.</p>	
<p>3. Click Tools, followed by Apps, then View All.</p>	
<p>4. Click Microsoft Team Meetings.</p>	
<p>5. Click Sign-in then the Create meeting link.</p>	
<p>6. Enter the meetings details, including a title, date, start and end time. Click on Create.</p>	

7. Click **Copy**.



8. Click **Create Event**.



*When it is time for the meeting, the teacher and students will go to this location, Calendar, locate the date and the Calendar item. Click on the event. Click the link to **Join the Meeting**.*