

Conducting a Microsoft Teams Meeting that is set up in Canvas

1. Retu click Join	Irn to the Canvas Course Calendar and on the meeting details. Click the link to the Live Lesson.	Using Microsoft Team CANVAS Aug 19, 12:40pm - 1pm Calendar Maplewood Middle Location Virtual Meeting vis Teams Details Join Using Microsoft Team Teams Meeting) e	n Meeting in Meeting in Canvas (Microsoft Delete Edit
2. Click	Open in Microsoft Teams.	^{iche} Open Microsoft Teams?	earch
		https://teams.microsoft.com wants to open this	application.
		Always allow teams.microsoft.com to open lini	Open Microsoft Teams Cancel app
3. Choo	ose your video and audio options.		
that	you apply a background filter to minimize	Choose your video and au	udio options
any 4. Click	distractions. (Join Now .		Computer audio
		Your camera is turned off	
			Phone audio
		🔯 💭 🎮 Background fitters 🔅	G Don't use audio O
Note: Your students will follow the same 4 steps to join the meeting.			
5. You Opti	will need to set the following Meeting		
the t	hree dots in the Microsoft Teams Meeting gation bar.	83 (p 🍫 3 <mark>1</mark> ···) 🕅	🧶 🖬 🔽 Leave 🗡

6.	Select Meeting options.	 + Add an app ② Device settings ◇ Call health ◇ Meeting options ③ Meeting notes ① Meeting info ⊞ Gallery ✓ ⊞ Large gallery (Preview)
7.	Select the options and tools that your students will have access to during the Live Session. For who can bypass the lobby, set it to Only Me. (<i>This will allow you to admit students</i> <i>into the session when you are ready and will</i> <i>not allow them to enter without you being</i> <i>there.</i>) For Who can present? Select Only Me. Click Save.	Meeting options×Who can bypass the lobby?•Only me•Always let callers bypass the lobby•Announce when callers join or leave•Who can present?•Everyone•Allow mic for attendees?•Allow meeting chat•Enabled•Allow reactions•
9.	Familarize yourself with the Live Meeting environment. Video camera and Mic can be turned on from the navigation bar.	83 (P) 🎭 63 🚥 🔯 🌒 🖬 🥌 Leave 🗸
10	To start the video recording, click on the three dots from the Navigation bar, then start recording .	•••• Image: Constrained and app ••• Add an app (2) Device settings •• Call health 2: Meeting splores (3) Meeting info (4) Callery (4) Cogethery (Prevence) (4) Sogether mode (5) Incline (6) Fold (6) Start frameorippeon
11	To share content such as a website, a PowerPoint, or your screen, click on the Share Content icon from the navigation menu.	양 (D) 🗞 (D) 🚾 Leave 🗸
12	To monitor the chat or to ask students questions and get responses, click on the Chat icon from the navigation menu.	양 🕞 🖏 티 ···· 🔌 🏚 it in Leave 🗸
13	To know who is attending the session, click on the people icon from the navigation menu.	용 🕞 🗞 티 ··· 🗽 🎙 🔽 🔽 💌

14. Once the meeting is over, be sure to end the recording by clicking on the three dots from the navigation bar followed by Stop Recording.	••• N: •• + Add an app (*) Device settings - Call health (*) Meeting options (*) Meeting notes (*) Meeting info (*) Gallery (*) Large gallery (Provinci) (*) Together mode (*) Focus (*) Focus (*) Apply background effects (*) Stop recording (*) Stop recording (*) Stop transcription (*) Stop transcription
 15. When the meeting is over, click on the drop- down arrow next to Leave and then select End Meeting. This will end the meeting for all and will remove the students from the appaien 	Leave Leave End meeting