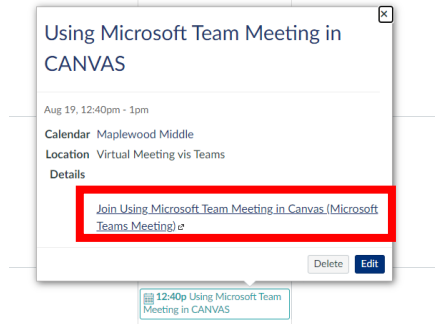
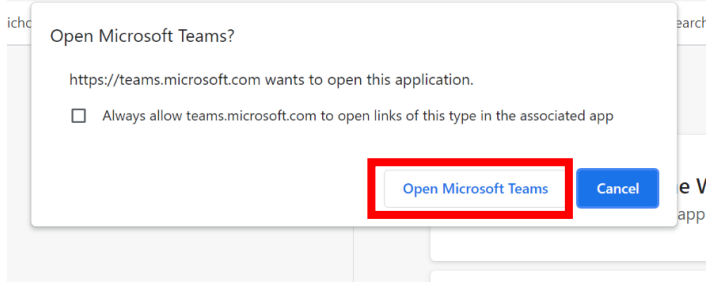
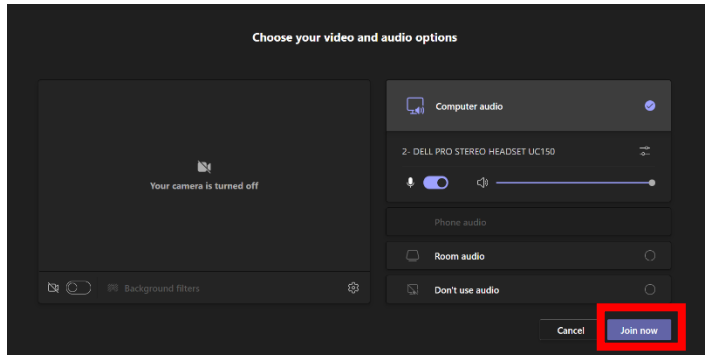

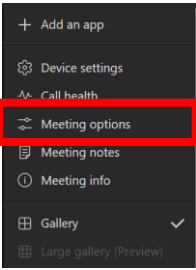
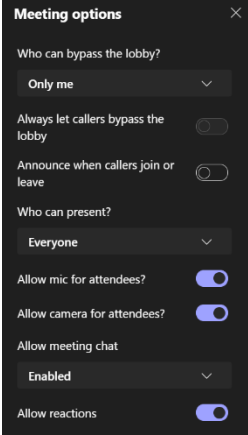

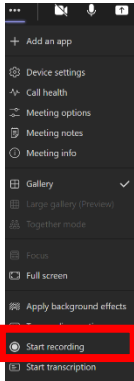



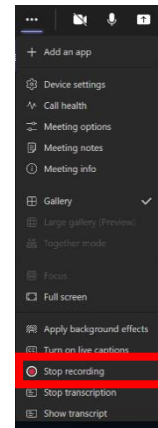


Conducting a Microsoft Teams Meeting that is set up in Canvas

<p>1. Return to the Canvas Course Calendar and click on the meeting details. Click the link to Join the Live Lesson.</p>	
<p>2. Click Open in Microsoft Teams.</p>	
<p>3. Choose your video and audio options. If you are using your Webcam, we recommend that you apply a background filter to minimize any distractions.</p> <p>4. Click Join Now.</p>	
<p>Note: Your students will follow the same 4 steps to join the meeting.</p>	
<p>5. You will need to set the following Meeting Options prior to the meeting starting. Click on the three dots in the Microsoft Teams Meeting navigation bar.</p>	

<p>6. Select Meeting options.</p>	
<p>7. Select the options and tools that your students will have access to during the Live Session.</p> <p>8. For who can bypass the lobby, set it to Only Me. (<i>This will allow you to admit students into the session when you are ready and will not allow them to enter without you being there.</i>)</p> <p>For Who can present? Select Only Me.</p> <p>Click Save.</p>	
<p>9. Familiarize yourself with the Live Meeting environment. Video camera and Mic can be turned on from the navigation bar.</p>	
<p>10. To start the video recording, click on the three dots from the Navigation bar, then start recording.</p>	
<p>11. To share content such as a website, a PowerPoint, or your screen, click on the Share Content icon from the navigation menu.</p>	
<p>12. To monitor the chat or to ask students questions and get responses, click on the Chat icon from the navigation menu.</p>	
<p>13. To know who is attending the session, click on the people icon from the navigation menu.</p>	

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.



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 session.

