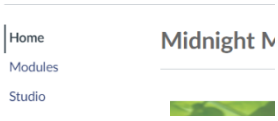
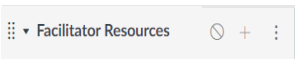
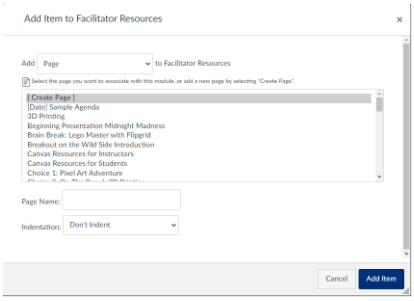
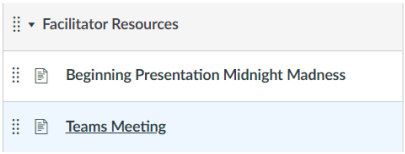
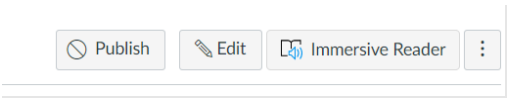
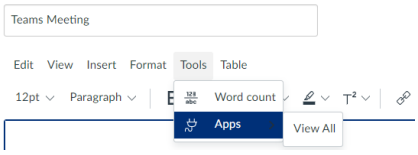
Setting Up a Microsoft Teams Meeting in Canvas

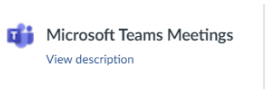
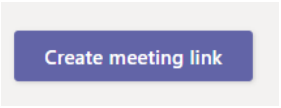
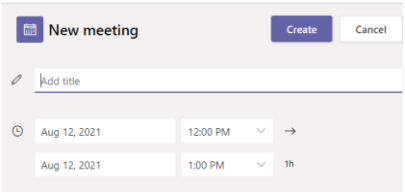
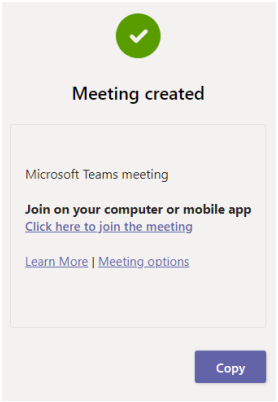
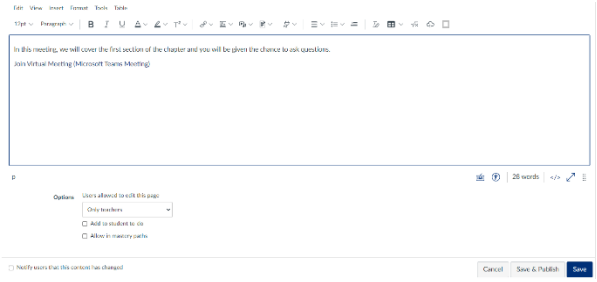
There are many ways to add a Microsoft Teams Meeting in Canvas. The instructions below will guide you through adding a Teams Meeting in a Module, Announcement, and the Calendar.

Adding a Microsoft Teams Meeting in a Canvas Module

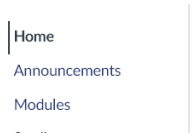
1. Go to Canvas: https://www.cpsb.org/canvas.

2. Click on your live/published course, **not a sandbox course**.

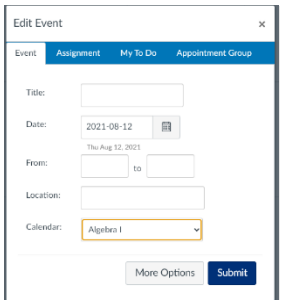
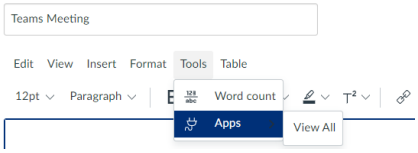
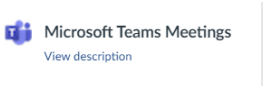
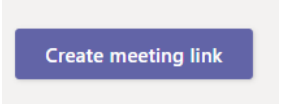
3. To set up the Microsoft Teams Meeting in a page that is part of a module, click on **Modules** from the Course Navigation menu on the left.	
4. Click on the **+** on the right side of screen.	
5. Click the drop down and select **Page**, then **Create Page**. Provide a **Name** for the page. Click **Add Item.**	
6. Click on the Page that you created.	
7. Click on **Edit.**	
8. Click **Tools**, followed by **Apps**, then **View All**.	

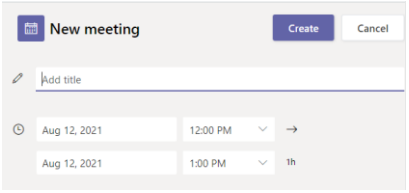
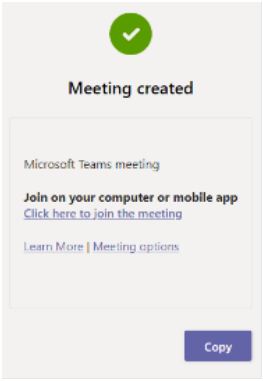
9. Click **Microsoft Team Meetings.**	
10. Click **Sign-in** then click the **Create meeting link**.	
11. Enter the meeting details, including a title, date, start and end time. Click on **Create.**	
12. Click **Copy.**	
13. The link will be pasted in the text box. You may add additional information, if needed. Click **Save & Publish** when finished.	
*When it is time for the meeting, the teacher and students will go to this location, Module/Page and click the link to **Join the Meeting**.*	

Adding a Microsoft Teams Meeting to a Canvas Announcement

1. Start by clicking on **Announcements** from the Course Navigation menu on the left.	
2. Click on the **+ Announcements**.	
3. At this point, follow the directions above at **Step 8**.	

Adding a Microsoft Teams Meeting to the Canvas Course Calendar

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

6. Enter the meetings details, including a title, date, start and end time. Click on **Create.**	
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**.*	