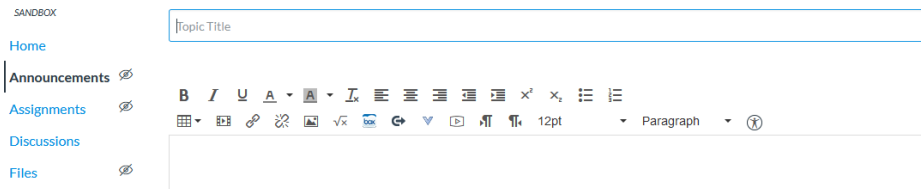


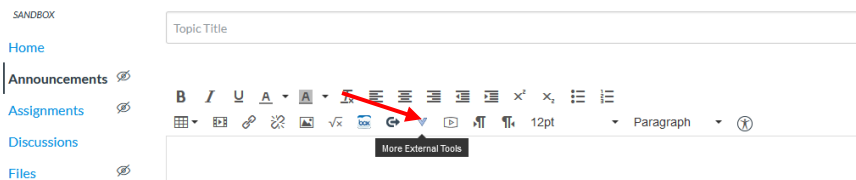
Setting up Teams Meetings in Canvas

Note: This example uses an announcement, but this can be done for discussions or other locations in your course.

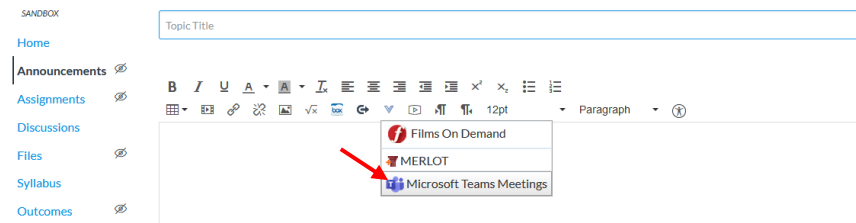
1. Log in to Canvas and access the course you wish to set a meeting for.
2. Choose to create a new Announcement.



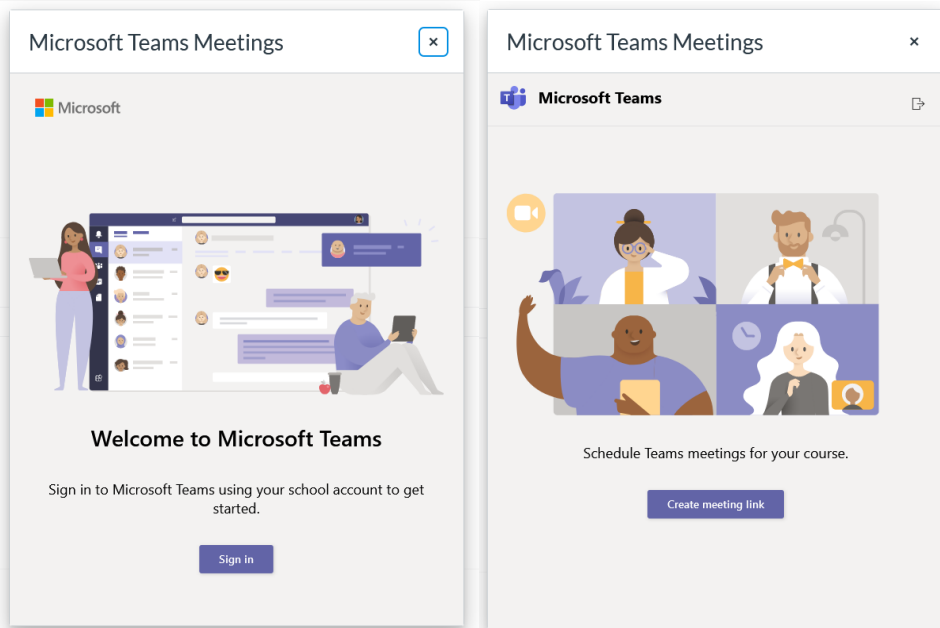
3. Click on More External Tools as seen below.



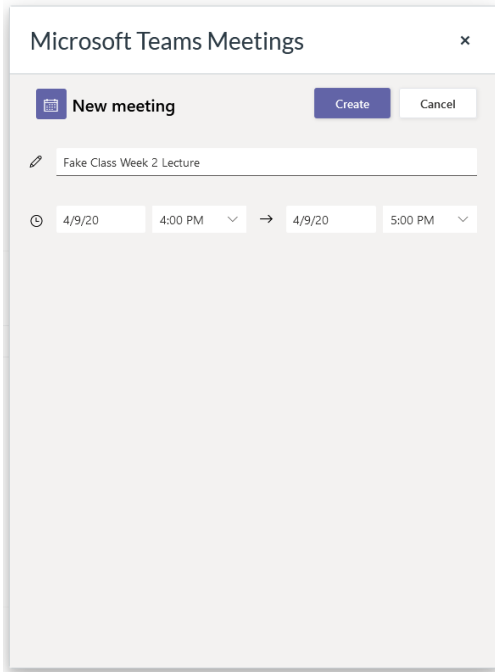
4. Click on Microsoft Teams Meeting.



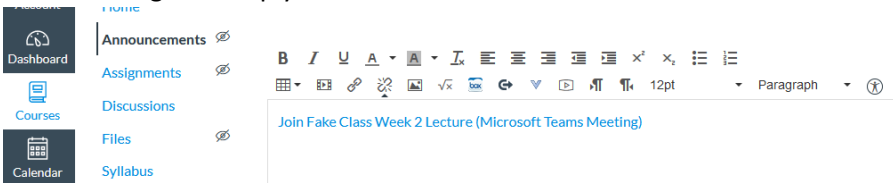
5. Sign-in to Teams using your GCSC Credentials, then select Create Meeting Link.



6. Fill in the information for the meeting and select Create.



7. Your meeting will simply show as a link in Canvas.



Going to the meeting

1. Click on the link created above.
2. Teams will try to launch the Teams Desktop application if it is installed, which is highly suggested, at least for instructors. If the user is in Microsoft Edge or Google Chrome you can also choose to launch Teams in the browser, but with limited functionality (Firefox and Safari are not supported). If the link is accessed on mobile, it will try to open the Teams Mobile App or request the user download it. Web usage is the only method that will allow the user to avoid signing in with their GCSC email and password.

