# Microsoft Teams Videoconferencing in Canvas

Using Microsoft Teams, teachers are able to create a videoconference in a Canvas course for instruction, virtual office hours, and guest speakers. To alert invitees about upcoming conferences, teachers can create course announcements.

How to Create a Web Conference

Microsoft Teams Meetings is enabled in the Rich Content Editor in several areas within Canvas: Announcements, Calendar Events, Pages, Assignments, Discussions, and Classic Quizzes. Students may also be able to use this tool in the Rich Content Editor within a collaborative group. To get started, create an announcement in Canvas. From the Rich Content Editor click the Chevron and then select Microsoft Teams.
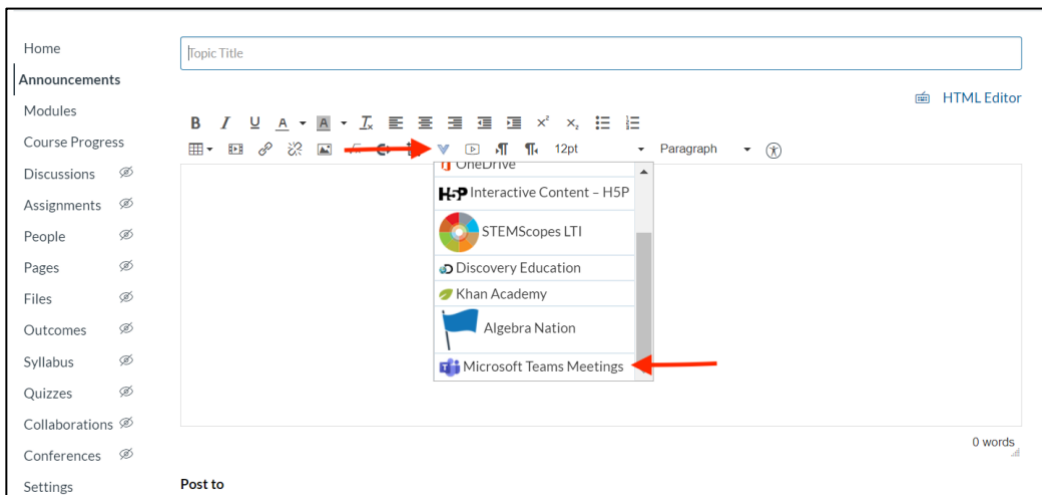
When Microsoft Teams Meetings is opened from the Rich Content Editor, the user will need to sign in to their Microsoft account by clicking the **Sign in button [1]**. They can then create a conference link by clicking the **Create meeting link button [2]**.
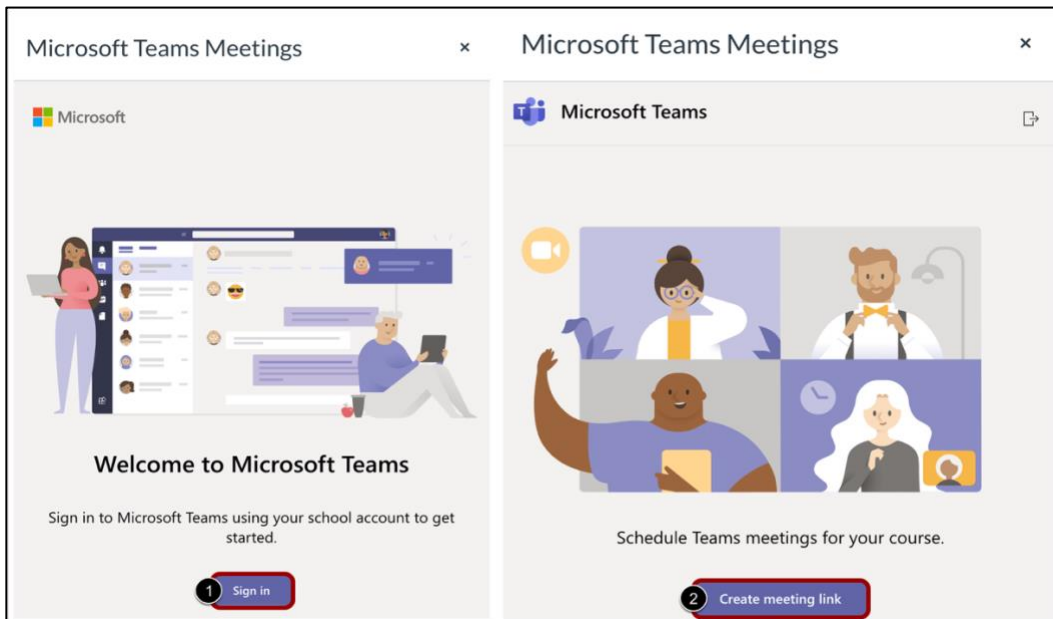
Enter a name for the meeting in the **Name field [1]**. If desired, select a meeting **Start date and time [2]** and **End date and time [3].** To create the meeting link, click the **Create button [4]**. The meeting link will be displayed.

When students click the link, they will select "Join on Web" if prompted and type their name to join the web conference.

Recorded Videos

Teachers are able to record the web conference for students who are unable to attend the webinar. The recording will be found in the teacher Teams App in Microsoft Office 365 and can be shared after the conference.

To access your recording:

- Open Office 365 from Clever Dashboard
- Click Teams (purple icon)
- Click Chat
- Click the name of your web conference
- Find the recording in the middle of the screen and download the file
- The downloaded file can be uploaded into Canvas module.

Resources

Tutorials and additional information for Microsoft Teams can be found at https://support.office.com/en-us/teams.