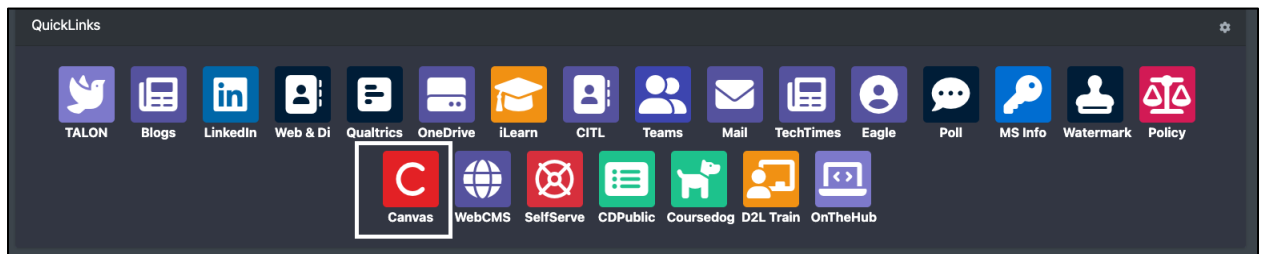


Creating a Microsoft Teams Meeting in Canvas

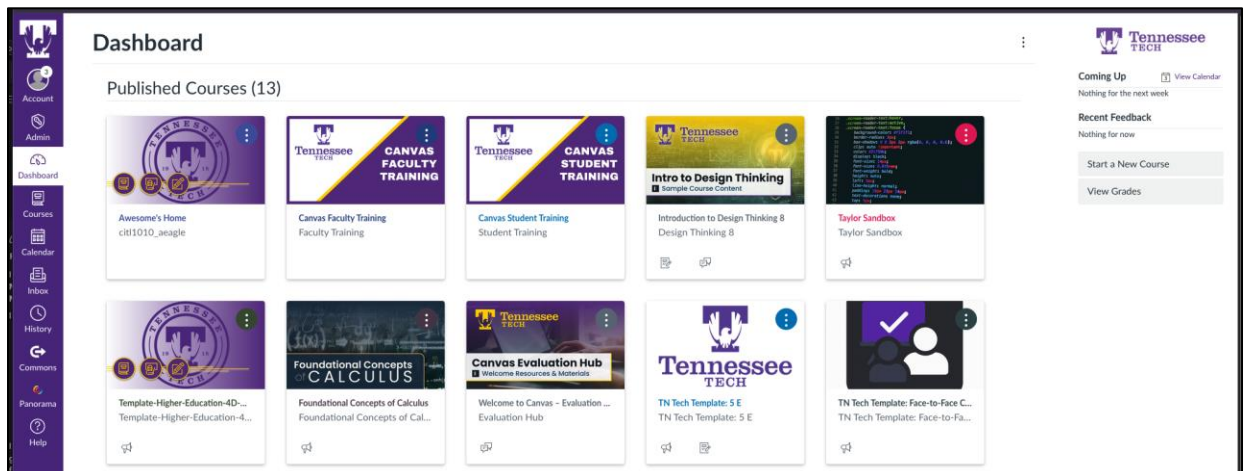
Use these steps to schedule a Microsoft Teams meeting directly from your Canvas course using the Microsoft Education integration.

Steps

1. Log in to Canvas from TechExpress Quicklinks.



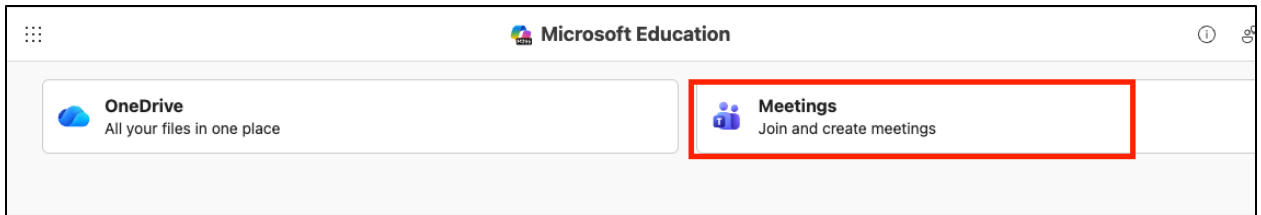
2. From your Dashboard, select the course where you want to create the meeting.



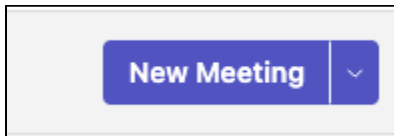
3. In the course navigation menu, select **Microsoft Education**.



4. Select **Meetings**.



5. Select **New Meeting**.



6. Enter the meeting details, including the title, date, start time, end time, and description, as needed.

 A screenshot of the 'New Meeting' form in the Microsoft Education interface. The form is titled 'New Meeting' and has 'Save' and 'Cancel' buttons at the top right. The form fields include:

- Title: 'CITL 1010-500 - Example Course'
- Attendees: 'Invite required attendees' with a '+ Optional' link.
- Class options: 'Add entire class' (checked) and 'Allow anyone in the course to join' (unchecked).
- Co-organizers: 'Add all Teachers as co-organizers' (checked).
- Time: Start date '8/7/2026', start time '3:00 PM', end date '8/7/2026', end time '4:00 PM', and duration '1h'.
- Time zone: '(UTC-06:00) Central Time (US & Canada)'.
- Recurring: 'Make recurring' (unchecked).
- Rich text editor: A toolbar with bold, italic, underline, link, unlink, bulleted list, numbered list, and other formatting options, followed by a text area with the placeholder 'Type details for this new meeting'.

7. To invite everyone enrolled in the course, choose **Add entire class**.

 A close-up screenshot of the 'Add entire class' option in the meeting form. The text 'Add entire class' is next to a checked checkbox, and it is highlighted with a red rectangular box. Below it, the 'Allow anyone in the course to join' option is shown with an unchecked checkbox.

8. For re-occurring class meetings, select “Make recurring”
9. Select **Send** to schedule the meeting.

What Happens Next

After the meeting is created, students will be able to access it from within the Canvas course. If students are invited to the meeting, it will also appear on their Microsoft Teams and Outlook calendars.

Helpful Notes

- If you do not see **Microsoft Education** in the course navigation menu, check the course navigation settings. You may have to enable this LTI. Contact citl@tnitech.edu for assistance.
- Recordings and attendance information will be available from the meetings area.