



Using Microsoft Teams in Canvas

LMU employees can use a Canvas integration to create Microsoft Teams meetings in a Canvas course using the Rich Content Editor (RCE) in Assignments, Discussions, Pages, Classic Quizzes, and the Calendar. Instructors can set up audio or video meetings.

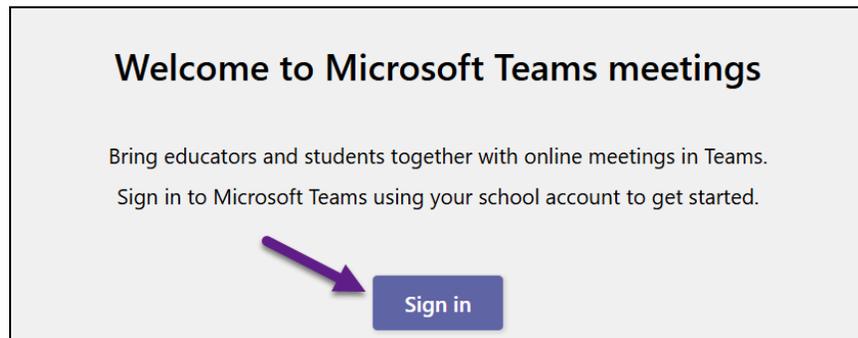
1. When inside the Rich Content Editor in Canvas, select the “plug” icon. Then select “View All.”



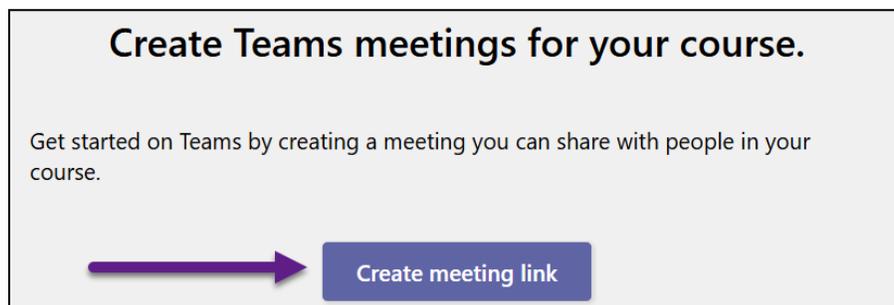
2. The All Apps window will open. Select “Microsoft Teams Meetings” from the list.



3. The Microsoft Teams Meetings window will appear. The first time this feature is used, you will need to sign in. Select “Sign in.”



4. Once you’re signed in, the Microsoft Teams Meetings window will display a message that says *Create Teams meetings for your course*. Select “Create meeting link” to proceed.





5. Enter a meeting title, date, and time. Then select "Create."

6. You may have to verify your identity using a text, call, or verification code.
7. Once verified, the Microsoft Teams meeting invite should be visible along with a confirmation that the meeting was created. Select "Copy" to copy the meeting invite and close out of the open window.

8. The details of the meeting invite will already be visible in the Canvas Rich Content Editor (RCE) once you close, without needing to paste the invitation details copied. However, these can be pasted elsewhere, such as in a Canvas announcement if appropriate.

To access the meeting, click the link below:

[Join Group Discussion on Anxiety Disorders \(Microsoft Teams Meeting\)](#)

Or join by dialing +1 [blurred]

Conference ID: [blurred]