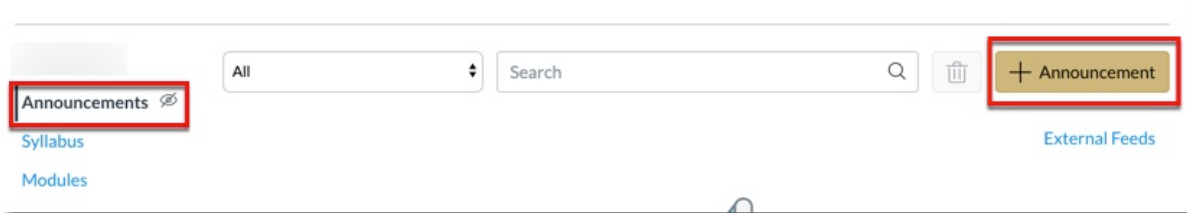
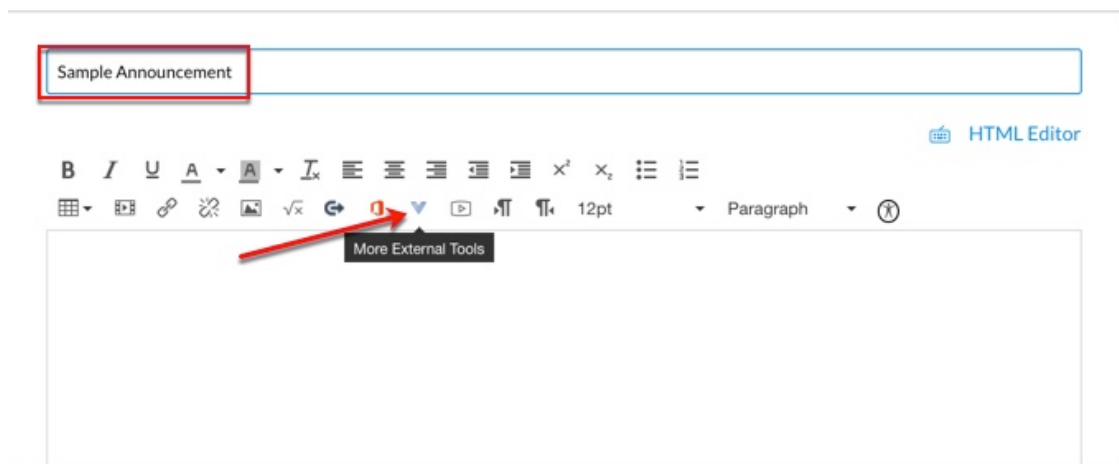


## Create a Microsoft Teams Meeting in Canvas

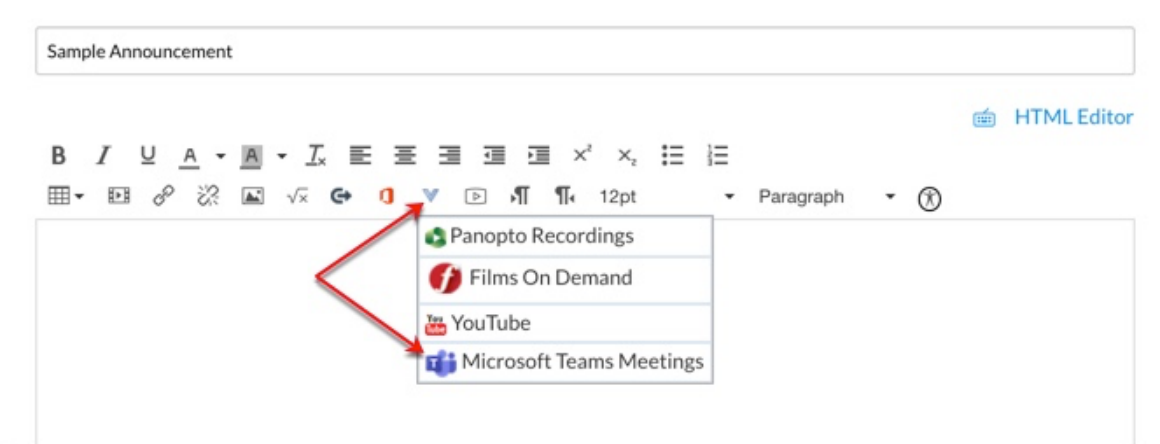
1. Log into Canvas at <https://canvas.uccs.edu>
2. Enter a course and click **Announcements** in the course menu.
3. Click the **+ Announcement** button.



4. Create an **Announcement Title** and click the **blue "V"/More External Tools** icon.



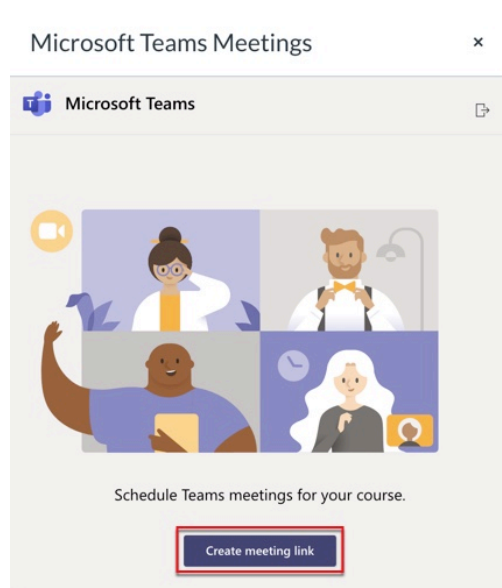
5. Click **Microsoft Teams Meetings** in the More External Tools list.



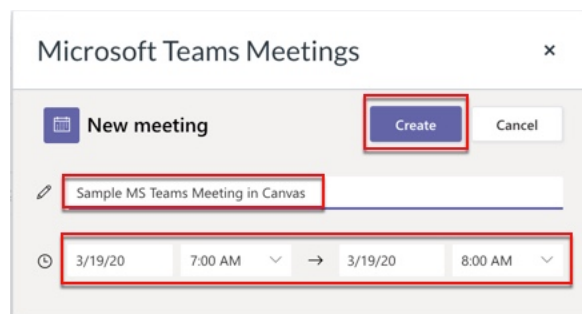
6. **Sign in** using your UCCS credentials.



7. Click the **Create meeting link** button.



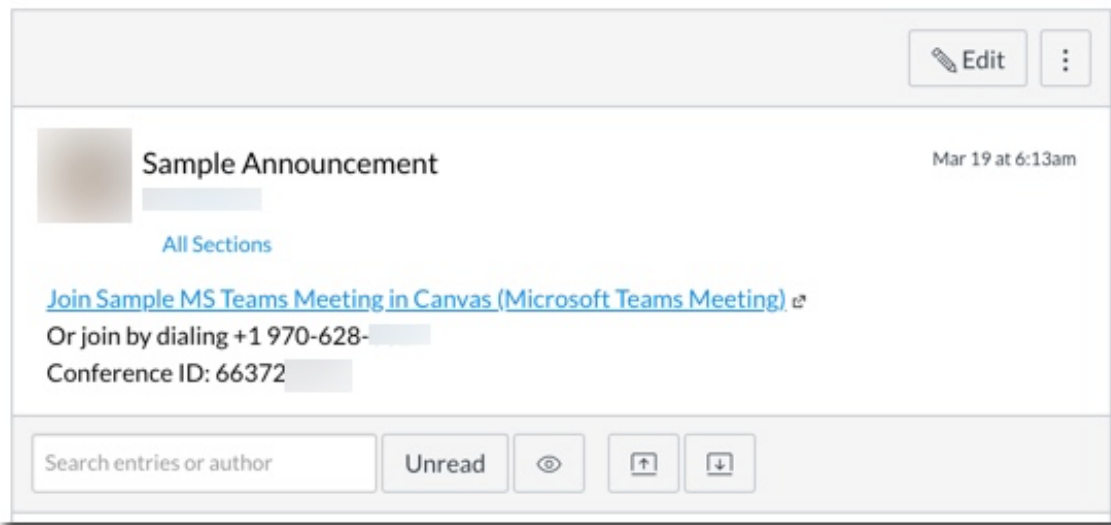
8. Create a meeting **Title**, select a **Date** and **Time**, and click the **Create** button.



- The MS Teams meeting is created and you are returned to the Canvas Announcement window.
- Scroll to the bottom of the window and click the **Save** button to post the announcement.

The screenshot shows the Canvas announcement editor. At the top, there is a text input field containing "Sample Announcement". Below this is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, link, unlink, image, video, and other formatting options. The main text area contains the following content: "Join Sample MS Teams Meeting in Canvas (Microsoft Teams Meeting)", "Or join by dialing +1 970-628- [redacted]", and "Conference ID: 66372 [redacted]". Below the text area, there is a "Post to" dropdown menu set to "All Sections". An "Attachment" section shows a "Choose File" button and "No file chosen". An "Options" section has three unchecked checkboxes: "Delay posting", "Enable podcast feed", and "Allow liking". At the bottom right, there are two buttons: "Cancel" and "Save", with the "Save" button highlighted by a red rectangle.

- The Announcement is posted and users click the **Join...** link to join the meeting in a new browser tab.



- For additional assistance, contact [frc@uccs.edu](mailto:frc@uccs.edu).