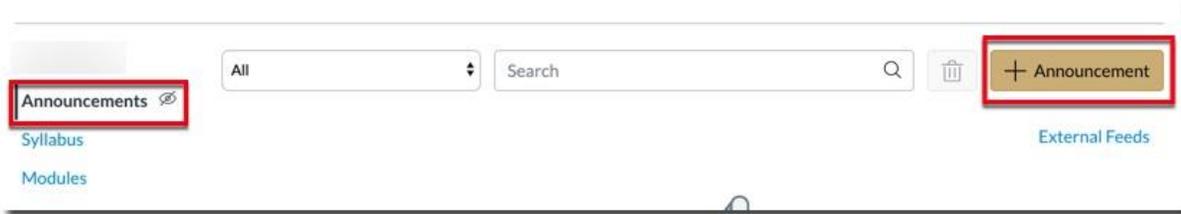
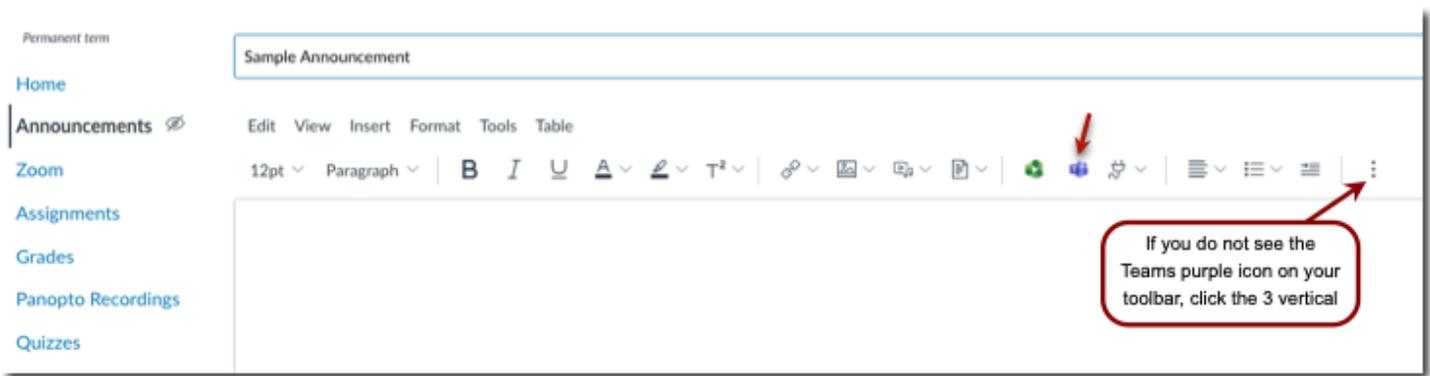


Create a Microsoft Teams Meeting in Canvas

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.



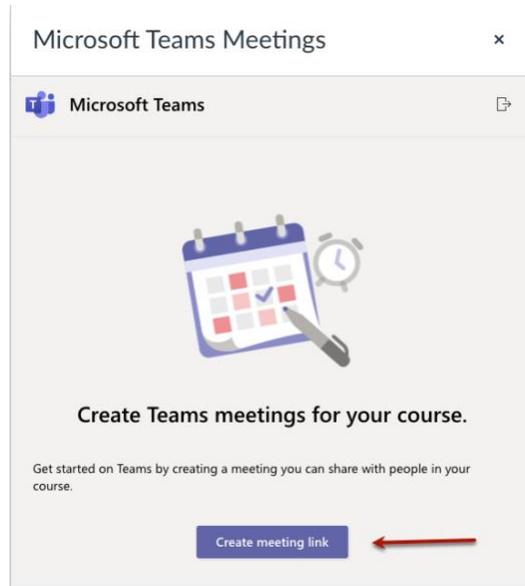
4. Create an **Announcement Title** and click the **purple MS Teams** icon. If you do not see it on your toolbar, click the **3 vertical dots** to reveal it.



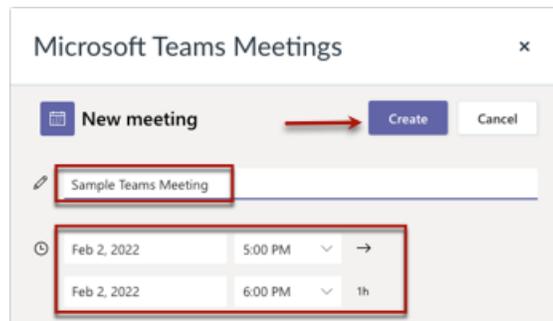
5. Click **Sign In** in the Microsoft Teams Meetings window using your UCCS credentials.



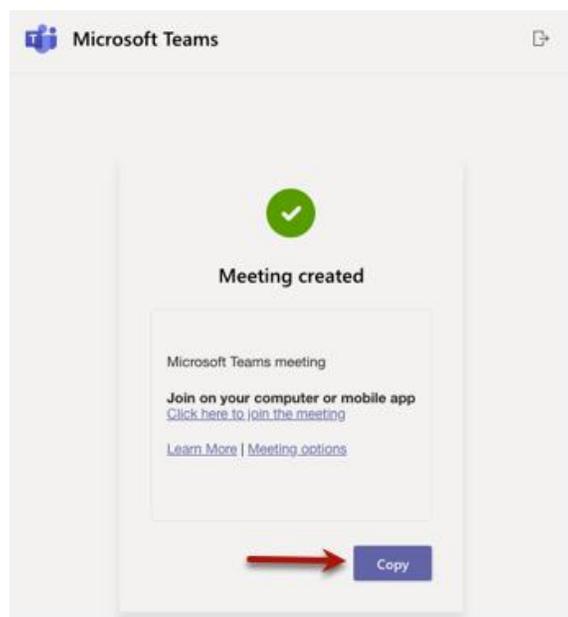
6. Click the **Create meeting link** button.



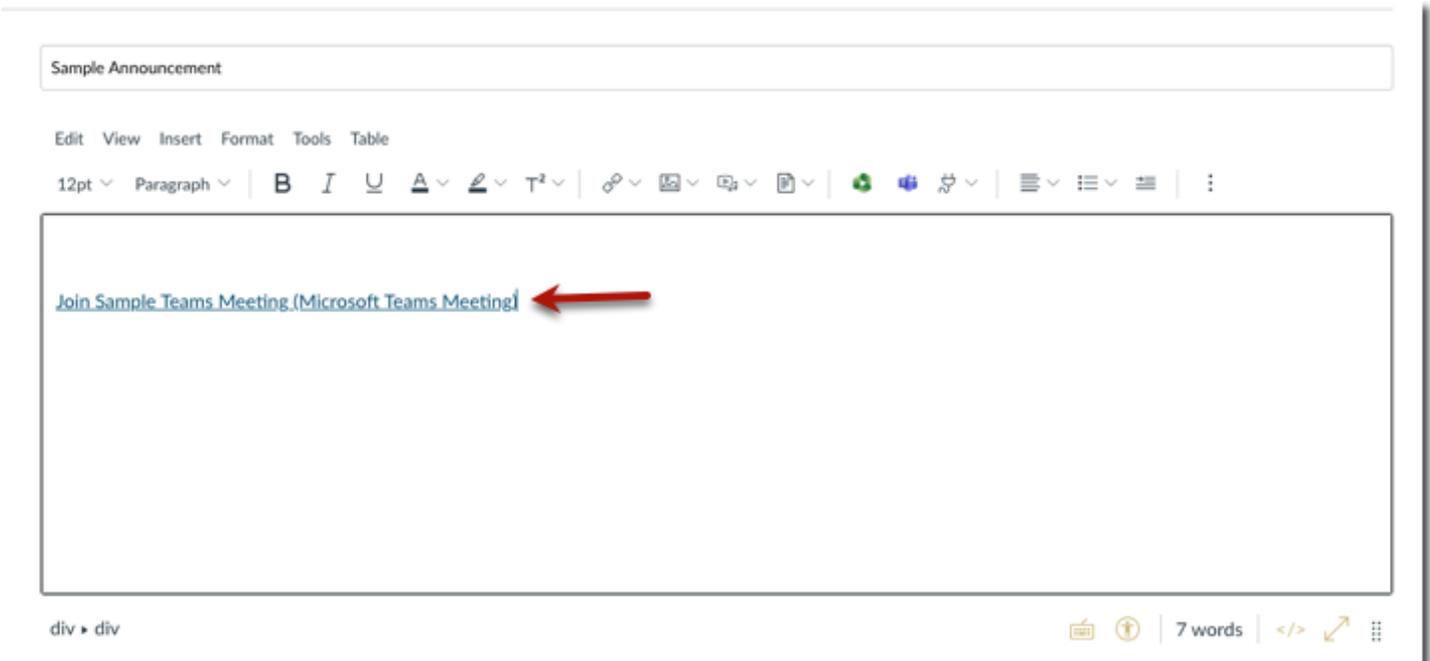
7. Enter a meeting **Title**, select a **Date** and **Time**, and click the **Create** button.



8. The MS Teams meeting is created. Click the **Copy** button.



9. You are returned to the Announcement window with the meeting link embedded.



Sample Announcement

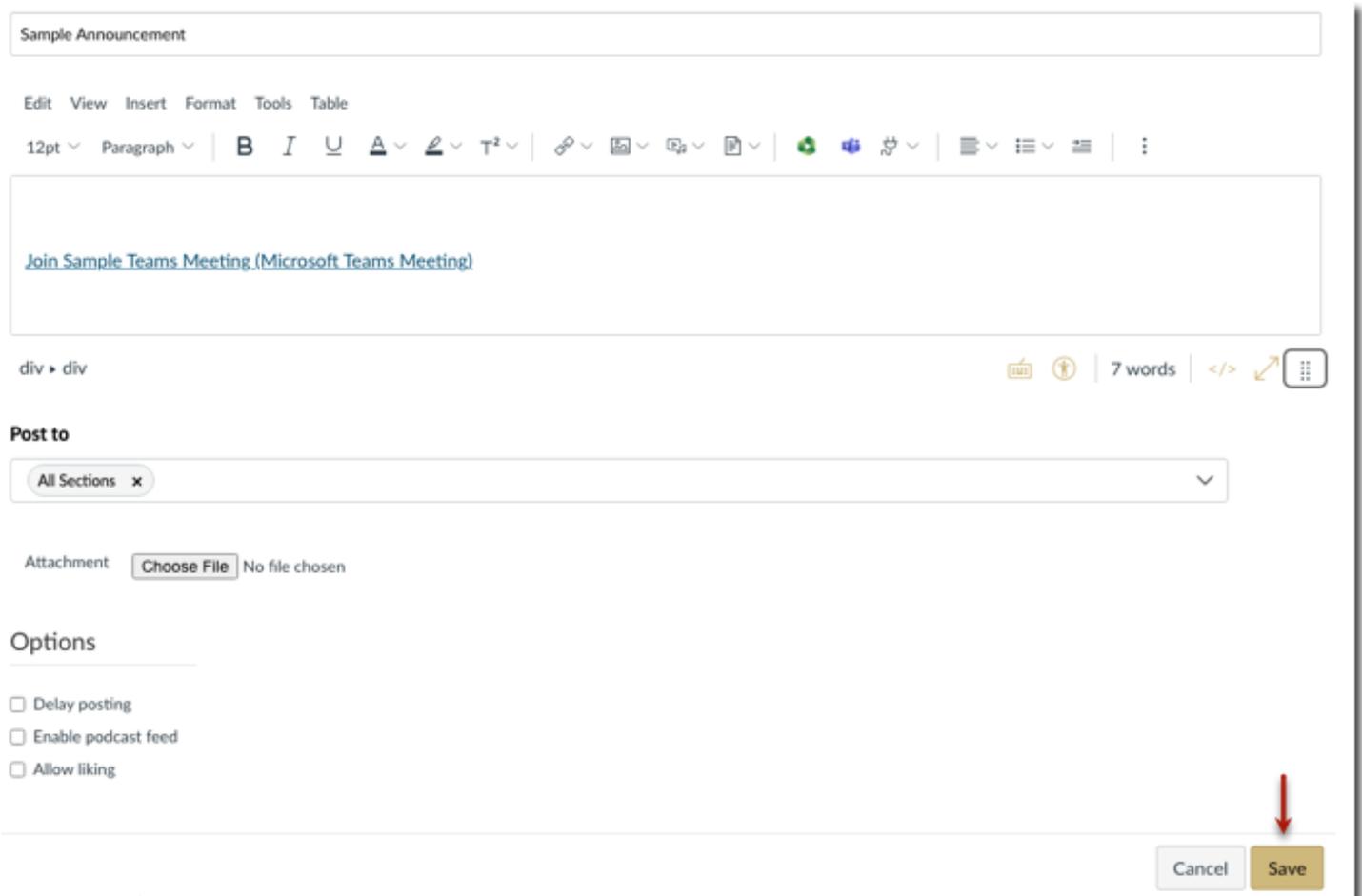
Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A T | | | :

[Join Sample Teams Meeting.\(Microsoft Teams Meeting\)](#) 

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10. Click the **Save** button to save the announcement. The Announcement is posted and users click the **Join Sample Teams...** link to join the meeting



Sample Announcement

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A T | | | :

[Join Sample Teams Meeting.\(Microsoft Teams Meeting\)](#)

div > div | 7 words |

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11. For additional assistance, contact frc@uccs.edu.