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.

Announce of	All	•	Search	Q	+ Announcement
Syllabus					External Feeds
Modules					

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.

Permanent term	
Sample Announcement	
Home	
Announcements 🕫 Edit View Insert Format Tools Table	
Zoom 12pt \lor Paragraph \lor \blacksquare I \bigcup \triangle \lor \square \lor \square \lor \blacksquare \lor \bullet \lor	:
Assignments	
Grades Teams purple icon on your	
Panopto Recordings toolbar, click the 3 vertical	
Quizzes	

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.

М	Microsoft Teams Meetings					×
đ	New meeting	-	_	•	Create	Cancel
0	Sample Teams Meeting					
٩	Feb 2, 2022	5:00 PM	~	\rightarrow	1	
	Feb 2, 2022	6:00 PM	~	1h		

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 \lor Paragraph \lor \mid B I \sqcup \underline{A} \lor \underline{\mathscr{A}} \lor T^2 \lor \mid \ \diamond^{P} \lor \boxtimes \lor \textcircled{\mathbb{B}} \lor \textcircled{\mathbb{B}} \lor \mid \ \textcircled{\mathbb{B}} \swarrow \textcircled{\mathbb{B}} \lor \mid \ \textcircled{\mathbb{B}} \swarrow \swarrow \swarrow \swarrow \swarrow \swarrow \swarrow \swarrow \swarrow $	⊟~ ≝ :
Join Sample Teams Meeting (Microsoft Teams Meeting)	
div • div	💼 🛞 🛛 7 words 🖂 🎸 📳

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 $12pt \lor Paragraph \lor \mathbf{B} \ I \ \sqcup \ \Delta \lor \ \mathscr{L} \lor \ T^2 \lor \ \mathscr{P} \lor \ \boxtimes \lor \ \mathfrak{P}_2 \lor \ \mathfrak{S} \lor \ \equiv \lor$	✓ Ⅲ< Ⅲ Ⅰ	
Join Sample Teams Meeting (Microsoft Teams Meeting)		
div + div	🔟 🕐 🕈 7 words 🛛	
Post to		
All Sections ×	~	
Attachment Choose File No file chosen		
Options		
Delay posting		
Enable podcast feed		
Allow liking		Ļ
	Cancel	Save

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