Adding a Teams Meeting to Canvas for Instructors

Overview

Instructors can use the [Rich Content Editor](#) toolbar in Canvas to create a Teams meeting link for students without having to copy/paste or send invitations. Meeting links don't expire, so you can create one meeting event and reuse it all semester if you'd prefer. Reusing meeting links also keeps a running chat in Teams throughout the meeting series. If you want the chat window to refresh for every meeting, you'll want to create a new meeting link for each new session.

Create the Meeting Link and Set Meeting Options

1. **Navigate to a place in your course where you want the meeting link to appear and where you can add/edit text.** Meetings can be added to a Page, Announcement, Course Calendar Event*, Discussion, Assignment, Classic Quiz*, etc., using the *Rich Content Editor toolbar*.
   If adding a course calendar event, select the correct course calendar and then click the **MORE OPTIONS** button at the bottom of the *Add Event* window before proceeding with the instructions below.
2. Click the plug-shaped **Apps** icon.

3. The *Select Apps* window will appear. Click on **Microsoft Teams Meeting**. (The first time you use this feature, you will need to choose **All Apps** and then select *Microsoft Teams Meeting* from the list of options.)
4. You may be prompted to **SIGN IN** first. The next step is to click **CREATE MEETING LINK**.
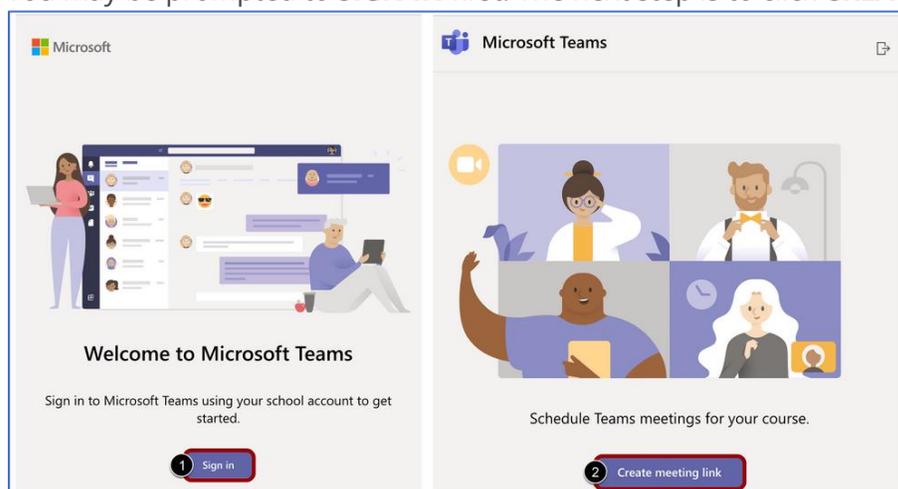
5. Fill out the meeting details and select **CREATE**.
   TIP: Meeting start and stop times are optional and not enforced; therefore, a good practice is to include the class name and meeting time in the title. For example, "ART 101 Thursdays 3-4pm" or "CHEM 202 Special Lecture 2/15 10-11:30am"
6. **SET MEETING OPTIONS** (Optional): Click the *Meeting Options* link at the bottom of the window to adjust meeting settings and permissions. Changes are saved automatically, so you can close this browser window when you are finished. <mark>You cannot change meeting options after this step!</mark>*

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options ←
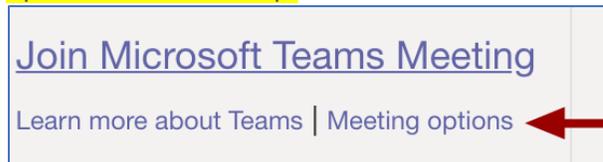
7. Click **COPY** at the bottom of the window. The meeting details will appear in the text box area. Save changes in your Canvas screen when ready.
8. Make sure your content is published for students to view. When it's time for your meeting, you and your students can use the "Join Microsoft Teams Meeting" link to join your scheduled session.

NOTES:

- Teams Meeting recordings must be [shared manually](#).
- This method does not update your Outlook or Teams calendar.
- You can edit the meeting title and other details later, but not the meeting options. To reset meeting options, you will need to delete the original text and replace it by creating a new Teams meeting.*
- The Teams Meetings button will only display for events created in *course* calendars. Personal calendars are not supported.*
- The Teams Meetings button will not display in the Rich Content Editor for New Quizzes.*