Create & Join a Microsoft Teams Meeting in Canvas

In Canvas, Microsoft Teams Meetings can be added through the Rich Content Editor in several areas including Assignments, Discussions, Pages, Classic Quizzes, and the Calendar.

To open Microsoft Teams Meetings, click the “plug” icon, and then select **Microsoft Teams Meetings** from the list. Depending on your specific toolbar, the “plug” icon may be under the “three dots” icon which enables a drop down menu containing additional tools.

![Microsoft Teams Meetings icon]

**Sign Into Microsoft**

When Microsoft Teams Meetings is opened from the Rich Content Editor, you will need to sign into your Microsoft account by clicking the **Sign in** button [1], use your GT Account (e.g. jdoe23@gatech.edu) and you will be redirected the GT sign in screen (*Remember that when you log into the “GT Login Screen” you log in with your user account, e.g. Jdoe23, and not jdoe23@gatech.edu*).

You can then create a conference link by clicking the **Create meeting** link button [2].

*Note: You may need to periodically log in to Microsoft if you are adding multiple links to Canvas.*
Create Meeting

Enter a name for the meeting in the **Name** field [1]. If desired, select a meeting start date and time [2] and end date and time [3]. The date and time fields are not required and can be different from the information displayed in Canvas.

Click the **Create** button [4], to create the meeting link.

Then click **Copy** to get the Teams Meetings conference link added to the Rich Content Editor in Canvas.