

Using Microsoft Teams

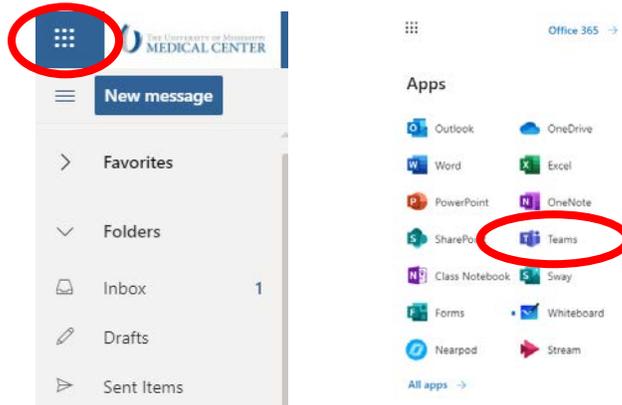
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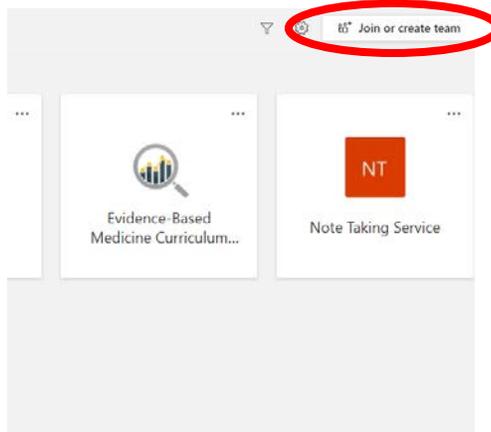
Creating a Microsoft Team

Instructions:

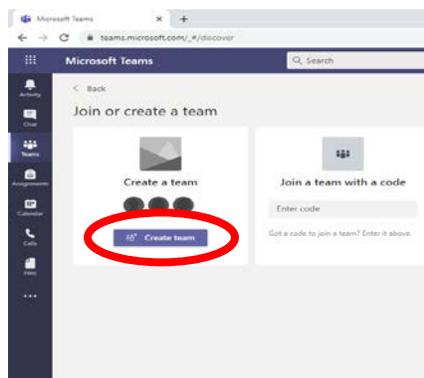
Microsoft Teams is accessible to all students, faculty, and staff at UMMC. Users can access Microsoft Teams by [clicking here](#) or accessing it by logging in to UMMC's online email platform, clicking the top left icon, and selecting Teams.



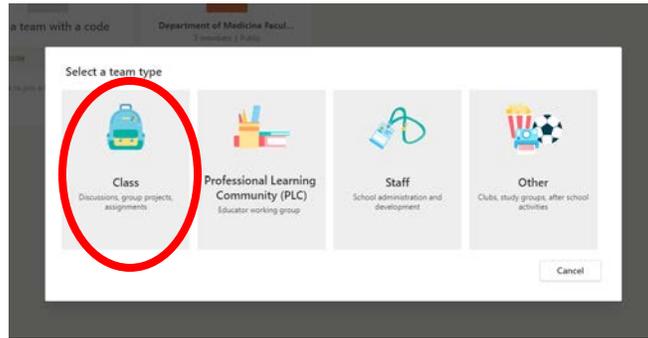
To create a team, you should select "Join or create team" at the right of the browser window.



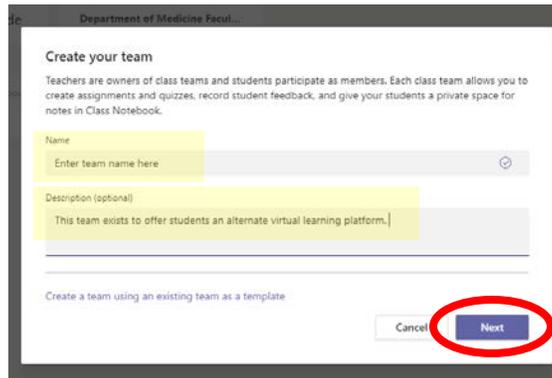
In the box titled "Create a team," select "Create team."



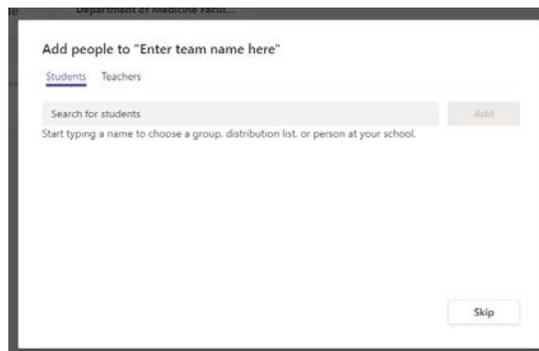
Once selected, Teams prompts the user to select a team type. Unless the team’s intent falls into another category, the user should select “Class.”



Enter the desired name for the Microsoft Team in the “Name” text field. A description is optional; however, it may be beneficial to provide a short statement of intent. Select “next.”



Add any students or teachers who may need access to the course. If there is an existing group, such as SOM-ClassOf2024, Microsoft Teams will accept the entry. Once completed, select “skip” or “close.”

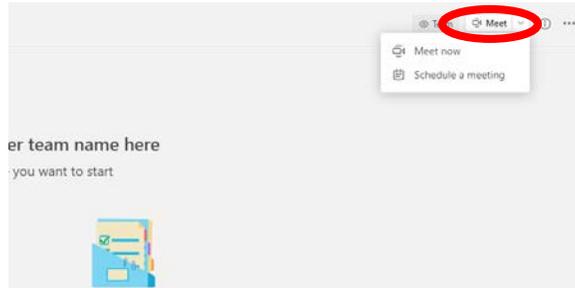


Scheduling a Meeting/Lecture within Microsoft Teams

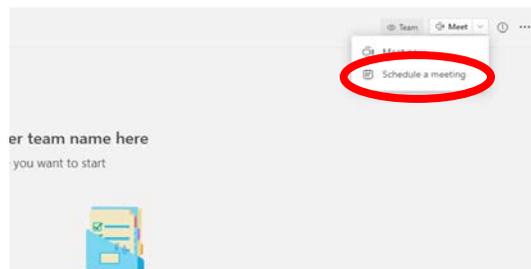
Note: If scheduled within the Microsoft Teams application, the meeting or lecture will appear on the Outlook calendar of all invitees. However, the meeting will not appear on the course's Canvas calendar.

Instructions:

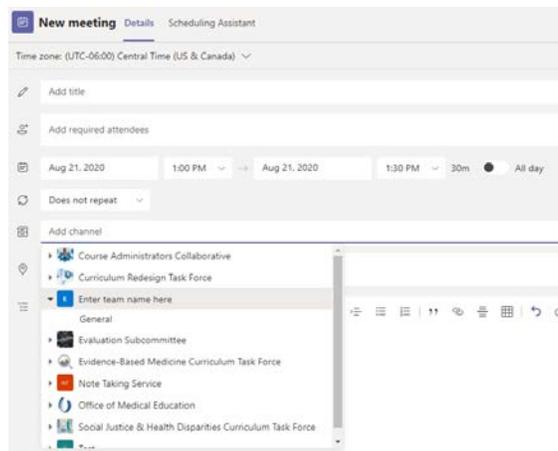
On the top right of the teams page, select “meet.”



Users have two options: “meet now” and “schedule a meeting.” By selecting the “meet now” option, users create an immediate meeting, where other users can participate via invitation. The “schedule a meeting” option allows the user to schedule a Teams meeting for a future date. Select “schedule a meeting.”



Insert a title, select required attendees, the appropriate date and time, and a proper description of the meeting. Select the proper channel for your team. Each team has a general channel, which includes all members of the team. Click “save” at the top right of the page. The meeting, including name, time, date, and virtual link will be exported to the Outlook calendar of invitees.

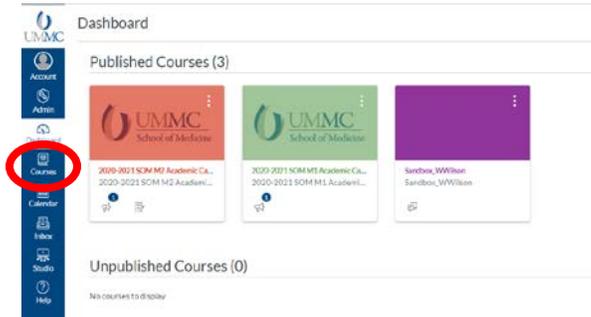


Scheduling a Microsoft Teams Meeting/Lecture within Canvas

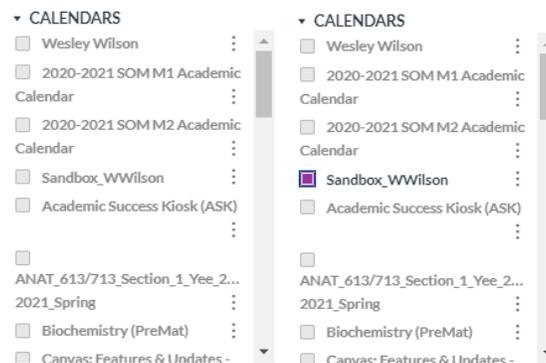
Note: If scheduled within Canvas, the meeting or lecture will appear on the Canvas calendar of all invitees. However, the meeting will not appear on the invitees Outlook calendar.

Instructions:

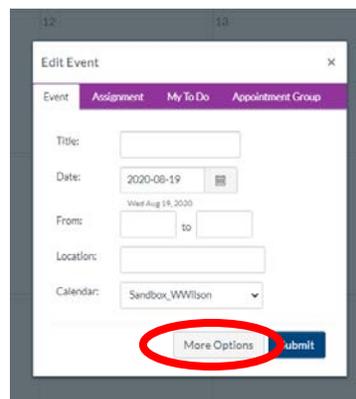
Select the “calendar” tab on the left-hand side of the Canvas window.



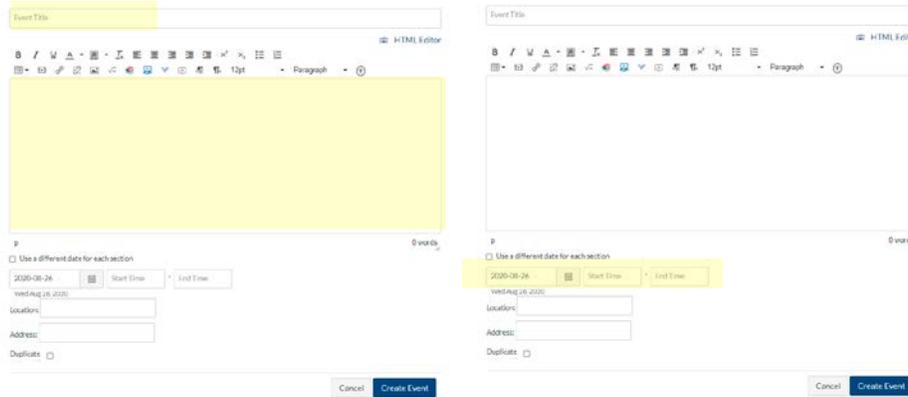
Under the “calendars” section on the right-hand side of the page, select the appropriate course. Notice all scheduled assignments within the course will appear in the Canvas calendar.



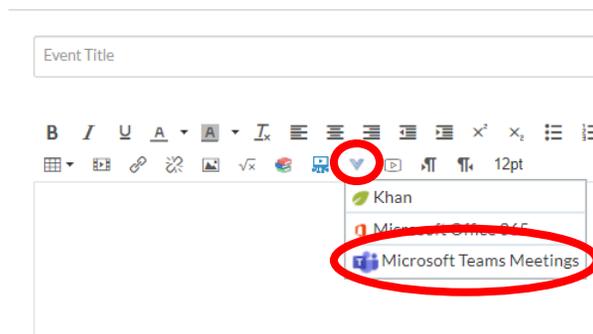
Double-click the box of the date during which the meeting or lecture should occur. An “edit event” window will appear. The feature allows the user to enter a meeting title, date, time, location, and course (calendar). Select “more options.”



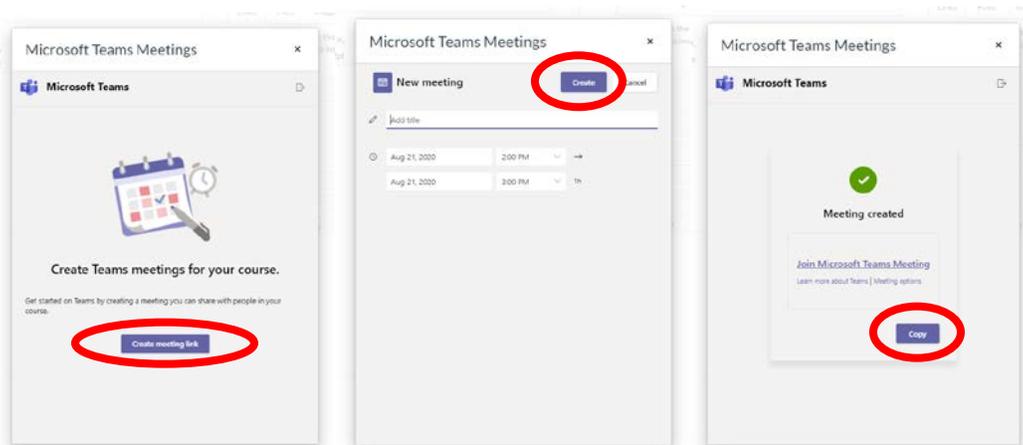
Enter a title and description (if desired) in the provided textbox. Then, enter the appropriate date, start time, and end time for the meeting or lecture.



Above the textbook, click the blue downward arrow. Then, select “Microsoft Teams Meetings.”



Click “create meeting link,” “create”, then “copy.”



A link to the scheduled Teams meeting should automatically copy into the event's textbox. Verify all information and click "create event"

Event Title

Join Test (Microsoft Teams Meeting)

2020-08-26 Start Time

End Time

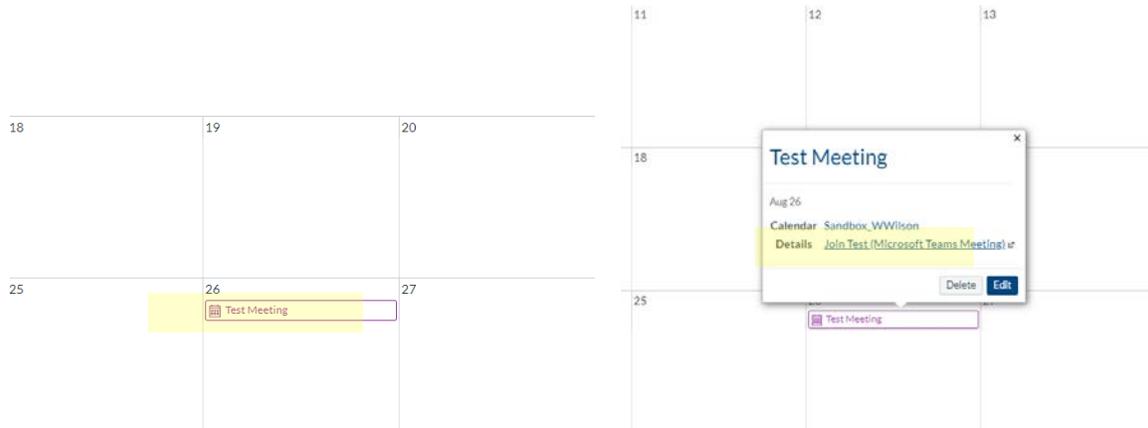
Location

Address

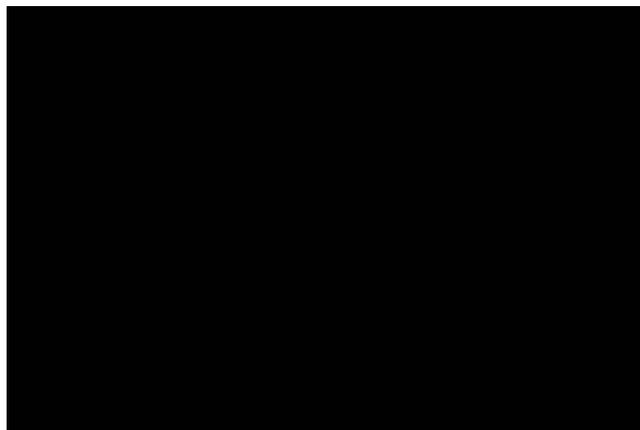
Duplicate

Create Event

In the Canvas calendar, the scheduled meeting will appear on the selected date. When double-clicked, students will be able to see and select the link copied in the previous step.

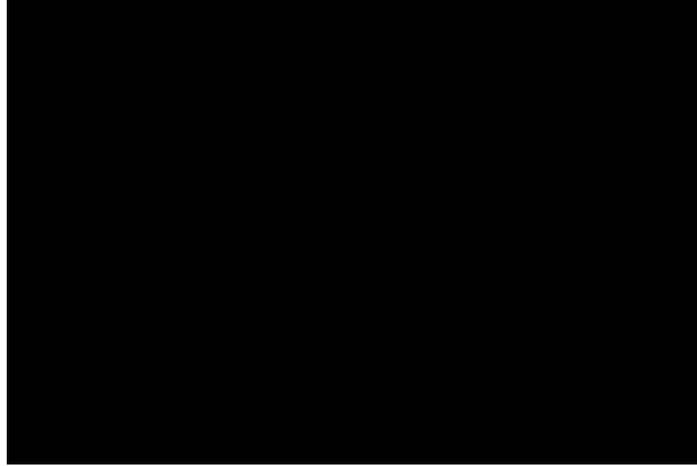


Video: [Scheduling & Assessing Teams Meetings Using Canvas](#)



Presenting in Teams

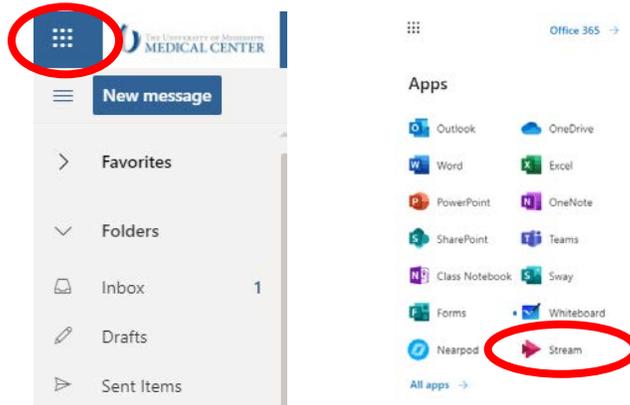
Video: [Using Microsoft Teams to Present](#)



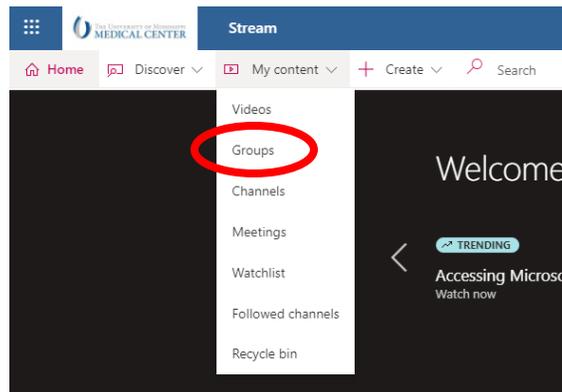
Linking Lectures Recorded in Microsoft Teams to Canvas Modules

Instructions:

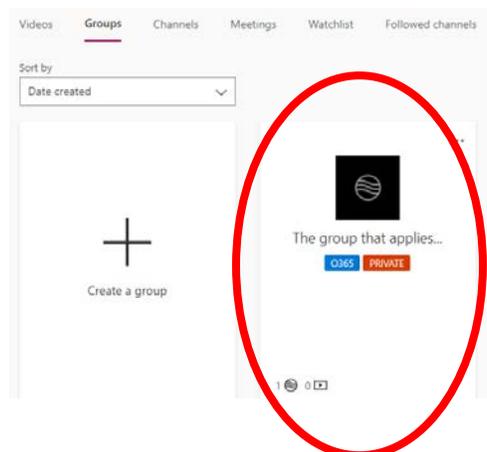
Recorded Microsoft Teams meeting are accessible in Microsoft Stream, which is accessible to all students, faculty, and staff at UMMC. Users can access Microsoft Stream by [clicking here](#) or accessing it by logging in to UMMC's online email platform, clicking the top left icon, and selecting Stream.



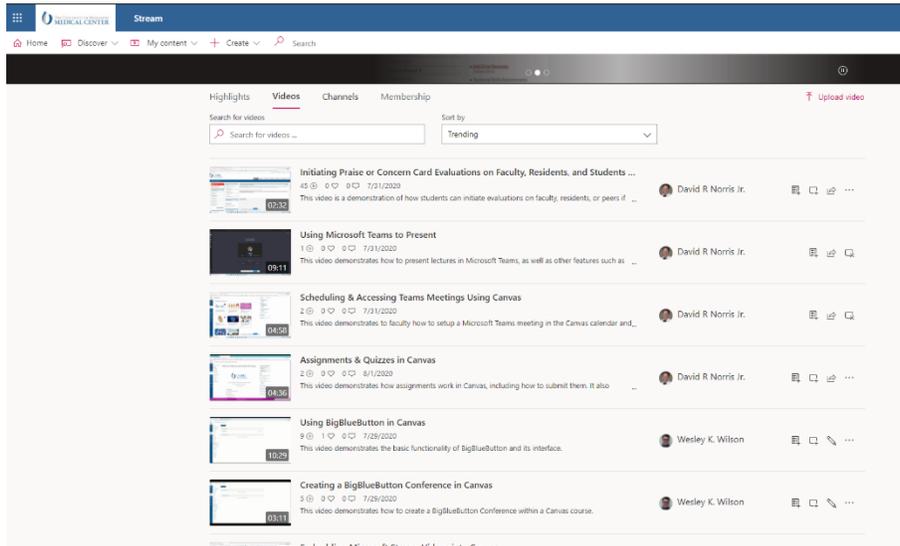
Once the Microsoft Stream platform has loaded, select My Content near the top of the page and click Groups.



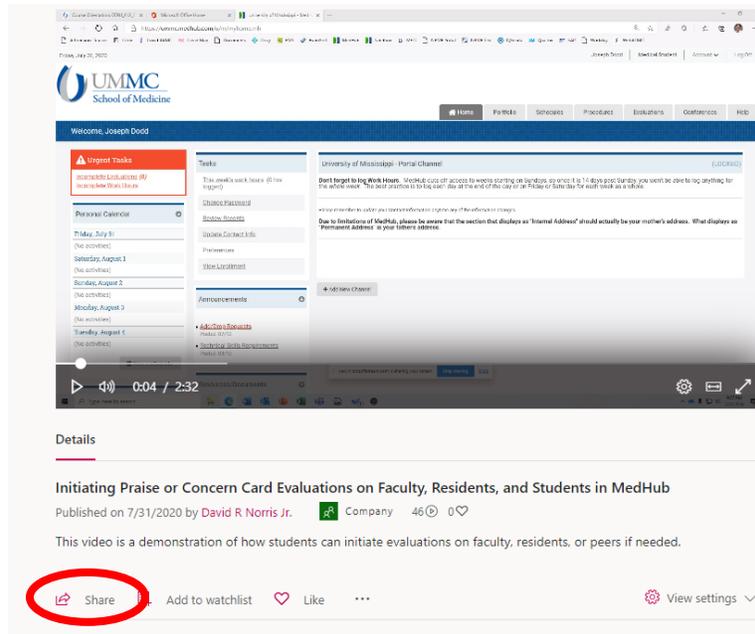
Select the group that applies to the particular course you are working with.



Once you have reached the Group page, select Videos. The videos page provides users with a list of all recordings directed to the group, including recorded meetings. Select the desired video.



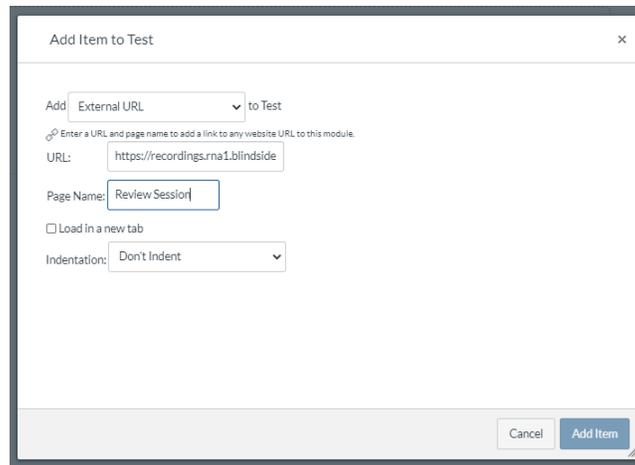
Underneath the video, select the share option.



Select copy to copy the direct link to the URL.



In your course modules, you share the link address as an external URL. The link will redirect the user to the recorded video.



Additional Resources

- [Microsoft Teams help & learning](#)
- [How to use Microsoft Teams \(video\)](#)
- [How to use Presenter View in Microsoft Teams \(video\)](#)
- [How to invite Guests to Microsoft Teams \(video\)](#)
- [How to use Raise Hand feature in Microsoft Teams \(video\)](#)
- [How to Track Attendance in Microsoft Teams \(video\)](#)
- [How to Invite Anyone to Microsoft Teams Meeting \(video\)](#)
- [How to use Breakout Rooms in Microsoft Teams \(video\)](#)
- [How to create assignments & Grades in Microsoft Teams \(video\)](#)
- [How to add a Poll in Microsoft Teams Meeting \(video\)](#)