



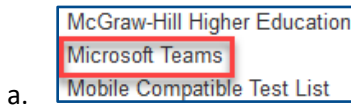
Microsoft Teams Tool in Blackboard | FAQ

What is Microsoft Teams in Blackboard?

Blackboard offers Microsoft Teams in the instructor’s course tools. This provides convenient access to create a meeting link which launches the Microsoft Teams app in the Office 365 suite of tools. These links can be added to your course calendar and copied to your clipboard to be distributed to students using email, course messages, or announcements.

Creating a Microsoft Teams Meeting Link

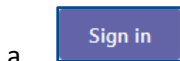
1. Log into Blackboard and navigate to your Course Menu > Course Tools > Microsoft Teams tool.



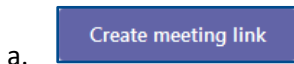
2. The first time accessing this tool, you will have to select “Allow” to authorize The Microsoft Teams Session Scheduler access to your Blackboard account.



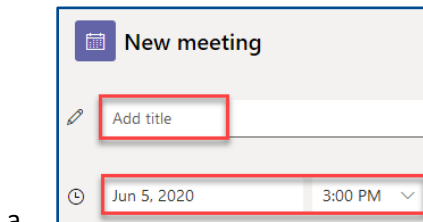
3. Sign into your Microsoft Teams account using the newly authorized access.



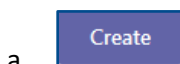
4. Select “Create meeting link.”



5. Add a title and a date for your new meeting.



6. Select the “Create” button to save your meeting.

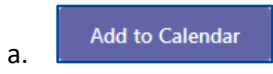




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7. Finally, select the “Add to Calendar” button to post this link to your course calendar and copy it to your clipboard to communicate to your students using course messages, course announcements, or Office 365 email.



Where can I find out more about Microsoft Teams?

Microsoft Teams in Blackboard is a simple plugin to create a meeting link and post it to your Blackboard Calendar. The Microsoft Teams application it launches is supported by the SUNY Canton IS Helpdesk.

More information can be found on the [SUNY Canton Information Services Microsoft Teams web page](#).