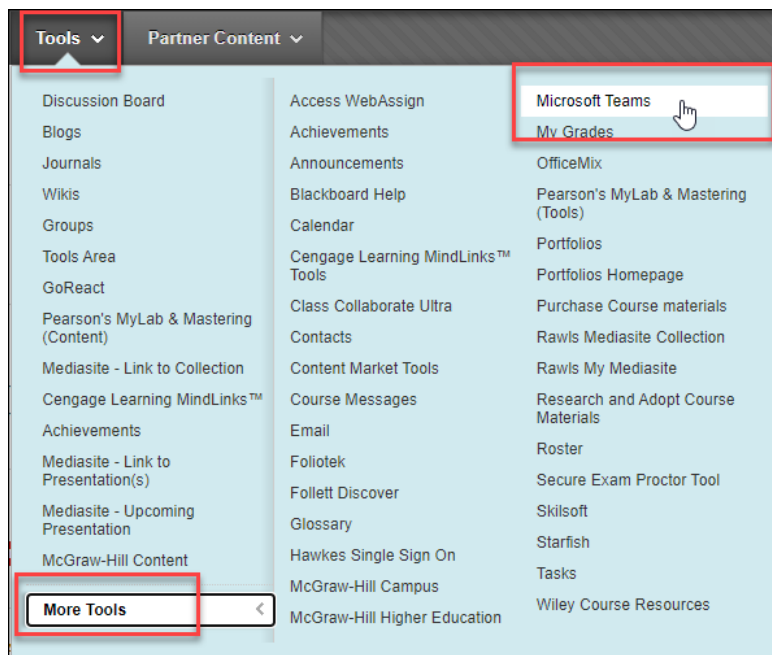


Microsoft Teams User Guide – Within Blackboard

Add the Microsoft Teams Tool to the Course

You need to add the Microsoft Teams tool to a Content Area in your course before you can set up a Microsoft Teams meeting.

1. Go to the Content Area in your course where you want to add the Microsoft Teams tool.
2. Click the **Tools** pulldown menu, select **More Tools**, then select **Microsoft Teams**.



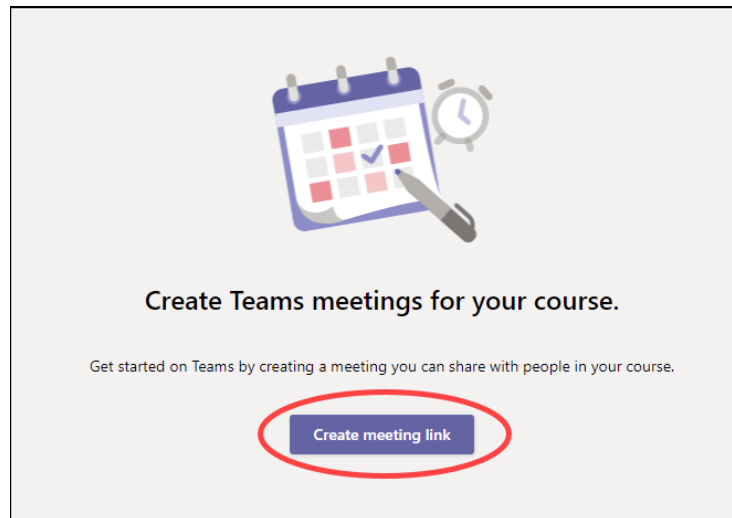
3. Click **Submit**.
4. The new tool link appears at the bottom of the page. Click and drag it to where you want it.



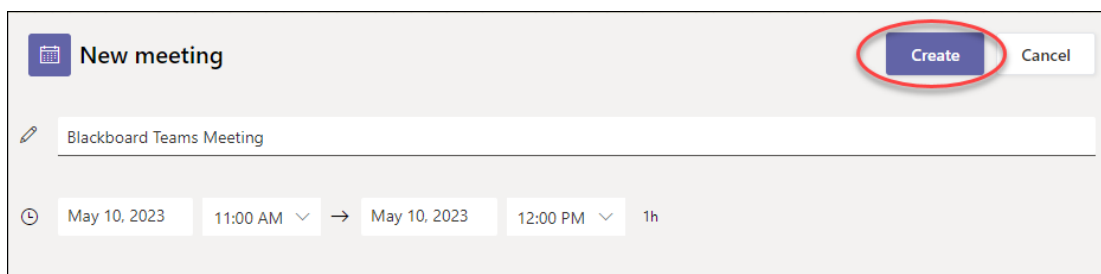
5. For instructions to set up a meeting, refer to the next section **Set Up Microsoft Teams Meeting**.

Set Up Microsoft Teams Meeting

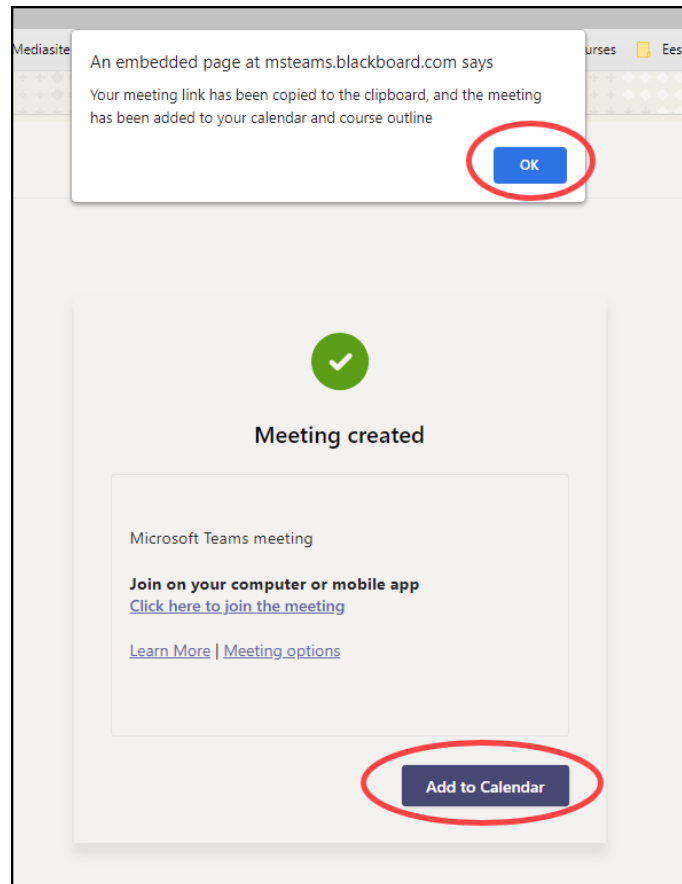
1. Click the **Microsoft Teams** tool link you created, click the **Sign in** button, then click the **Create meeting link** button.



2. Enter a **Title** for the meeting (e.g., the name of the meeting with the date).
3. Update the **Dates** and **Times**.
4. Click the **Create** button to create the meeting.



5. Click the **Add to Calendar** button. A notice appears that the link has been copied to the clipboard.
6. Click **OK**.

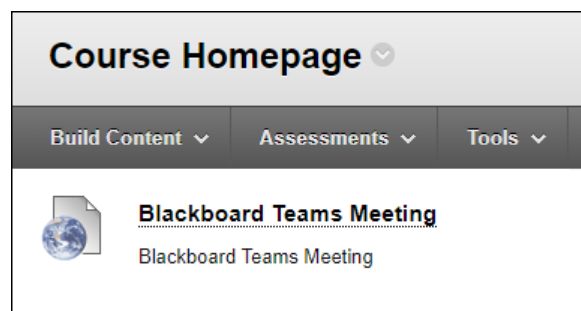


7. Return to your Blackboard course.

Access the Microsoft Teams Meeting

The Microsoft Teams meeting link appears at the top of the first Content Area located in the left Course menu (the Home Page in this example).

1. Click the **Meeting Title** link to open the meeting.



2. Click the **External URL** link.

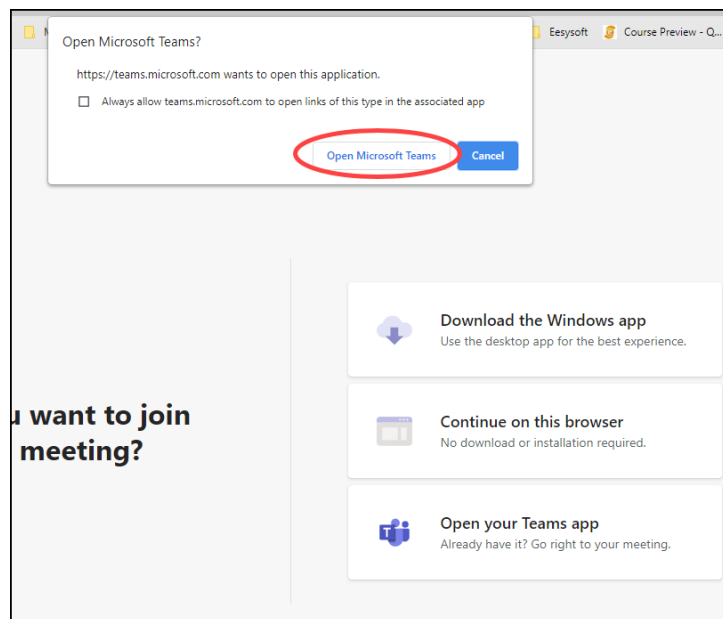
The content below is outside of the Blackboard Learn environment.

External URL: https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2ViODgxYjltZGE5ZS00YThiLWE2MDUtY2Q5MDI1ZTJiYmRk%40thread.v2/0?context=%7b%22Tid%22%3a%22178a51bf-8b20-49ff-b655-56245d5c173c%22%2c%22Oid%22%3a%22e102186f-2290-47b7-b731-2b0332a34fc2%22%7d

The target page can not be opened within the content frame due to security reasons. Click the link below to open the page in a new window.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2ViODgxYjltZGE5ZS00YThiLWE2MDUtY2Q5MDI1ZTJiYmRk%40thread.v2/0?context=%7b%22Tid%22%3a%22178a51bf-8b20-49ff-b655-56245d5c173c%22%2c%22Oid%22%3a%22e102186f-2290-47b7-b731-2b0332a34fc2%22%7d

3. Click **Open Microsoft Teams** at the top of the page to open the meeting.



NOTE The first time you use Microsoft Teams, you will need to click **Download the Windows App** (or **Mac App**). This will provide access to Teams from your desktop.

4. Configure your meeting settings (video and audio options) and enter your name if prompted.
5. Click **Join now**.

9. **More Actions** – Select from the following options:
 - **Record and Transcribe** – Select **Start recording** and/or **Start transcription** to begin recording and/or transcription of the meeting. Once recording/transcribing is in progress, this option will show **Stop recording** and **Stop transcription**.
 - **Meeting Info** – Provides meeting details and allows you to copy the join info to send to participants that might not be enrolled in the course.
 - **Meeting Notes** – Provides an area for the presenter/organizer to insert notes.
 - **Video Effects** – Apply background effects.
 - **Language and speech** – Provides the option to turn on live captions.
 - **Device Settings** – Audio, speaker, microphone, and camera settings.
 - **Meeting Options** – Modify meeting settings.
 - **Turn Off Incoming Video** – This might be used to ensure that student videos are turned off coming into the session.
10. **Video** – A slash through the Camera icon shows the video is off. Click the **Camera** icon to turn video on.
11. **Microphone** – A slash through the Microphone icon shows the microphone is muted. Click the **Microphone** icon to unmute.
12. **Share** – Allows you to share your desktop, window, files (such as PowerPoint or PDF), application, and the Whiteboard. Share also allows you to browse OneDrive or your computer for files. Be aware that whiteboards are **not** included in the recorded video session.
13. **Leave** – This will end or allow you to exit the meeting.

Give Access to Another Person to Join the Meeting

1. From inside the Microsoft Teams meeting, click the **More actions** icon in Tools and select **Meeting Info**.
2. Click **Copy join info**.

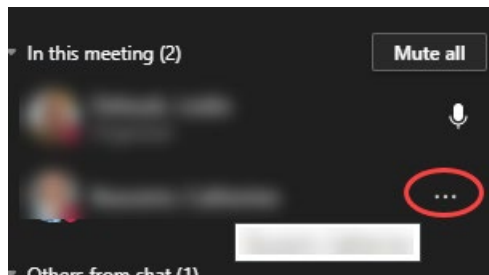
NOTE You can only copy the join info before the session has ended.

3. Paste the join information (it is not a link) into the body of an email to send to the participants joining the meeting.

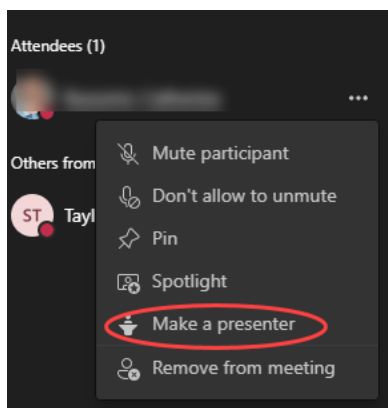
Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)
[Learn More](#)

Change Student Role from Attendee to Presenter

1. In the Microsoft Teams meeting, click the **Show Participants** icon in Tools to view the meeting attendees on the right side.
2. In the Participant list, find the attendee you want to make a presenter and click the **three horizontal dots** to the right of the name.



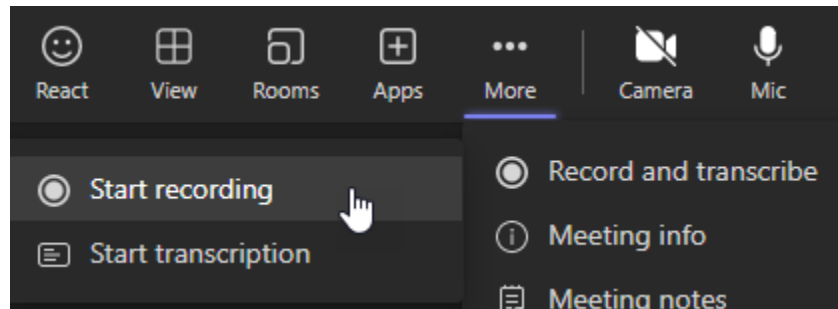
3. Click **Make a presenter**.



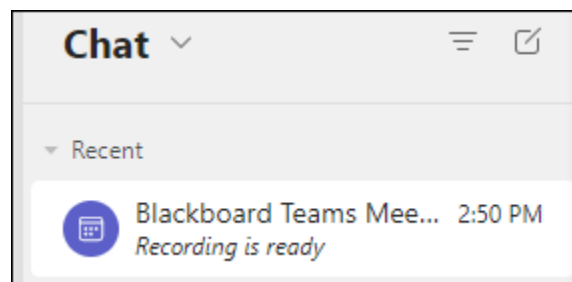
Record a Meeting

Microsoft Teams meetings can be recorded for future viewing.

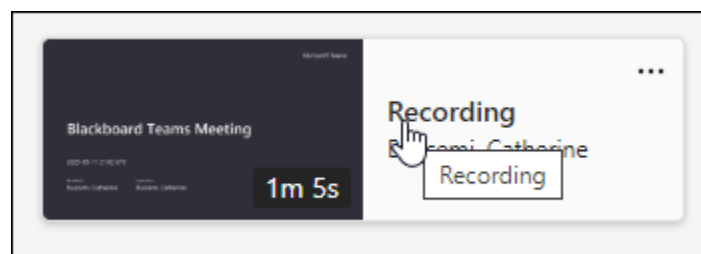
1. In the Microsoft Teams meeting, click the **More actions** icon in Tools, click **Record and transcribe**, then click **Start recording**.



2. When you stop the meeting, the recording will stop, or you can click the **More actions** icon again, click **Record and transcribe**, then click **Stop recording**.
3. To access the recording, open the **Microsoft Teams** app that you downloaded to your desktop, go to the **Microsoft Teams Chat** area, then click the **Meeting Title**.



4. Click in the meeting area to access the recording.

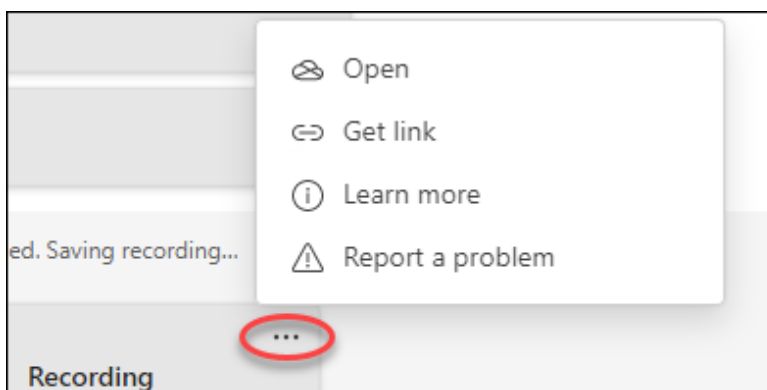


NOTE A link to the recorded meeting will be available in the **Meeting Chat** area (this area shows when you exit the meeting). It will be available for 7 days. Anyone who participated in the meeting can access the link and download the video.

IMPORTANT Whiteboard Activity – Be aware that anything completed on the Whiteboard within a Teams meeting **will not show** in the video recording.

Recorded Video Options

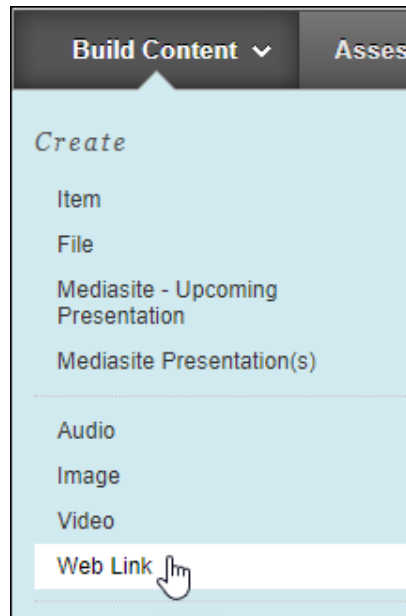
To view recorded video options, click the **three horizontal dots** to the right of the Meeting Title.



- **Open** – Opens the recording in a Web browser.
- **Get Link** – Provides a link you can copy into an email to send to anyone who might have missed the meeting. Copy the link to the recording and then create a Web Link to it in your Blackboard course.

To create a **link to the recorded session** in your course:

1. Click **Get link**, then click **Copy**.
2. Go to the Content Area in your course where you want to add the link.
3. Click the **Build Content** pulldown menu and select **Web Link**.



4. Enter the **Name**.
5. Paste the copied link to the meeting in the **URL** textbox.
6. *Optional:* Add text, attachments, and display dates.
7. Click **Submit**.
8. The Web Link to the meeting appears at the bottom of the page. Click and drag it to where you want it.