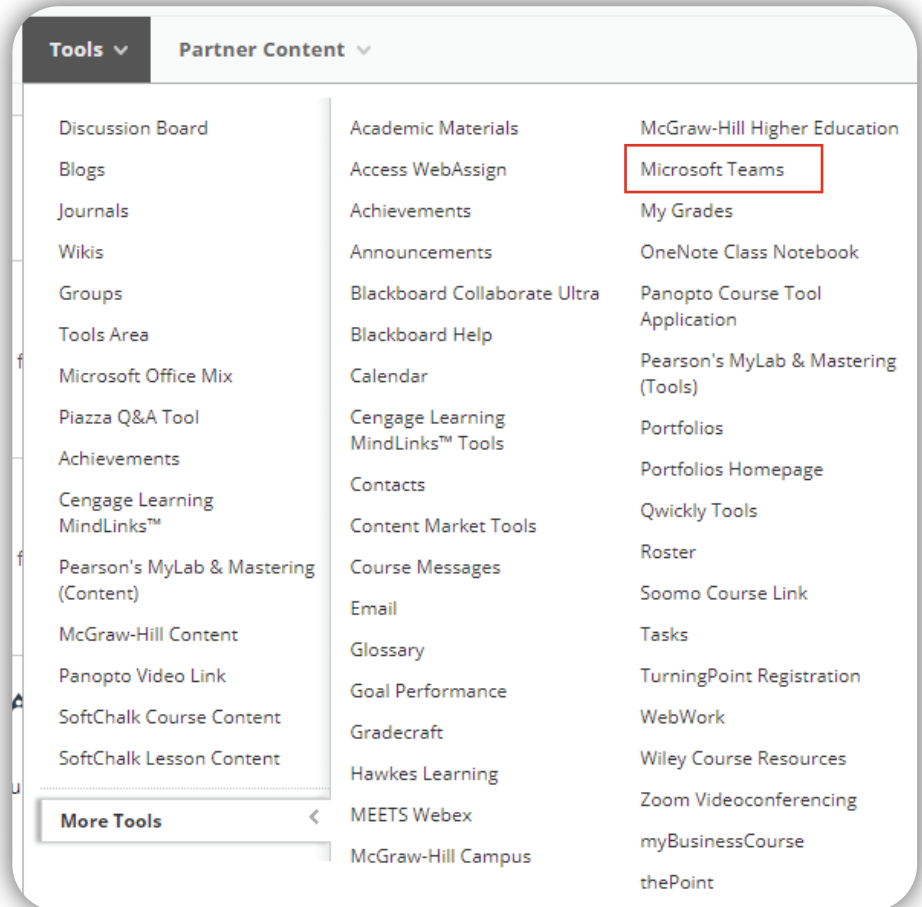


# MICROSOFT TEAMS MEETINGS

To schedule a Microsoft Teams meeting within your Blackboard course:

1. From any of your course content areas, select **Tools > Microsoft Teams**.
2. Click on **Submit** to create the link.
3. Click the **Microsoft Teams** link.
4. If prompted, click **Sign In** to allow Blackboard to connect to your Office 365 account.
5. Click the **Create Meeting Link** button and set up your meeting date and time.

Once the link is created, you can click **Add to Calendar** to add the meeting to your course calendar and create a link in the first Content Area in your course menu (you can click the drop down arrow next to the link and click **Move** to move the link to a more convenient location once it has been created). The link will have Adaptive Release enabled, so students will not see the meeting link until 1 hour before it is scheduled to begin.



## Recordings

If you record your Meeting, the recording will be placed in your OneDrive storage, in the **Recordings** folder. You will need to manually retrieve the link to the recording from OneDrive and then post it in your Blackboard course. You may also upload the recording to your Panopto course folder.