Hosting an online class/meeting

In 10 Minutes

Microsoft Teams

If you are already using Zoom in your Canvas course, go ahead and continue to do so. If you are new to online classes, or don't have your Zoom setup, Microsoft Teams is a quick and easy way to host meetings or online classes.

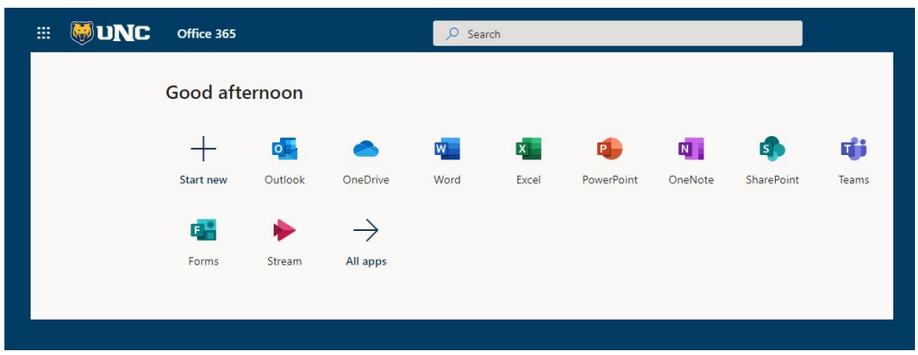
What is Teams?

Teams is a collaboration tool for both employees and students. It is a part Microsoft's family of products and lives online at portal.office.com - the same place you can access Outlook, OneDrive, Sharepoint, etc. All UNC faculty, staff, and students have full access to Teams. Once in the portal, you have the option to download a desktop version.

How do we create a meeting in Teams via the online portal?

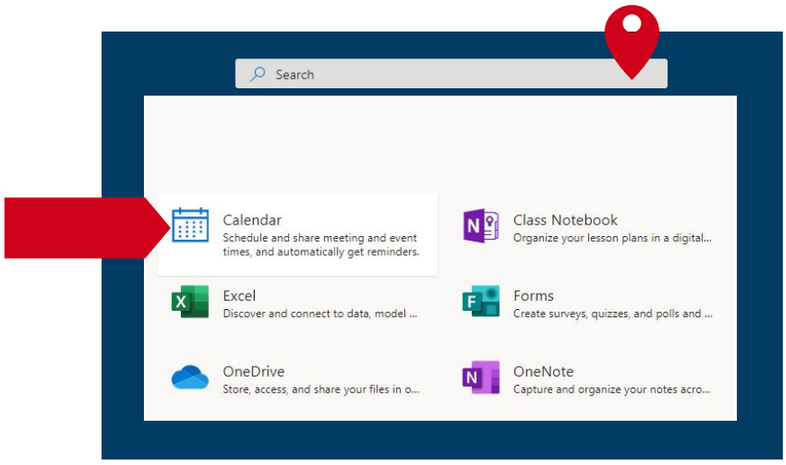
Portal Access

Start by going to portal.office.com. Login with your UNC credentials.

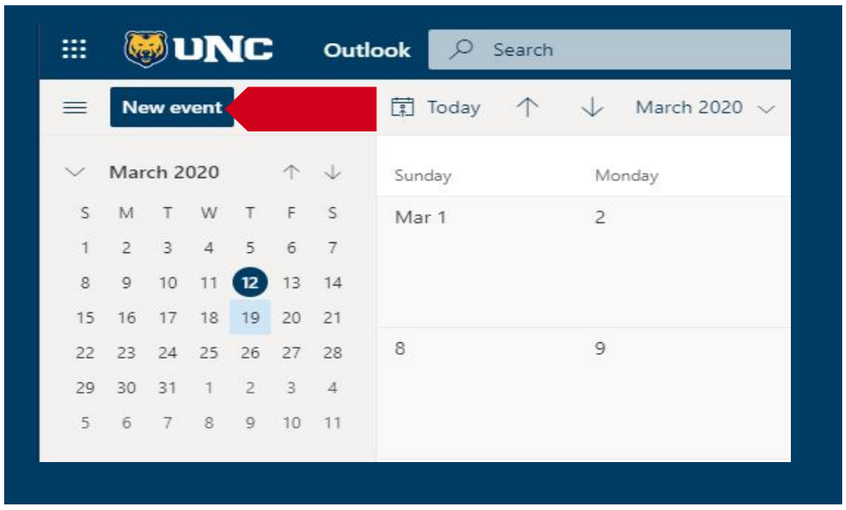


Access your calendar.

Search "Calendar"



In the upper left corner, you'll have the option to create a "NEW EVENT".



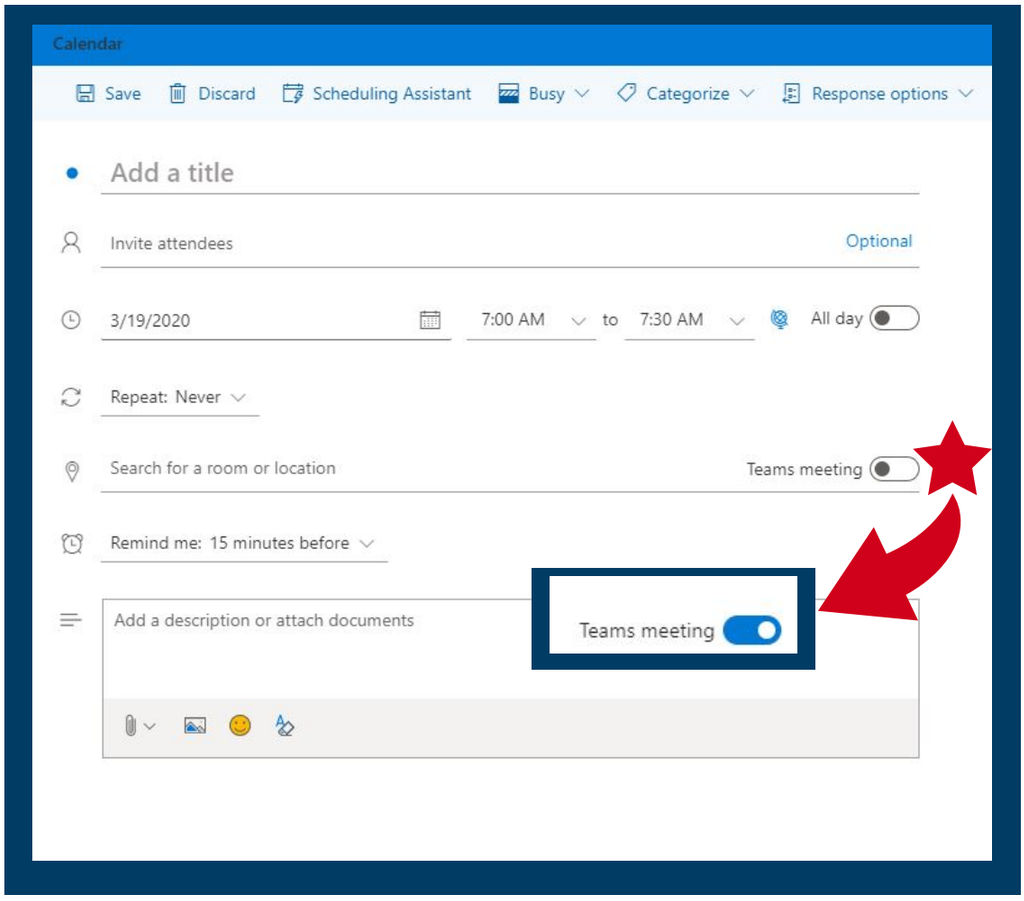
Schedule the Meeting

- Add a Title
- Attendees*

  Attendees are optional. There is a faster way to send an invite to your students - see below.
- Select Date/Time
- Repeat

  If your class is meeting weekly, you can set up a repeat meeting to automatically populate weekly sessions.
- Teams Meeting

  It is essential the "Teams meeting" button is turned on.
- Save



Meeting Is Scheduled

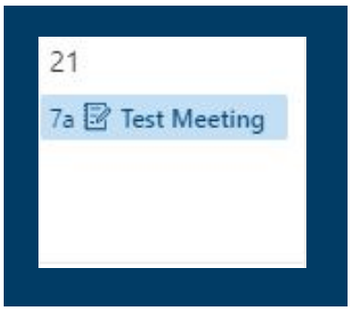
If you've added attendees, then your meeting is scheduled. Attendees will receive a link and instructions to join the meeting.

Need to Alert Students?

If you've left the attendees blank, and want to quickly send a link to students, continue to the next steps.

Open your meeting.

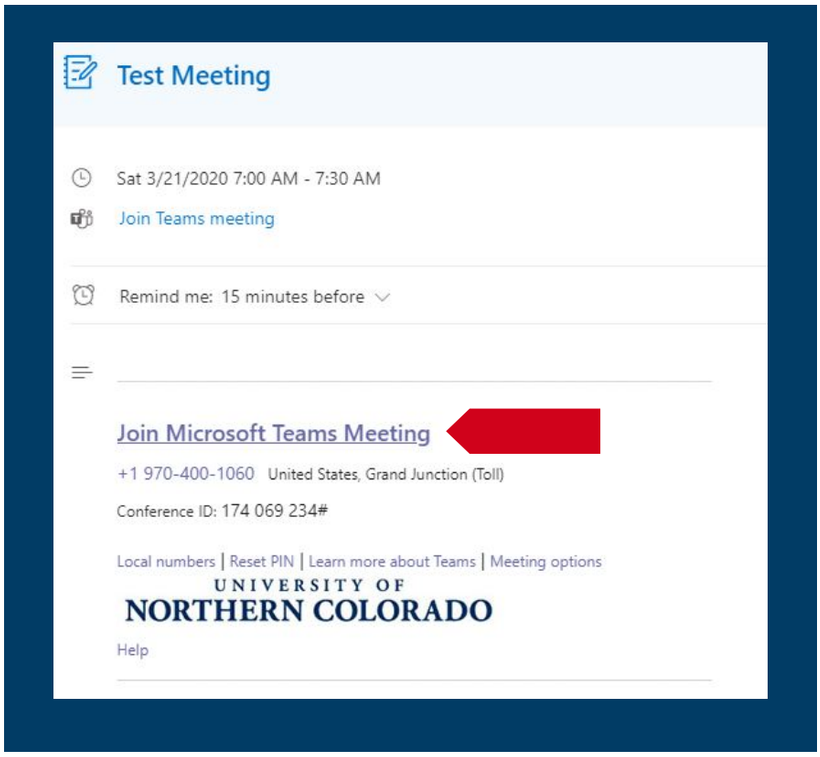
Double click on your meeting to edit.



Teams Link

At the bottom of your meeting's information, you'll find the link to your Teams Meeting.

Right click on the Teams Meeting link and copy the link's address.

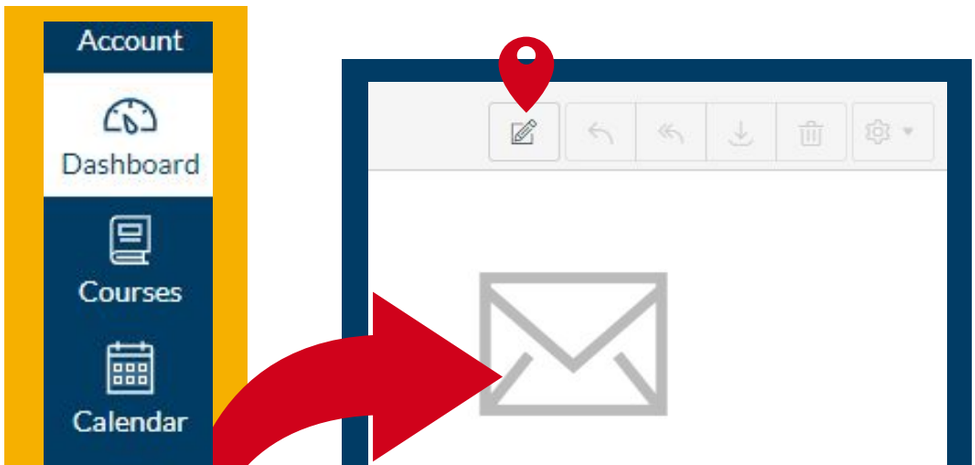


Easily Email Students with Canvas

Teams is great for meeting and video conferencing. Students have access to all of the functions. However, Canvas is already pre-populated with your course lists, so it's easier to email students via Canvas rather than entering lists of student emails to your Teams attendees.

Login to Canvas

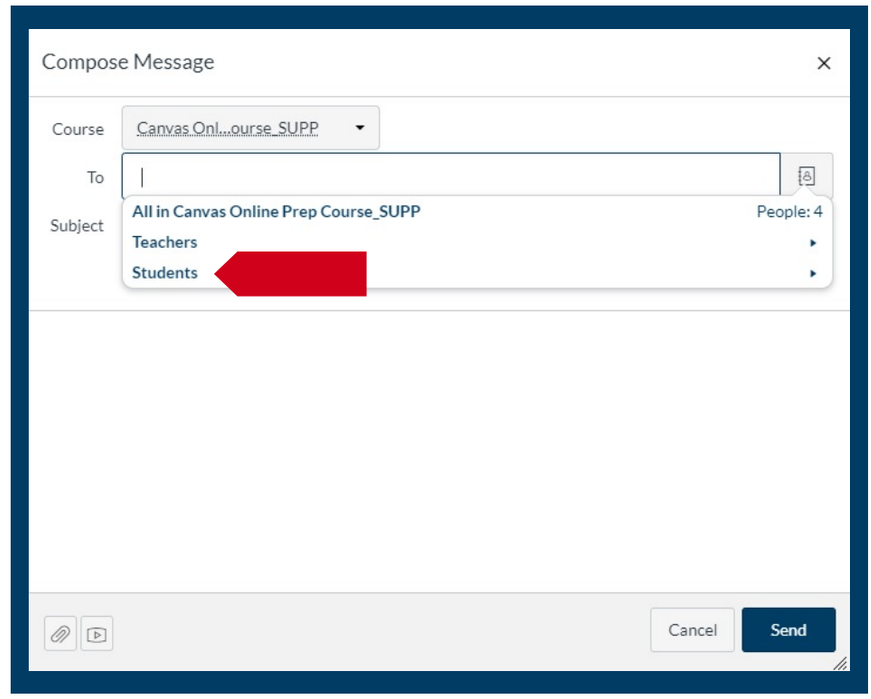
- Start by going to unco.edu/Canvas
- Login with your UNC credentials.
- On the left, go to your INBOX



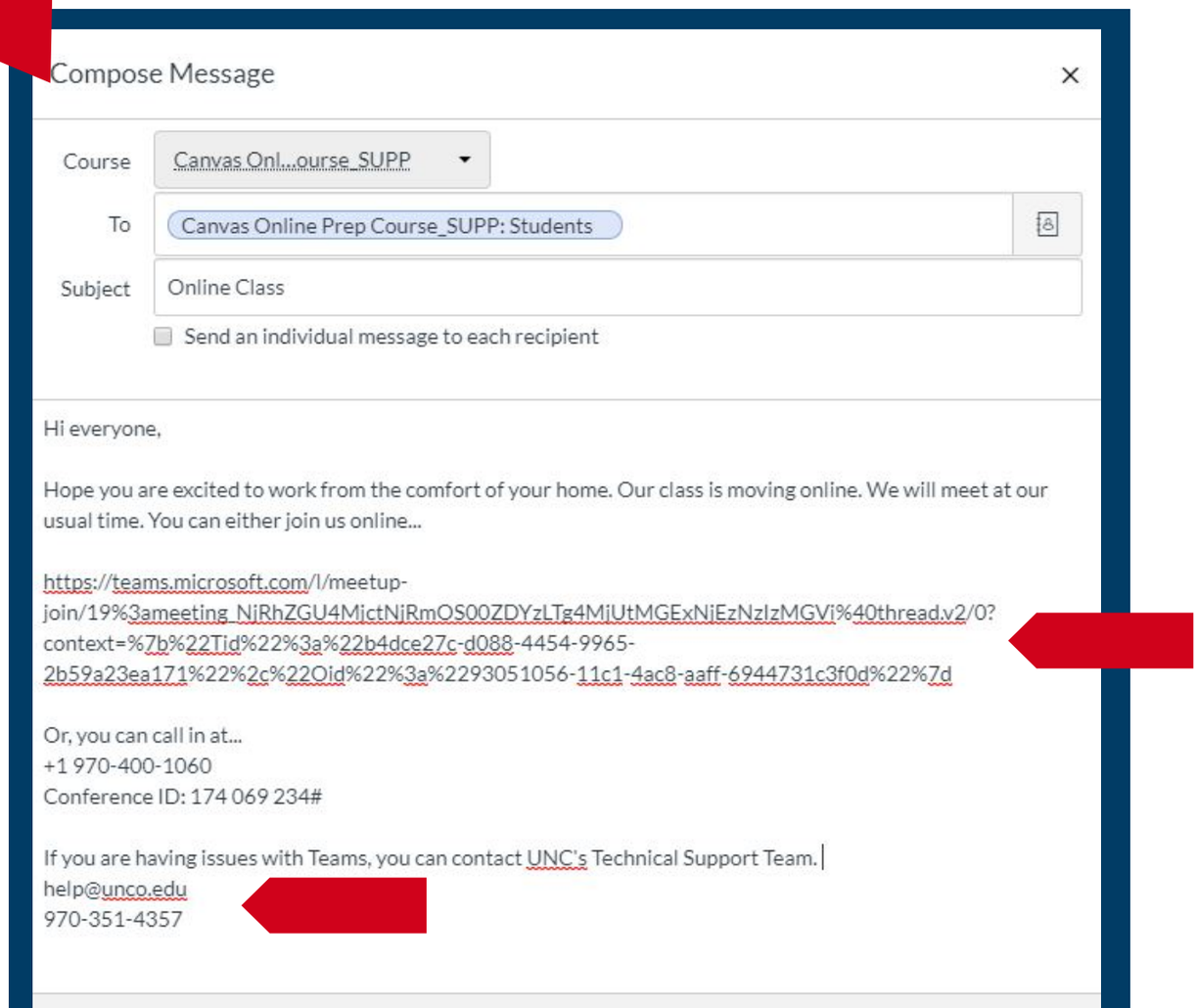
- Create a new message (top center of the screen).

Send the Meeting to Your Course

- Select your course from the list.
- Select "Students" in the To section.



- Compose an email to your class. Include the link (right click/paste link from above) to your Teams meeting.



- If your meeting has been setup to repeat, students will be able to use the same link. No need to resend the message each time.

Next Steps

Congratulations. Your class or meeting has been created and sent to attendees. Now what?

Quick Navigation Videos

- Join a Teams meeting - 1:30 Minute Video
- Manage your Teams Meeting - 1:30 Minute Video
- Share your screen during a meeting - 0:47 Seconds
- Show PowerPoint Slides - 0:39 Seconds

Need Help?

970-351-4357

help@unco.edu