Microsoft Teams – Meetings in Brightspace

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Context

Want to stay connected with your teammates or students, even if they are 3,000 miles away? Want to share your screen, or documents with others? Want to meet online with audio and visual? Microsoft Teams is an online conferencing tool that allows you to achieve all of this and more. The following resource shows you how to: 1) Access the Microsoft Team widget in Brightspace, and 2) Set up a meeting in Microsoft Teams so that you can start meeting!

Create a Microsoft Teams Meeting via Brightspace

Welcome to Microsoft Teams meetings

Bring educators and students together with online meetings in Teams.
Sign in to Microsoft Teams using your school account to get started.

Create Teams meetings for your course.

Get started on Teams by creating a meeting you can share with people in your course.

1. Log in to Brightspace
2. On the right-hand side of the screen, locate the Microsoft Teams widget
3. If you haven’t previously signed in, click on Sign in to sign in with your uOttawa credentials
4. Click on Create meeting link
5. Add a meeting title and set a date and time
6. Click Create
7. Click Copy the meeting link to copy the dynamically generated meeting link
8. Paste the meeting link into your course announcement, activity feed, discussion, calendar event, or email
9. That’s it your Meeting is set!
Get to Know the Features

There are several features offered within the platform. Here we present a few commonly used ones.

**Share:** Share your desktop screen, a PowerPoint presentation, a whiteboard, or even give control of the shared content to others. Consult the following resource [Share content in a meeting in Teams](#) to see how it’s done!

**Notetaking:** Want to take notes during the meeting? Check out the following resource [Take meeting notes in teams](#) to see how.

**Meet One-on-One or set roles for individuals:** [Change participant settings for a Teams meeting](#) to enable a lobby function that limits when an individual can enter a scheduled meeting or to set roles to allow or limit others to present.

**Record a meeting:** You can [Record a meeting in Teams](#) in order to capture audio, video, and screen sharing activity. The recording happens in the cloud, and is saved to Microsoft Stream, so you can share it securely across your organization.

Want to Know More?

Interested in learning more about what Teams has to offer and how to use the platform? Check out the [online resources](#) that are available.