



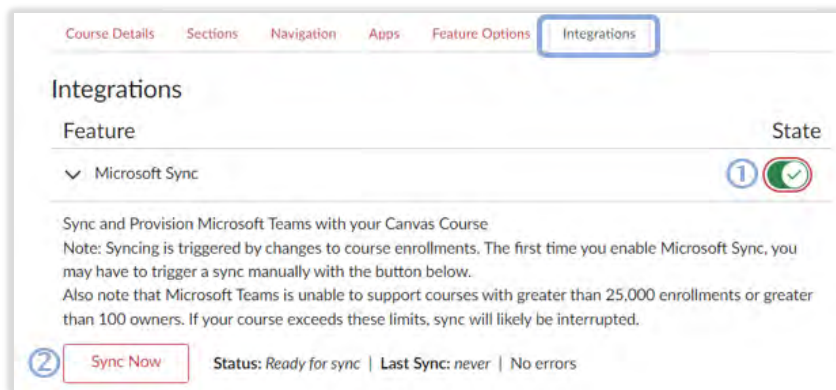
## INTEGRATING MICROSOFT TEAMS AND CANVAS

The built-in Microsoft Teams and Canvas connection creates a Teams “course” based on your Canvas course roster. Instructors can then use Teams functionality with their students as well as create Teams meetings directly within Canvas.

### Enabling Microsoft Team Sync in Your Canvas Course

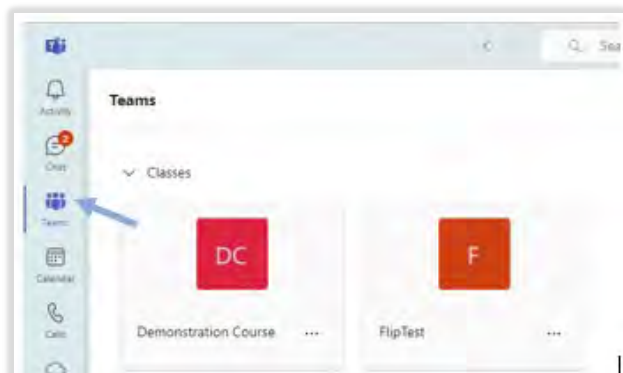
To create a Microsoft Teams class that includes the students enrolled in your course, set up a sync with Microsoft Teams. Click on **Settings** in your Course Navigation menu. Open the **Integrations** tab.

1. Toggle on the Microsoft Sync **State**.
2. Click the **Sync Now** button.



Upon the initial sync, the Canvas-Microsoft connection will create a Teams Course and add all of your students to that Teams classroom. You will be the owner of the Team; your students will be members.

When you open Teams, click on the **Teams** icon and you should see the name of your course.



The connection will perform regular syncs. However, can perform manual syncs as desired.

If you need assistance, please contact eLearning at [elarning@umwestern.edu](mailto:elarning@umwestern.edu).