Set up Microsoft TEAMs in Blackboard

1. On the Course Content page, create a new item, then select **Content Market**.
2. Locate the **Microsoft Education** tool, then click the circled "+" icon to place the tool onto the Course Content page.
3. Click the newly place Microsoft Education link and then sign in with your @ndus.edu account.
4. On the Microsoft Education page, select the **Meetings** button
5. Click **New Meeting** to create a new Blackboard / TEAMs meeting
6. Complete the fields to set up meeting.
    a. Edit the **Add a title** field as needed.
    b. Select **Add entire class (**This will set **Keep class in sync** to "On").
    c. Select **Attendee settings** and turn on **Allow anyone in the course to join.** This will make the recording available to everyone enrolled in the class, even if they did not attend the virtual meeting.
    d. Set **Add all Teachers as co-organizers** to "On."
    e. Set the date and time parameters and add any details for the meeting if necessary.
7. Click **SAVE**.

The new meeting will be listed on the Meetings page. Students and instructor can join the meeting from this page. Recordings can also be found on this page as well.