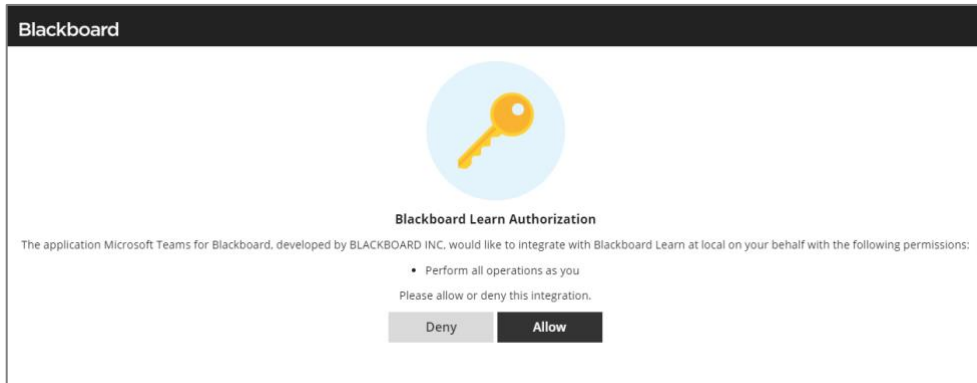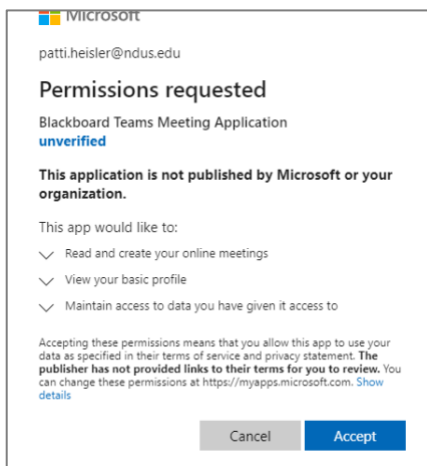# Using Microsoft Teams in Blackboard

Locate Course Tools in Blackboard and click Microsoft Teams. You'll be prompted to Allow:
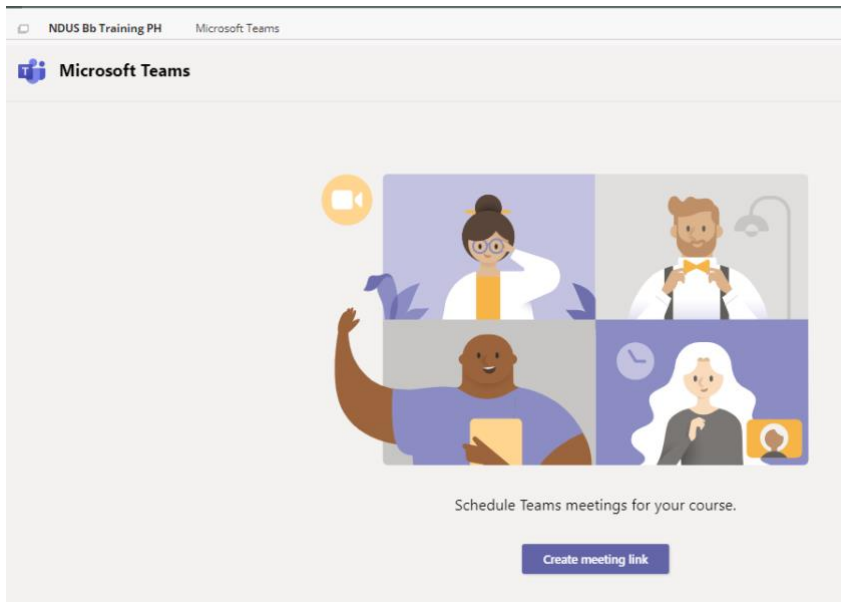

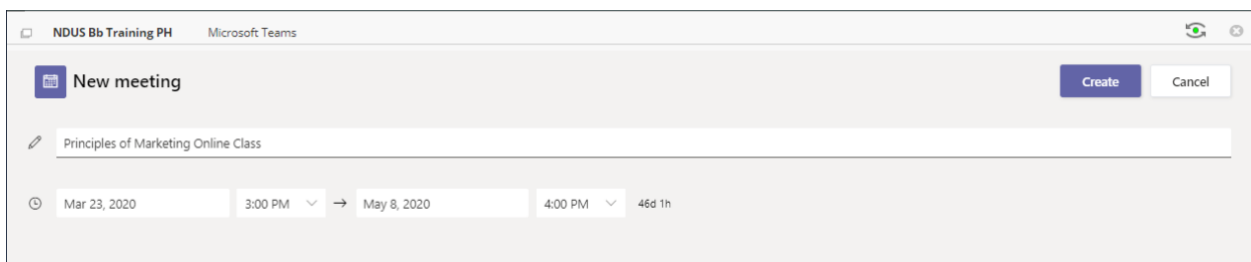After clicking Allow, you'll need click Sign In:

Choose Accept:

As an instructor, you'll have the option to create a meeting link:


Specify the name of your meeting, start and end dates as well as start and end times then click Create:

Best Practices: You can set the end date of your meeting to the end of the semester, thus leaving you with the ability to jump into Teams at any time. You can type the time if you need to make the Teams meeting available earlier than what's shown in the drop-down list of times. If you try to join the Teams meeting outside the meeting date and time specified, you will not be able to enter the meeting.

A message (shown right) will appear confirming the meeting has been created. You must click the Add to Calendar button which adds a link to the Teams meeting in your Blackboard Calendar. Once your Teams meeting is created, use the breadcrumb links at the top of your screen to navigate back to your course.
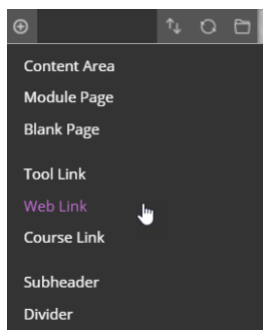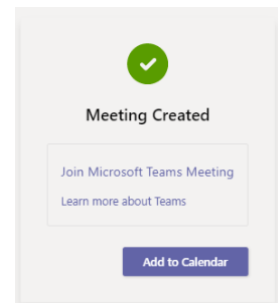
To find your Teams meeting, click on the uppermost content area of your course's navigation menu. The link will be listed in the content page. An event with a URL is also place in your course calendar.

Tip: After clicking on the content link placed in your course, you can copy the Teams Meeting URL and add that as a Weblink (shown left) in the navigation bar or anywhere else in your course:

If necessary, you can also email the Teams Meeting link to students. They will not be able to access the link until the designated start time.

Set Up Ad Hoc Teams Meeting

To set up an ad hoc meeting:

1. Launch the Teams client
2. Click the Calendar icon in the Teams navigation bar
3. Choose Meet Now
4. Click Join Now.
5. Click the **Copy Join Info** icon to copy the URL and send that to students.
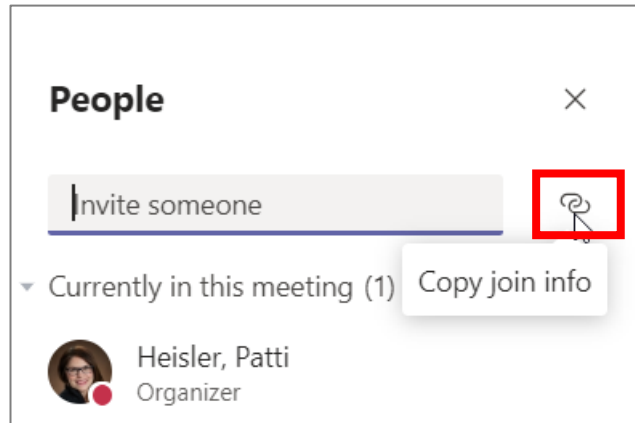
Blackboard Help Links

Instructor documentation - https://help.blackboard.com/Learn/Instructor/Interact/Microsoft_Teams

Student documentation - https://help.blackboard.com/Learn/Student/Interact/Microsoft_Teams