Microsoft Teams Meetings: How to Use in a GeorgiaVIEW Course

Integration with Microsoft (MS) Teams Meetings has been implemented in GeorgiaVIEW.

In the light of the online teaching transition, it is important to stay connected and be able to collaborate virtually. Now users with Microsoft accounts can create, schedule, and share Teams Meetings from within GeorgiaVIEW (Brightspace by D2L) Learning Environment.

The course homepage with the custom **MS Teams Meetings** widget has been created and is now available to all instructors. The widget can be used by instructors to create and share meeting links with students.

The steps below outline the instructor workflow to locate and implement a course homepage with the MS Teams Meetings widget.

1. Log in to your GeorgiaVIEW course, where you would like to use MS Teams Meetings
2. On the course homepage, scroll to the bottom and click a three-dot grey icon at the right side, select Manage Homepages from the menu
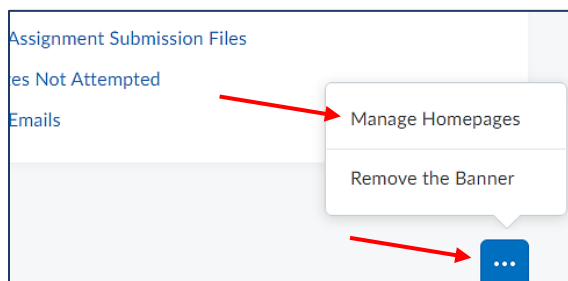

3. On the Homepages page, you will see a few ready-to-use pages.
   In the Active Homepage field, click the down arrow and select the **GSW Course Homepage_MS Teams Meetings widget** from the drop-down menu:
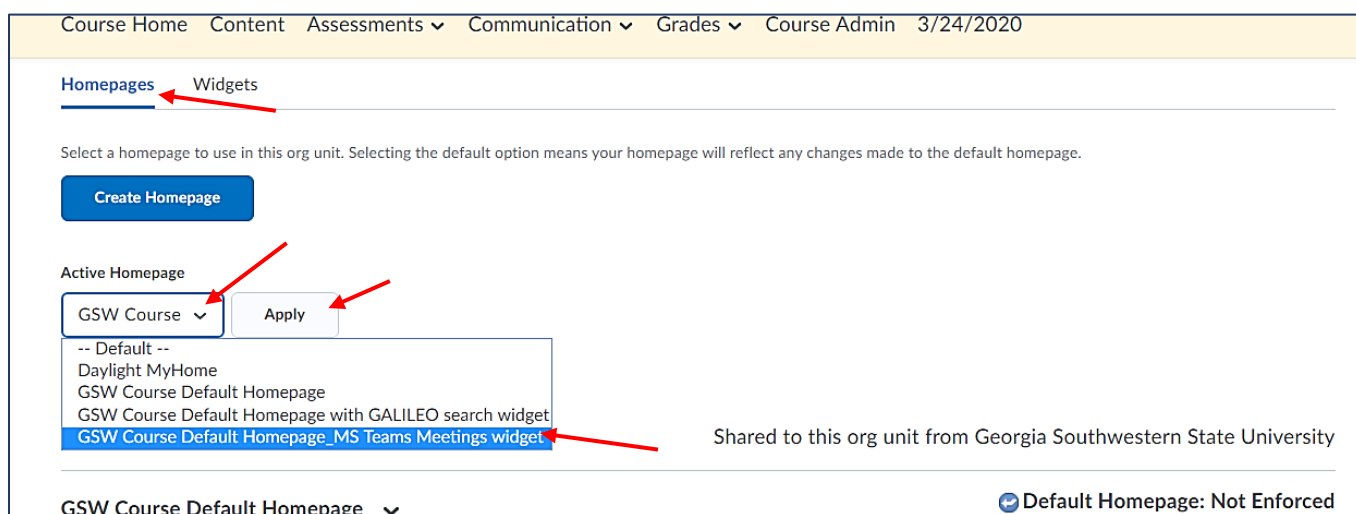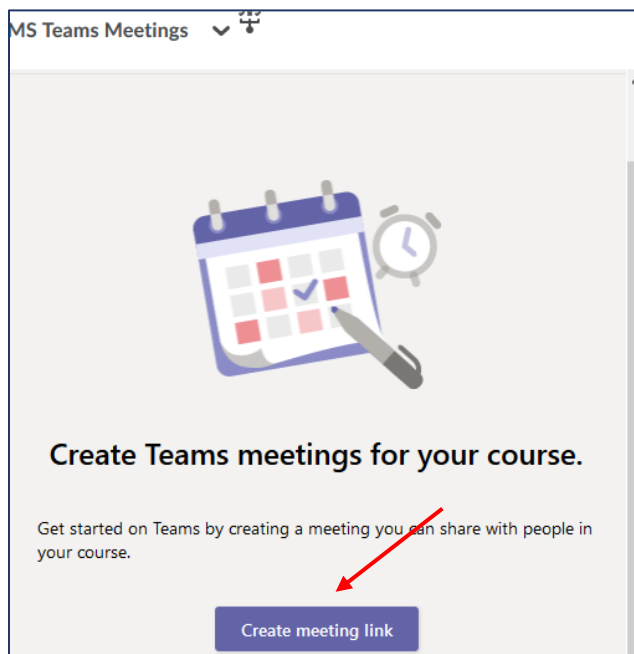

4. Once the page name is selected, click the Apply button to apply the page as your course homepage.

5. Once you get back to the course homepage, you see the MS Teams Meetings widget has been added to the page:
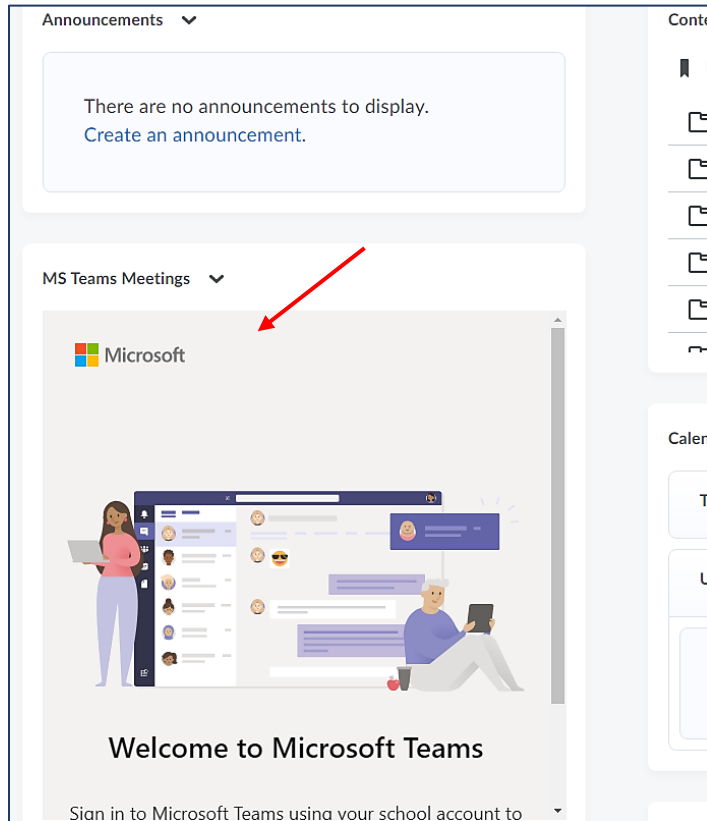
6. Click the 'Sign in' button and use your CanesNet credentials to sign in.
7. Click the 'Create meeting link' button to create a meeting

8. Add a meeting title and select a date and time. Click Create
9. Click 'Copy the meeting link' tab to copy the dynamically generated meeting link:
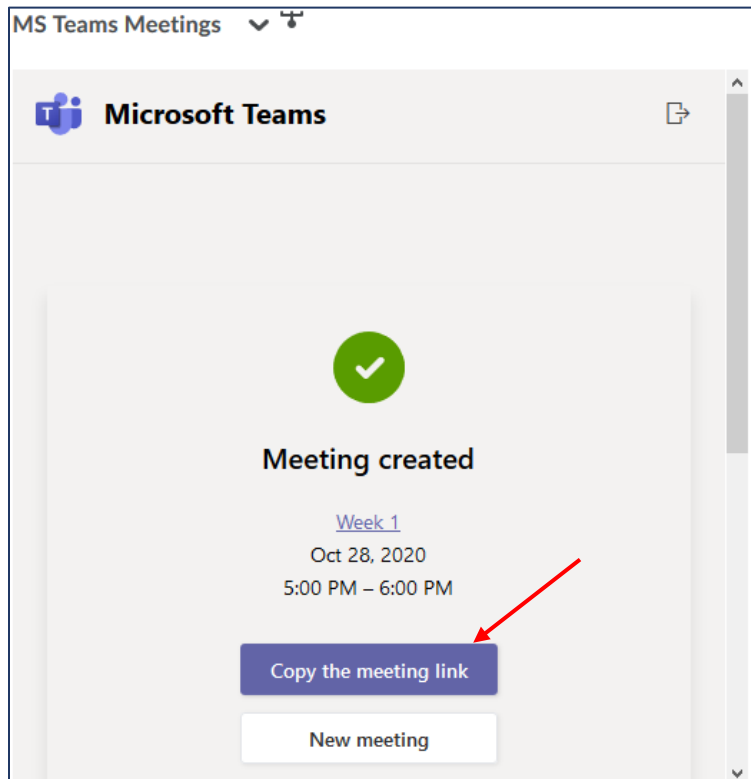
10. Scroll down in the widget to see the other options
11. Paste the meeting link into your course announcement, course content, discussion, calendar event, or email.