

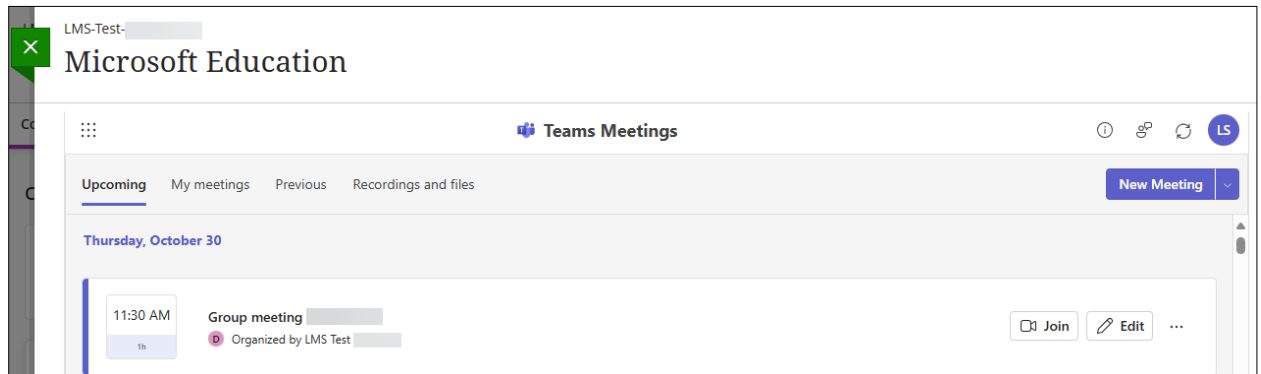
Using Microsoft Teams in Blackboard

Accessing and Joining a Microsoft Teams Meeting in Blackboard

To join a Teams meeting, please follow given steps:

Note: We recommend that you download Microsoft Teams Desktop App in your device beforehand and then login using your college email and CNA password.

1. On your course page, search for “Microsoft Education” and click on the tool to open it.
Depending on the number of tools enabled by your course instructor, you may have different views in different courses.
2. Click on the “Meetings” link. By default, you will land on the “Upcoming” tab, where all the course meetings will be listed.

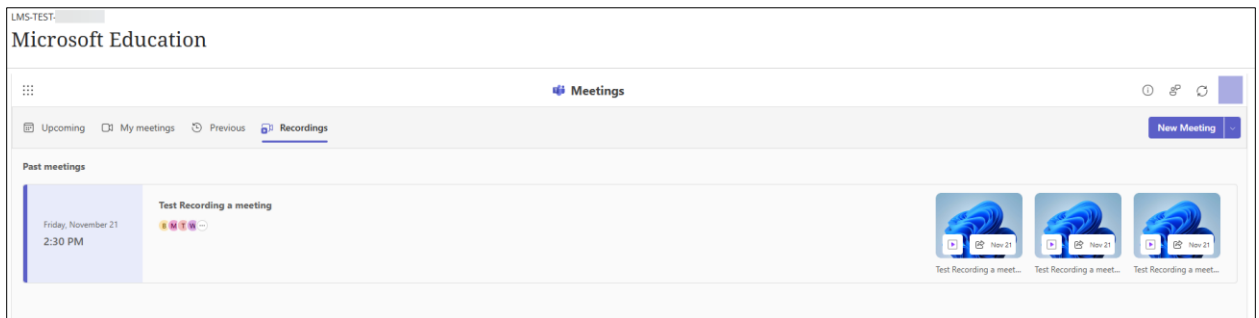


3. Click on the “Join” button to join a specific meeting. You can then join the meeting with the Desktop app if you have already installed it and signed in to it with your college credentials. Alternatively, you can join the meeting through browser, after signing-in with your college email and CNA password. If you do not sign-in with your college login credentials, your instructor will need to manually admit you to the meeting as a guest.

Watching Teams Recordings

Note: You can watch the recording of a specific Teams meeting, if you were invited to that meeting.

Within “Microsoft Education” tool, click on the “Meetings” link and then navigate to the “Recordings” tab. All the recordings for which you have access will be listed.



If a recording was stopped in between and then resumed again, you will see multiple sessions displayed (in the above screenshot, a recording was stopped two times, hence three sessions).

Getting Microsoft Teams Support

More information can be found at [Microsoft Support Page](#)

If you have any questions or need any further assistance in using Teams in Blackboard, please contact the ITS Service Desk at servicedesk@douglascollege.ca