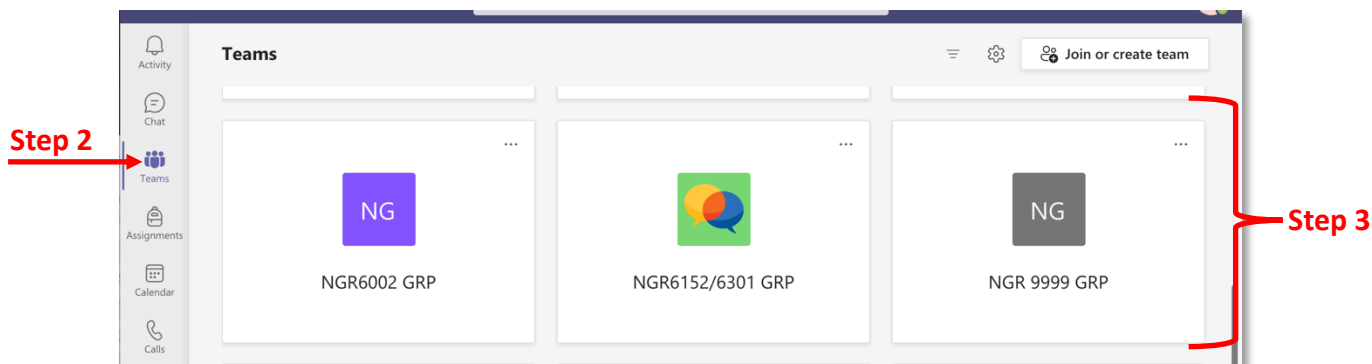# Activating Microsoft Teams in Canvas

In Canvas, you will see a Microsoft Teams link. By itself the link does nothing until configured by you. Follow the instructions below and in the order listed to activate your Microsoft Team and to link your Canvas course to Microsoft Teams.
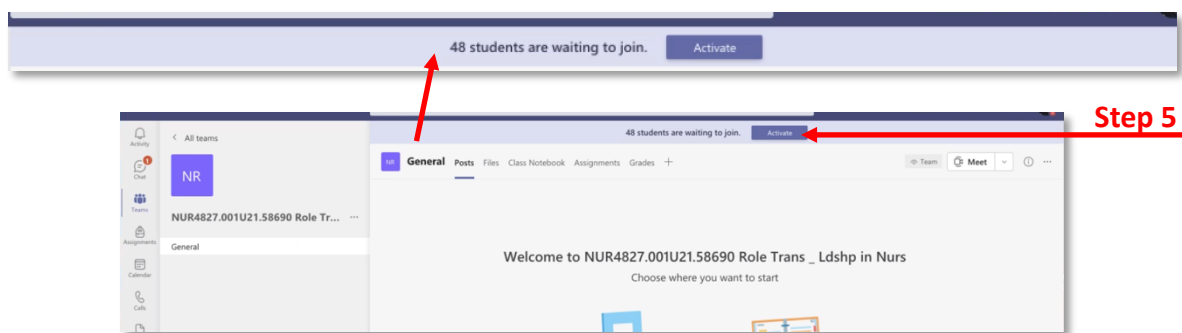
## Crosslisted Courses

A Team channel will be created for crosslisted courses. The Teams will be auto populated with the individuals from the parent Canvas course (i.e. the crosslisted course) and will be updated nightly. If you crosslist your courses, you will need to wait 24 hours after you have crosslisted before proceeding with these steps.

## Activating Your Team Channel

1. Access the Microsoft Teams app.
2. Click Teams from the left-hand menu. This will take you to the channels for your courses.
3. Scroll through the list of Teams until you see the Teams for your course.
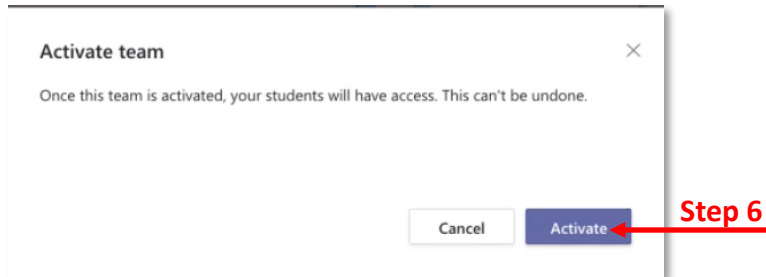


4. At the top, you will see the number of students waiting (i.e. the number of students in the Team) and an Activate button.
5. Click **Activate**.

6. A message confirming you want to activate the team will appear. Click **Activate**.

**Note:** Now the Team is active in Microsoft Teams. You and your students can use the Team to collaborate, meet, and communicate.
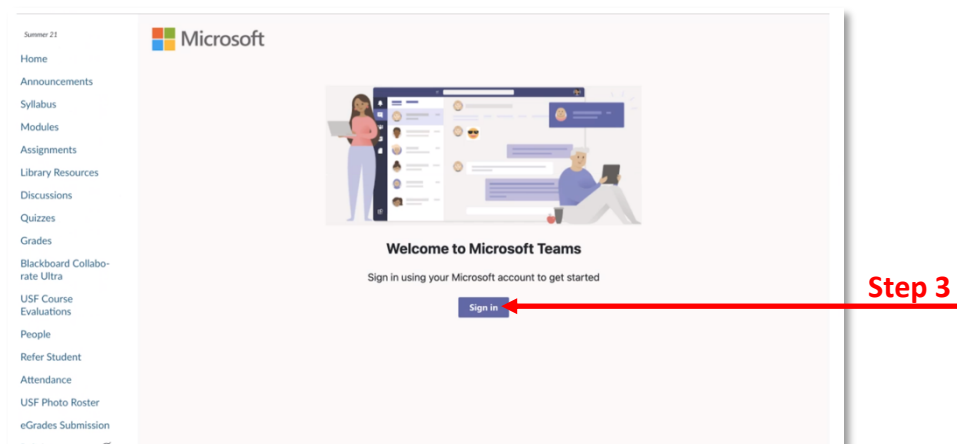


7. If you see a shape with letters, click **OK** to proceed.



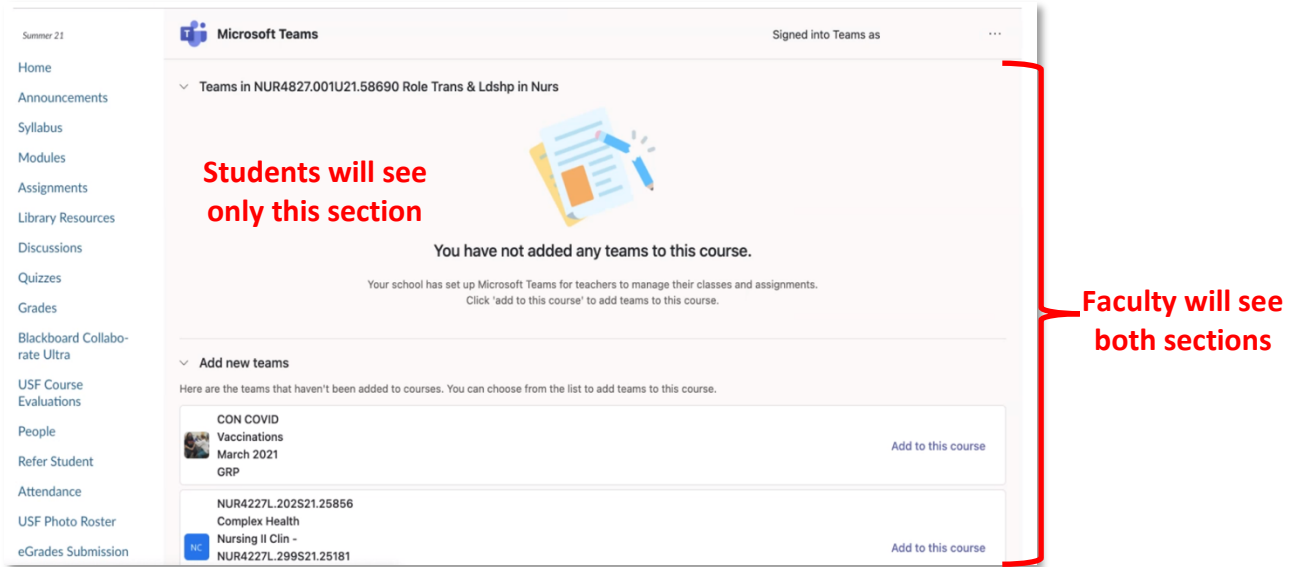## Adding Team to Your Canvas Course

After you have activated your Team in Microsoft Teams, you will need to add the Team to your Canvas course. This will create a shortcut from your course to the Team in Microsoft Teams.

1. Access your Canvas course.
2. Click **Microsoft Teams** from the left-hand navigation menu.
3. You may be prompted to sign into Teams from within Canvas. If so, click **Sign in** and follow the onscreen prompts.
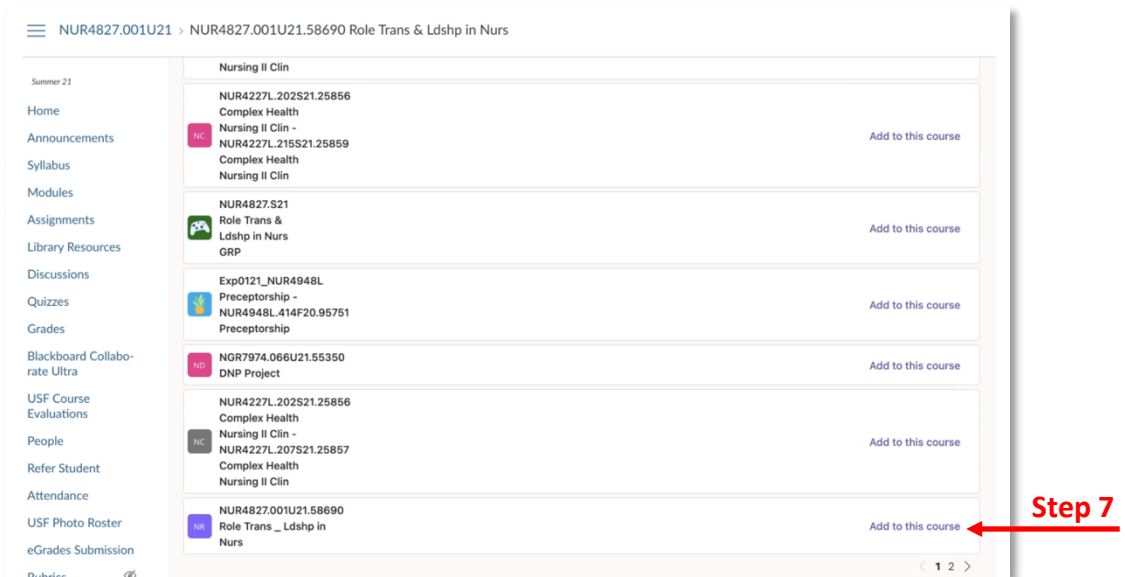


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4.  After you have signed in, your screen will look similar to the screenshot below.
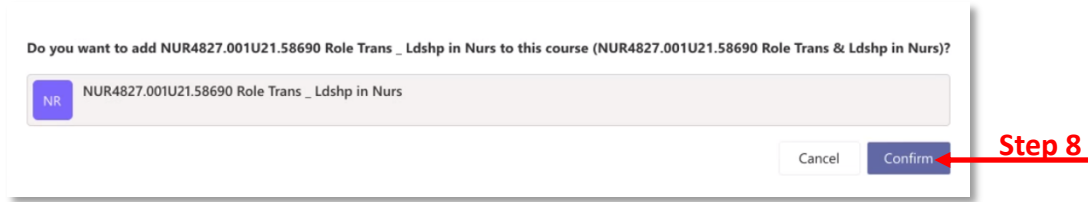
**Note:** In the bottom section, you will see a list of all Teams that you are an organizer or member of. You can select one or more of those Teams and a link will be created. Anyone who clicks the link will be taken directly to that Team in Microsoft Teams.
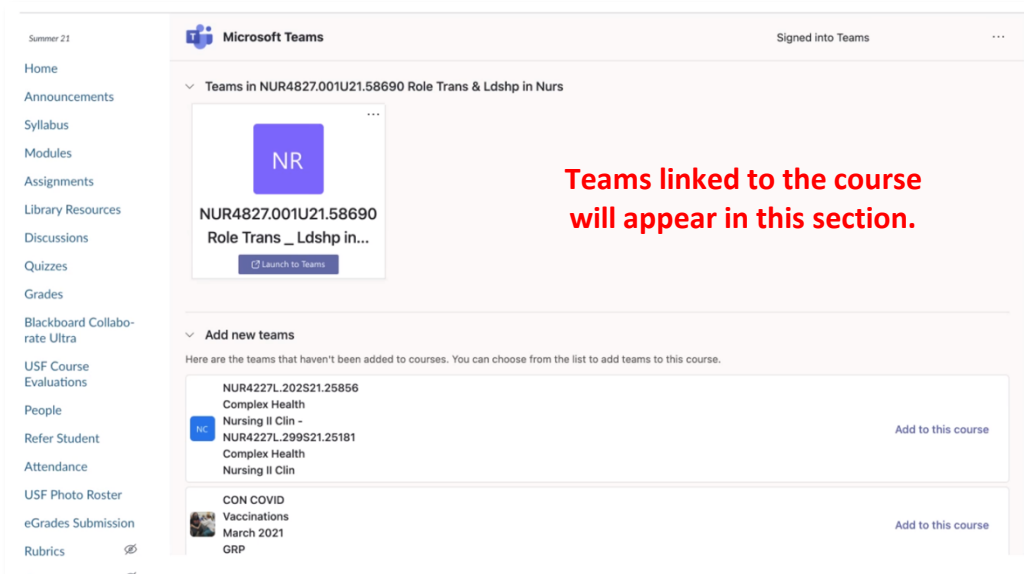


5.  Navigate to the bottom portion of your screen.
6.  Scroll through the list of Teams until you see the Teams for your course. Only 10 Teams will be displayed on the page. Click the next arrow to see additional Teams.
7.  Click **Add to this course** for the Team you wish to link to your course. The name should be the same as the name in the Microsoft Teams app.

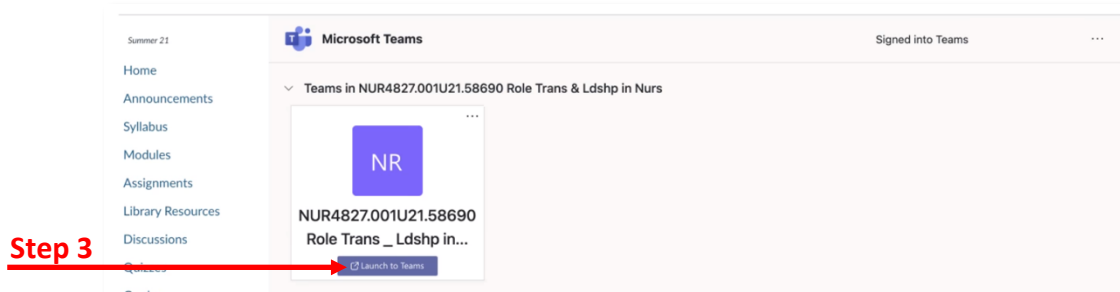8. A message will appear asking you to confirm. Click **Confirm**.



9. You will see the linked course at the top.
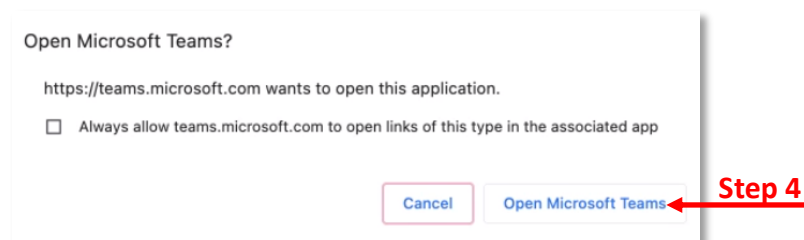


## Launching Teams from Canvas Course

1. Access your Canvas course.
2. Click **Microsoft Teams** from the left-hand navigation menu.
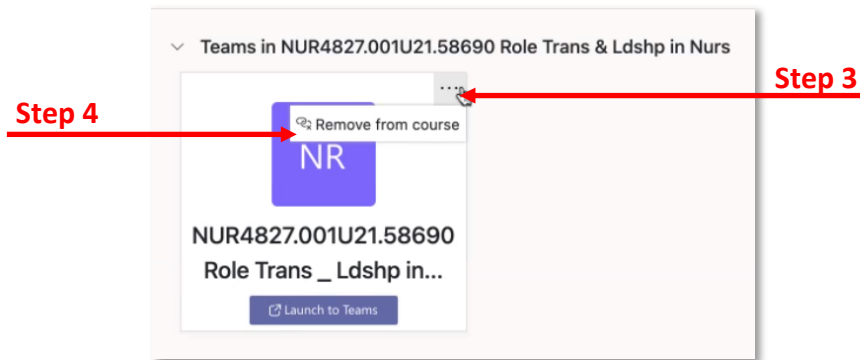3. Click **Launch to Teams**.



4. You may receive a prompt to open Microsoft Teams. Click **Open Microsoft Teams**.

## Removing Team From Your Course

1. Access your Canvas course.
2. Click **Microsoft Teams** from the left-hand menu.
3. Click the three dots (in the top right corner) for the Team you wish to remove.
4. Click **Remove from course**.



5. A message will appear asking you to confirm. Click **Confirm**.

**Note:** The Team will no longer be linked in your Canvas course. However, the Team in Microsoft Teams will still be activated. Thus, allowing you and your students to still communicate, meet, and collaborate. The link in Canvas is merely a shortcut to your Teams channel.

## FAQs

**Can I link multiple Teams to a Canvas course?**
While this is not the normal use case, you can link multiple Teams in a Canvas course. When the "Launch to Teams" button is clicked, students will be directed to only that Team in the Microsoft Teams app.

**What happens if I don't crosslist first or if I don't wait until after the nightly update after crosslisting my courses??**
You will have a Team for a single course and then a crosslisted course too.

**Why should I activate the Team in the Microsoft Teams app first and then link the Team in my Canvas course?**
If you link to Teams from your Canvas course and haven't activated the Team in Microsoft Teams, students may receive an error message stating the Team is not active. If you choose to link to Teams from your Canvas course first and then activate the Team in Microsoft Teams, you will need to perform the steps one after the other to prevent students from receiving an error message.