# Microsoft Teams has been added to all LMS course sites

Microsoft Teams enables you to create a meeting link, that you add to the course announcement section, and voila, you will be able to communicate, live, with your entire class. You choose the meeting time. All the students have to do is click on the link you placed in Announcements, and you are good to go.

How to use Teams

Each LMS course site has the Microsoft Teams widget.

Click on Create meeting link.
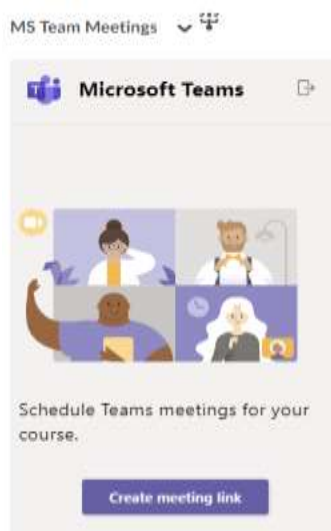
Add a meeting Title, example, MS Team meeting. Using the calendar and time options, pick a suitable time and duration. The dates in the window are start and end times.

Click on Create to get the link you are going to copy and paste into the LMS Course Announcement area. Wait a moment, then click Copy to get the link.

Example of new LMS Course Announcement.

New Announcement

General

Headline *

MS Teams meeting - Wednesday March 25, 2020, 2:00 - 3:00 pm

Content *

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Zjg0ZTUzZTgtNGEzOS00ZTY4LThlN2MtMGQ4MGI3ZmNlZTE4%40thread.v2/0?context=%7b%22Tid%22%3a%229c61dd9d-3b29-4f6d-b3b1-f212de3c25da%22%2c%22Oid%22%3a%223f585b39-d610-4db2-a5b8-a69b3df6b9b5%22%7d

Students, click on the above link to join the meeting.

uncheck Always show start date.

check your Announcement availability dates.

Click on Publish.

You are now ready to use Teams with your class.

Note: your students do not see the Microsoft Teams widget, only you see the widget. Your students see the link you placed in the Announcement area.

When the link is clicked, you will see,