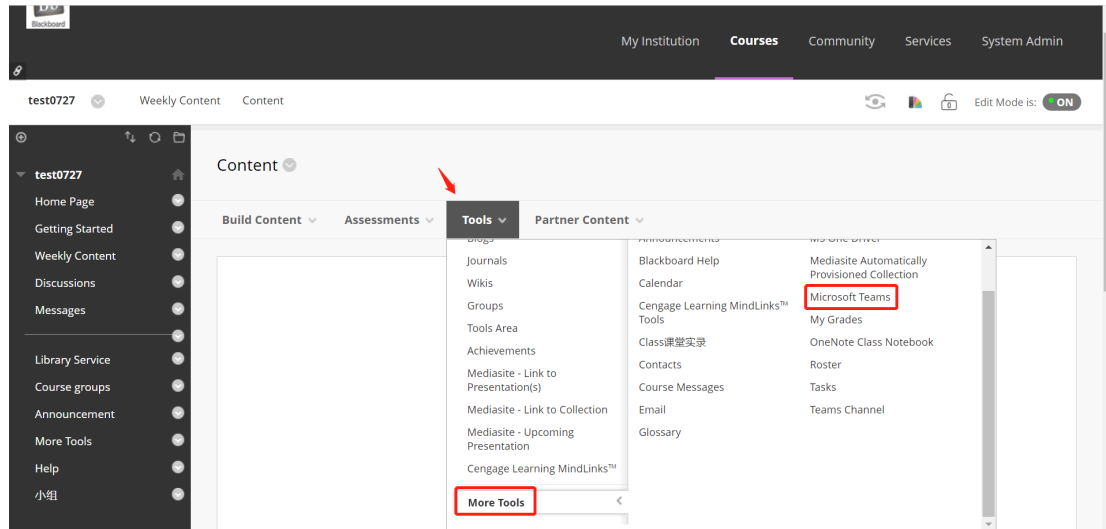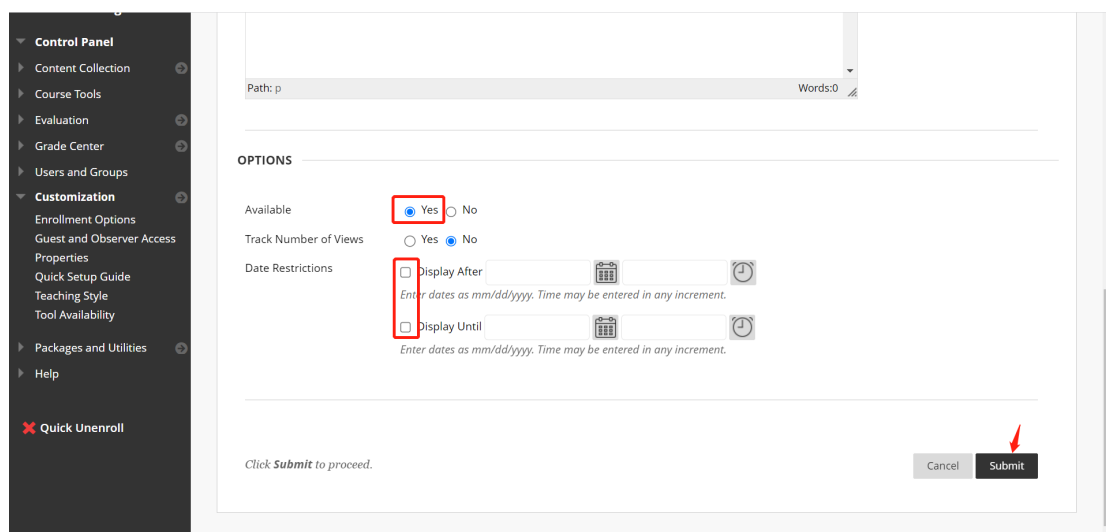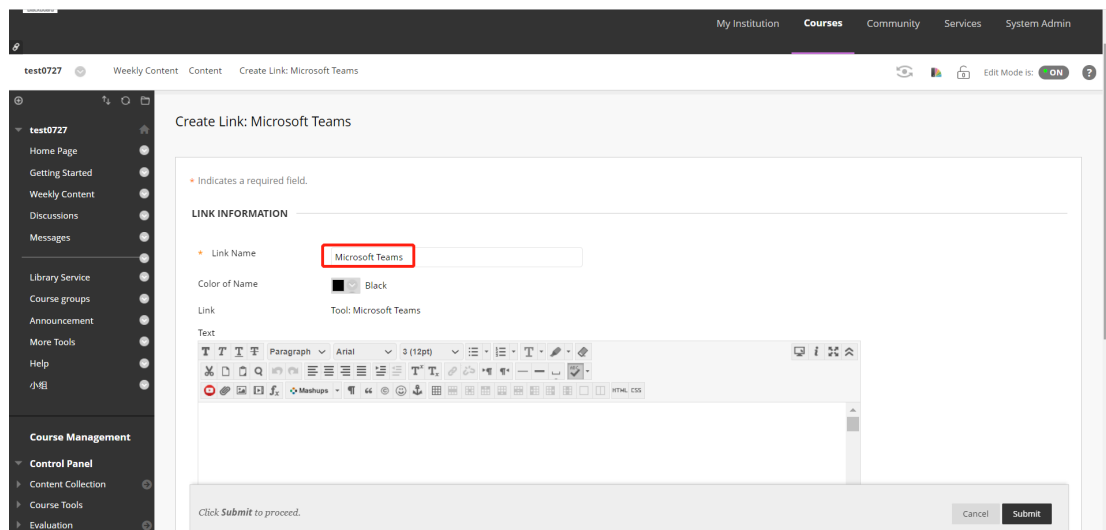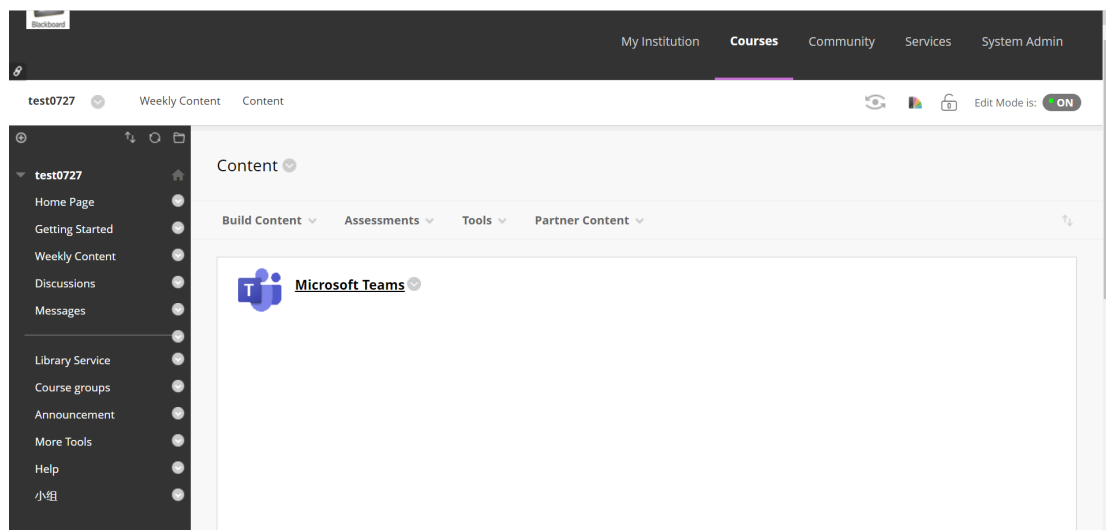# Add and set Teams plugin in Blackboard courses

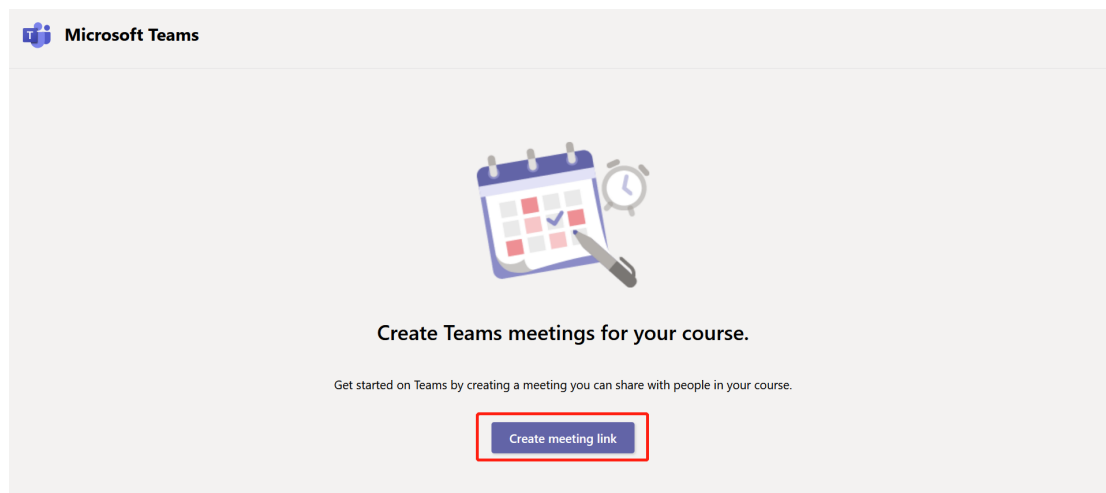1. Enter a certain course, navigate to *Tools- More Tools*, and select *Microsoft Teams*.

2. Name the tool link and set it as available to students. If necessary, you can also add a date restriction to it.
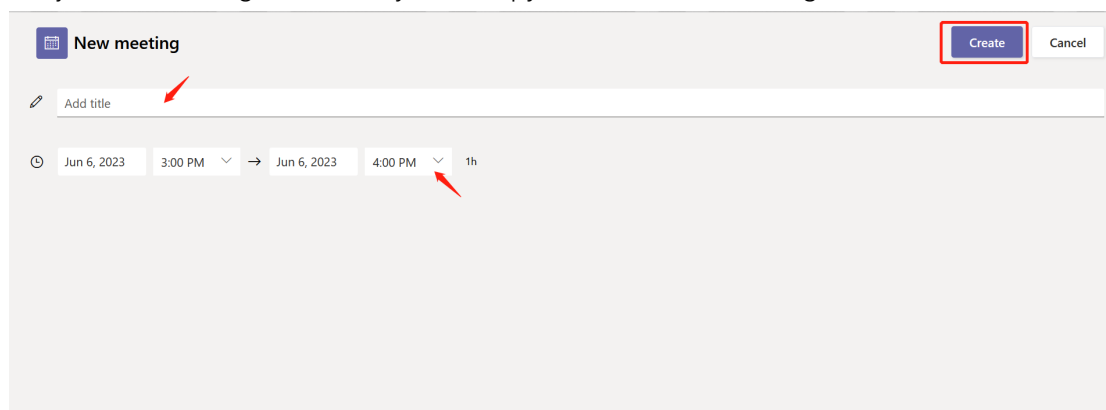
3. Click *Submit* and the tool link will show on the Content page.

4. Click on the link and sign in. Then click the button to create meeting link.

5. Edit the information of the online meeting and click on Create. You can choose either to join the meeting immediately or to copy and share the meeting ID.

Microsoft Teams

✓

Meeting created

Microsoft Teams meeting

Join on your computer, mobile app or room device
Click here to join the meeting

Meeting ID 453 852 382 179
Download Teams | Join on the web

International Campus, Zhejiang University

Learn More | Help | Meeting options

Add to Calendar