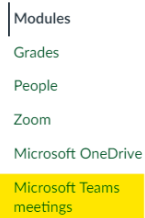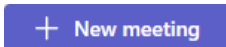# Teams in Canvas

Teams in Canvas is an ungraded collaboration space for virtual asynchronous or synchronous meetings. Teams enables group video calls, or chat messaging, attendance tracking, note taking, collaboration on shared documents and a whiteboard.
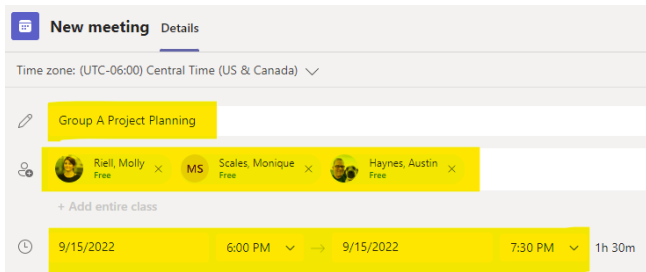
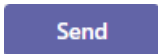1. Access Teams from the Canvas course menu.
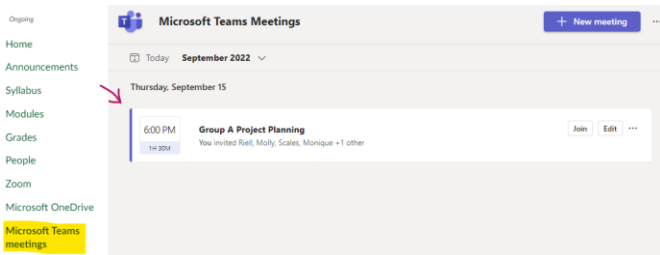

2. Select the new meeting button

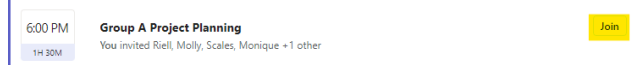3. Title the meeting and add attendees and time.

4. Send the meeting.

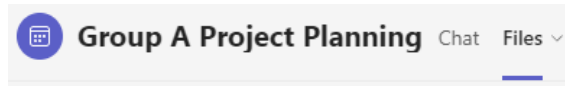5. The meeting will appear on the Teams page and in attendees' Outlook calendars.

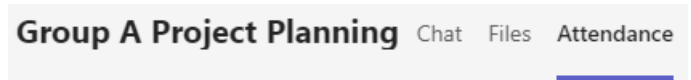6. Join the meeting to open a video call.

7. Once the meeting has been joined by at least one person, if the chat was opened during that meeting, a Teams chat channel will be created.
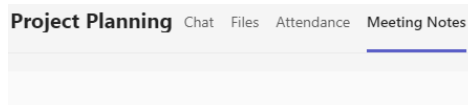
8. In the top panel of the channel, attendees can select the Files tab to share and collaborate on documents.

9. The top panel also has an attendance tab to view who attended the meeting.

10. Take notes using the meeting notes tab.

11. Collaborate visually with the with the whiteboard tool.