The following describes how to add the Teams Meeting Widget to your course, and how to create, schedule, and share Teams Meetings from within D2L Brightspace.

**Adding the Teams Meeting Widget to the Course Homepage (Instructors only)**

1. From the Course Home, click the `· · ·` button in the bottom right corner of the page.
2. Click Manage Homepages.

3. The Homepages screen appears. Click the down-arrow next to Copy of Course Default. Click Copy.
4. After completion of the copy, click **Copy of Course Default - Copy**.

![Figure 3 - Copy of Course Default - Copy](image)

5. The *Edit Homepage* screen appears. Scroll down to the **Widgets** section at the bottom of the page.

![Figure 4 - Widgets Layout](image)
6. Choose where to add the widget and click the corresponding **Add Widgets** button. In our example, we are adding the *Teams Meeting* widget to the center column.

![Add Widgets button](image)

**Figure 5 - Add Widgets button**

7. The **Add Widgets** pop-up screen appears. Select the **Microsoft Teams Meeting widget** from the list.

8. Click **Add**.

![Microsoft Teams Meeting Widget selection](image)

**Figure 6 - Microsoft Teams Meeting Widget selection**
9. The *Microsoft Teams Meeting* widget appears on the **Widgets** layout page.
10. Click **Save and Close**.

![Figure 7 - Homepage layout with new widget](image)

11. On the next screen, select the copied homepage from the **Active Homepage** drop-down list. Click **Apply**.
12. A confirmation pop-up appears.

![Figure 9 - Confirmation pop-up](image)

13. Click **Course Home** on the navbar.

![Figure 10 - Course Home](image)

14. The Microsoft Teams Meeting widget is now available on your course homepage. The widget is visible to instructors only.
Creating Teams Meeting with Links

1. On your homepage, in the Microsoft Teams Meeting widget, click Sign in.

![Figure 11 - MS Teams Meeting Sign in](image)

2. Sign in with your Microsoft account, if you have not previously signed in, using your KSU email address.
3. Click *Create meeting link.*

![Create meeting link](image)

*Figure 12 - Create meeting link*
4. Add a meeting title and select a date and time.
5. Click Create.
6. Click **Copy** to copy the dynamically generated meeting link.

![Meeting Created](image)

**Figure 14 - Meeting Created**

7. Paste the meeting link into your course announcement, activity feed, discussion, calendar event, or email.

**Note:** Be sure to set the copied link to open in a new tab or new window.
8. To exit Microsoft Teams, click the Sign Out icon.

For additional support:

Contact the KSU Service Desk at 470-578-6999 or email: service@kennesaw.edu.