

# Create Team from Canvas Course

## Step 1: Canvas

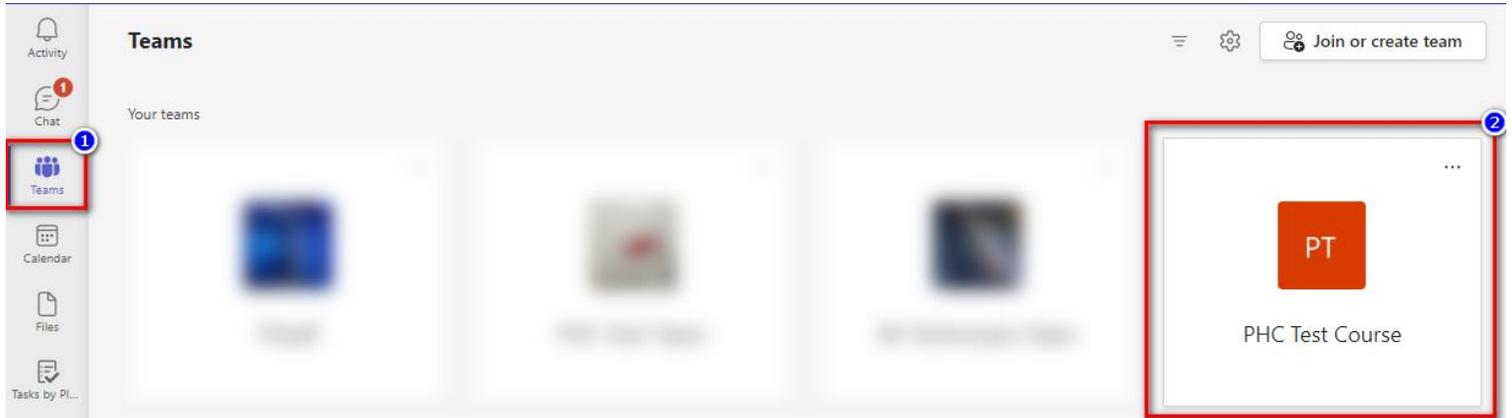
- 1) Log into Canvas.
- 2) Open your course and go to **Settings > Integrations**.
- 3) Turn on the slider for **Microsoft Sync**.
- 4) Open the drop-down menu for Microsoft Sync and click **Sync Now** to create a Team for your course.

Note: Initially, only the course instructors are imported into the new Team. Students will be imported in a later step (this allows instructors to configure their Team how they want before students have access to it).

The screenshot displays the Canvas LMS interface for a course named 'PHC 101'. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area shows the 'Settings' page for 'PHC 101', with the 'Integrations' tab selected. Under the 'Integrations' section, the 'Microsoft Sync' feature is listed with a dropdown arrow and a 'State' column. The 'Microsoft Sync' feature is enabled, indicated by a green checkmark in the 'State' column. Below the feature name, there is a 'Sync Now' button. The status of the sync is shown as 'Status: Sync completed successfully | Last Sync: Oct 28, 2021 at 12:42pm | No errors'. The 'Settings' menu item in the left sidebar is highlighted with a red box and a blue '1' in a circle. The 'Integrations' tab in the top navigation bar is highlighted with a red box and a blue '2' in a circle. The 'State' column for the 'Microsoft Sync' feature is highlighted with a red box and a blue '3' in a circle. The 'Sync Now' button is highlighted with a red box and a blue '4' in a circle.

## Step 2: Teams

- 1) Open the Teams app, click the **Teams** icon on the left column, and select the Team generated from your Canvas course.



- 2) Configure the Team to your preference.
- 3) After configuring your Team, click the banner at the top of the Team window to import your students from Canvas.