Using the Microsoft Teams Meeting Quicklink

How do I add a Quicklink to a Microsoft Teams Meeting in my D2L course?

I. Place the quicklink.

Place a Microsoft Teams Meeting Quicklink in your course using either:

- the Quicklink button in the HTML editor
- the Existing Activities menu in content

Using the HTML editor's Quicklink button.

1. Navigate in your D2L course to where you want to place the Quicklink.
2. Click the Quicklink button in the HTML editor's toolbar.
3. In the Insert Quicklink window that opens:
   a. Scroll down to the Third Party section.
   b. Click Microsoft Teams Meeting.
   c. Continue on below with II. Sign in to your Microsoft account.

Using the Existing Activities menu in content.

1. In your course, go to content.
2. Open the content module to which you wish to add the Teams Meeting Quicklink.
3. Click the Existing Activities button.
4. In the Existing Activities menu that opens:
   a. Scroll down to the Third Party section.
   b. Click Microsoft Teams Meeting.
   c. Continue on below with II. Sign in to your Microsoft account.

II. Sign in to your Microsoft account.

1. On the Welcome to Microsoft Teams meetings page, click the Sign in button.
2. If prompted to authenticate, do so the same way you do for the Teams application and Office 365. Use your full Millersville email address and Millersville password.
3. If a Permissions requested page appears, click the Accept button.

III. Create a meeting link.

1. Click the Create meeting link button.
2. In the New meeting page that appears:
   a. In the Add title box, type a name for your meeting.
   b. Use the date and time controls to set the start and end dates and times for your meeting.
   c. Click the Create button.
3. On the Meeting created page that appears, click the Insert button.