

Microsoft Teams Widget and Teams FAQ

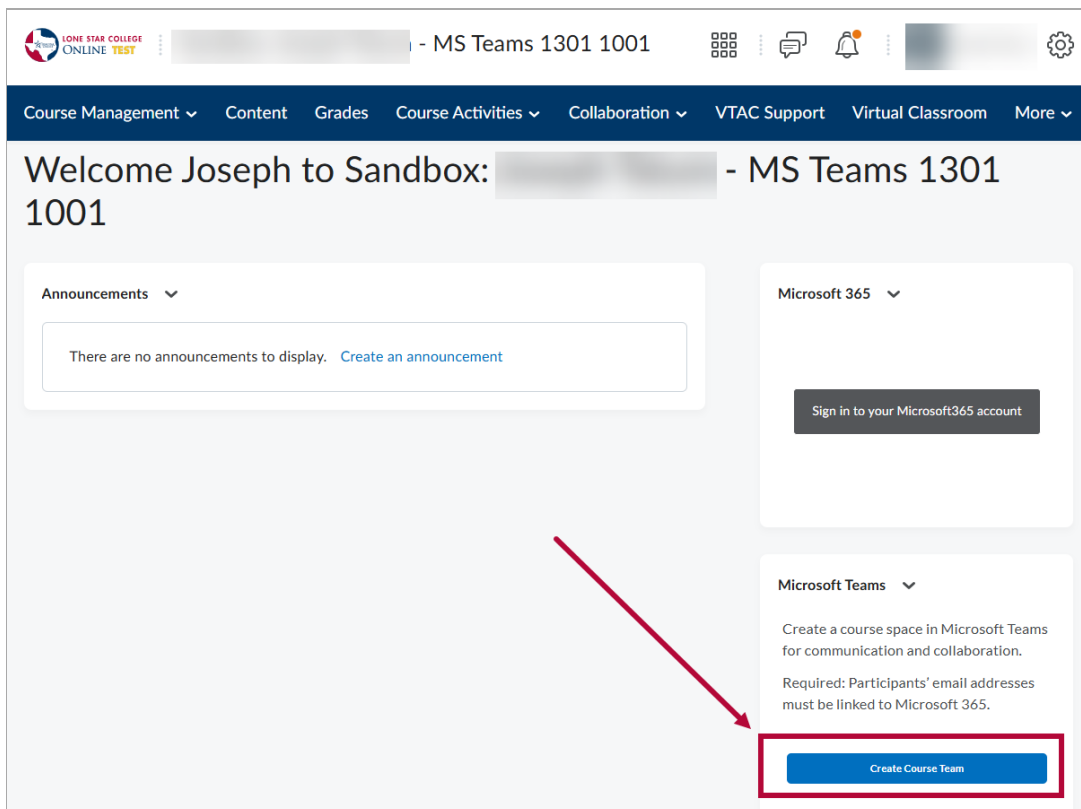
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The **Microsoft Teams Widget** integrates Microsoft Teams with D2L **Brightspace**, providing a centralized space for course communication, meetings, file sharing, and collaboration. Once added to a course, instructors can create and manage a **Course Team** that stays synchronized with the D2L Classlist and supports ongoing interaction throughout the semester.

Create and Activate a Course Team

Follow the steps below to create a **Course Team** from the **Microsoft Teams Widget** and activate it for student access.

1. Select **[Create Course Team]** within the **Microsoft Teams Widget**.



2. Choose the settings for your team. These settings can be updated later as well. When finished, select **[Create Course Team]**.


1 Edit Settings


- Create a team for each section.
- Create team for groups.
- Automatically add instructors to all channels.

2

[Create Course Team](#) [Cancel](#)

3. After a brief processing period, your **Course Team** will be created. Select the **[Course Name]** link within the widget to open the newly created Course Team.

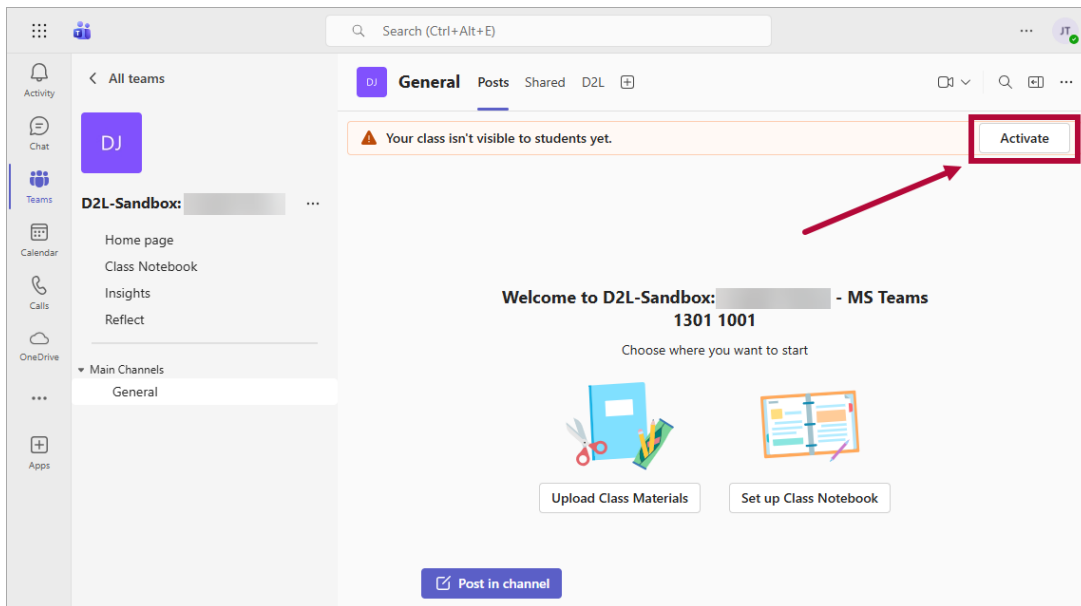
Microsoft Teams 



You can now use Microsoft Teams to communicate and collaborate in this course.

[Sandbox: \[redacted\] - MS Teams 1301 1001](#)

4. Your Course Team has been created. You may now edit the Course Team as needed. When you are ready to allow student access, select **[Activate]**.



Teams FAQs

1. **Will students be automatically added or removed from my Course Team?**

Yes. The **Microsoft Teams** and D2L integration automatically synchronizes your D2L Classlist with the Course Team every night. You do not need to manually manage enrollment changes.

2. **Can I create Teams for D2L Groups?**

Yes. If your course uses D2L Groups, enable **[Create Teams for groups]** in the **Teams Widget Settings** to automatically create a Team for each group.

3. **Can I use Microsoft Teams on my phone?**

Yes. You can communicate with students using the **Microsoft Teams** mobile app, available for both iOS and Android devices.

4. **What happens to my Course Team when the course ends?**

The Course Team is automatically archived **30 days after the D2L Course End Date**. You can still view the Team if needed, but it will be removed from your list of active Teams.

5. **Can I post to a Teams channel using email?**

Yes. From a channel's settings, click **[Get Email Address]** to send a message to the channel directly from your email inbox. Students will see the message as a post within the channel.

6. **How is my Course Team named?**

By default, Course Teams use the format *D2L-CourseName*. For example, a course named *EDUC-1301 1001* will create a Team named *D2L-EDUC-1301 1001*.

7. **How do I change the name of my Course Team?**

You can change the Team name and default image under **[Manage Team]** → **[Settings]**.

8. **Can I send direct messages to students?**

Yes. You can send quick direct messages to individual students using **Insights** or **Reflect** within Teams.

9. **What happens when I schedule a Teams meeting for my course?**

Scheduling a Teams meeting automatically posts the meeting link in the main Teams channel, invites enrolled students, and adds the meeting to your **Outlook** calendar.

10. **What is the D2L tab in Microsoft Teams?**

The **[D2L]** tab provides a direct link back to your D2L course for quick access.

11. **Can I share files with students in Teams?**

Yes. You can upload files from your computer or **OneDrive** directly to the Team's shared folder. Students can access these files under the **[Shared]** tab in Teams.

Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).