

# Microsoft Teams Widget and Teams FAQ

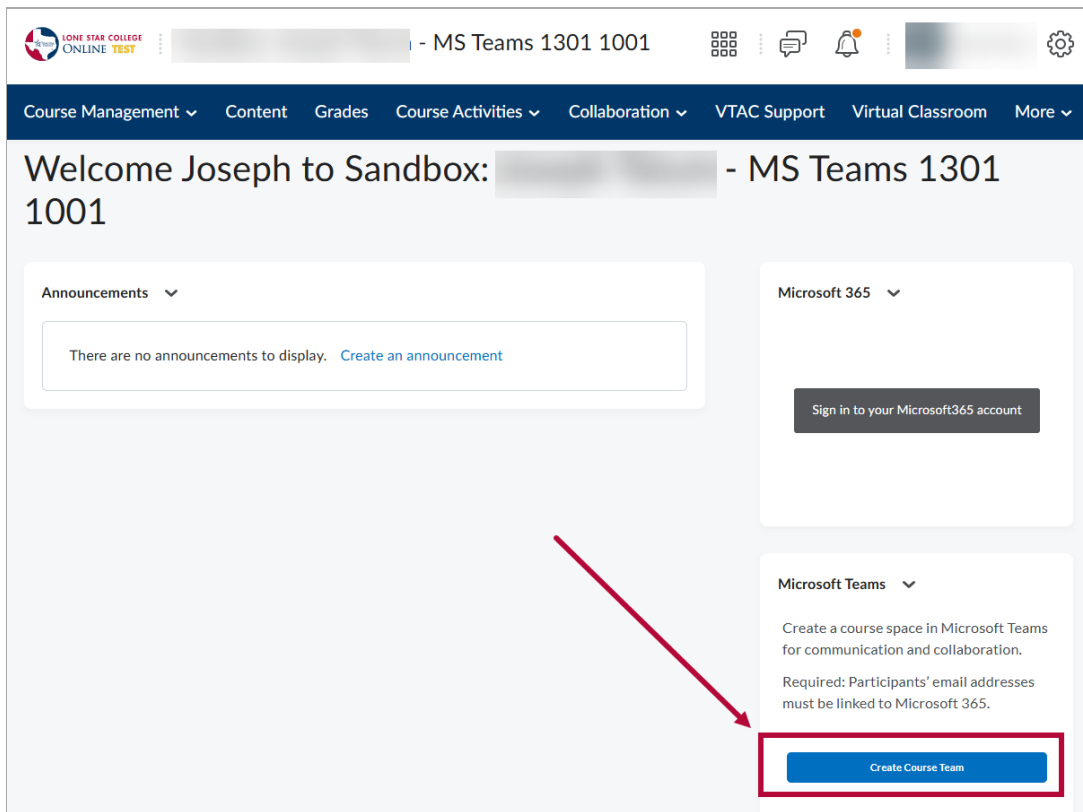
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The **Microsoft Teams Widget** integrates Microsoft Teams with D2L Brightspace, providing a centralized space for course communication, meetings, file sharing, and collaboration. Once added to a course, instructors can create and manage a **Course 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.

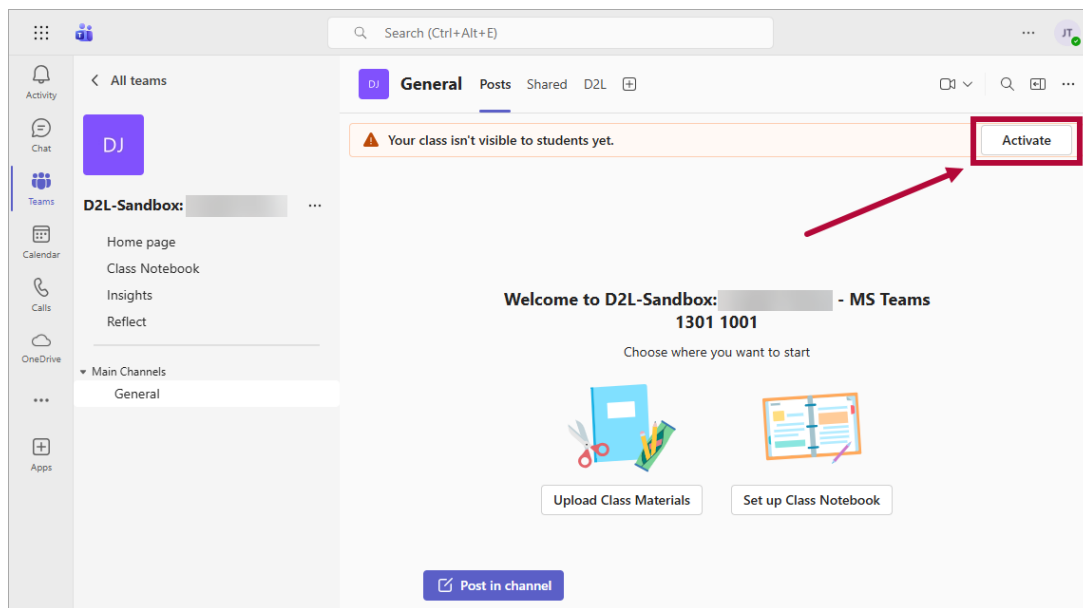
Microsoft Teams ▾



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. **How do I share files with students in Teams?**

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.

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