

Microsoft Teams Widget and Teams FAQ

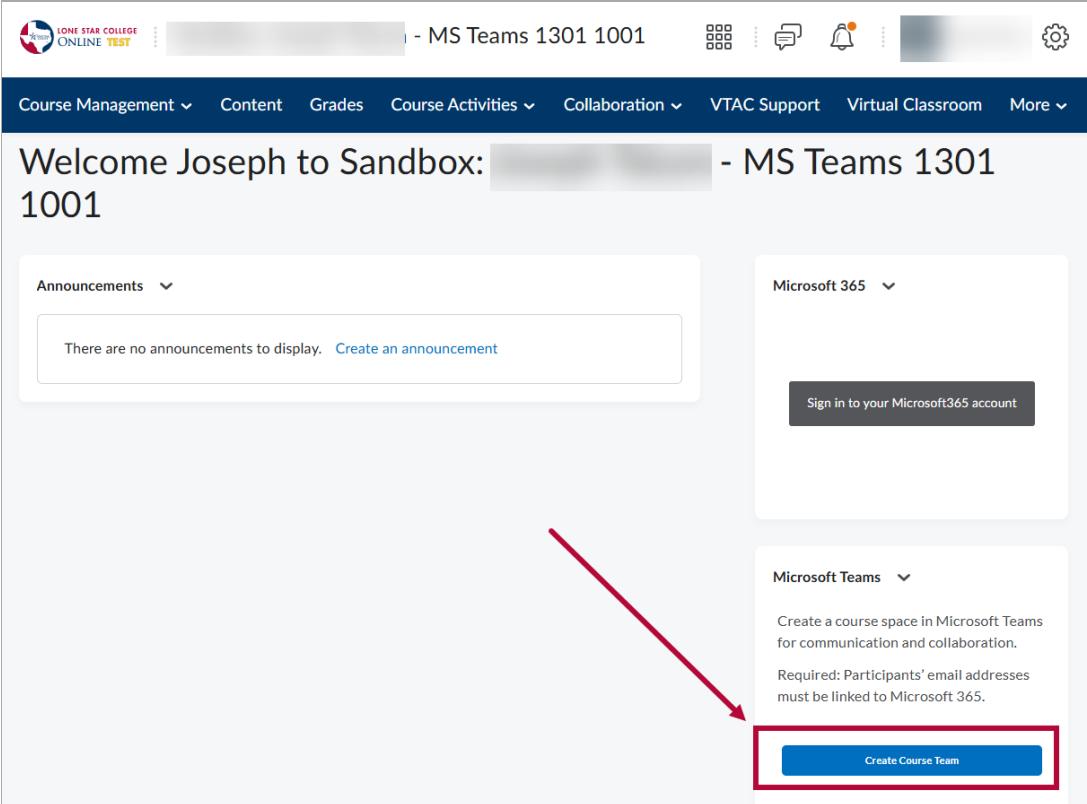
Last Modified on 01/08/2026 9:57 am CST

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**.



The screenshot shows the Microsoft Teams Widget integrated into a D2L Brightspace course page. The course title is '- MS Teams 1301 1001'. The interface includes a navigation bar with links like Course Management, Content, Grades, Course Activities, Collaboration, VTAC Support, Virtual Classroom, and More. Below the navigation is a welcome message 'Welcome Joseph to Sandbox: 1001 - MS Teams 1301'. On the left, there's an 'Announcements' section with a message: 'There are no announcements to display. [Create an announcement](#)'. On the right, there are 'Microsoft 365' and 'Microsoft Teams' sections. The 'Microsoft Teams' section contains text: 'Create a course space in Microsoft Teams for communication and collaboration. Required: Participants' email addresses must be linked to Microsoft 365.' A red arrow points from the text in this section down to the 'Create Course Team' button, which is highlighted with a red box.

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

1 Edit Settings

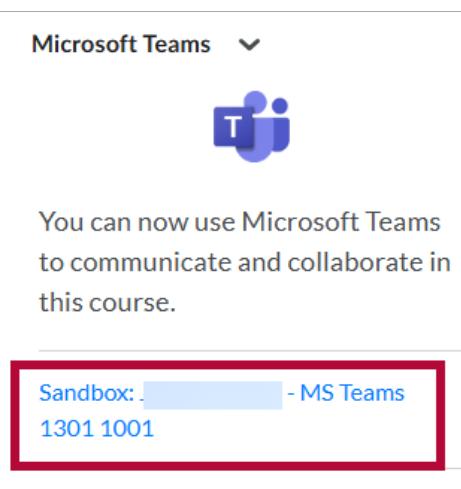
- Create a team for each section.
- Create team for groups.
- Automatically add instructors to all channels.

2

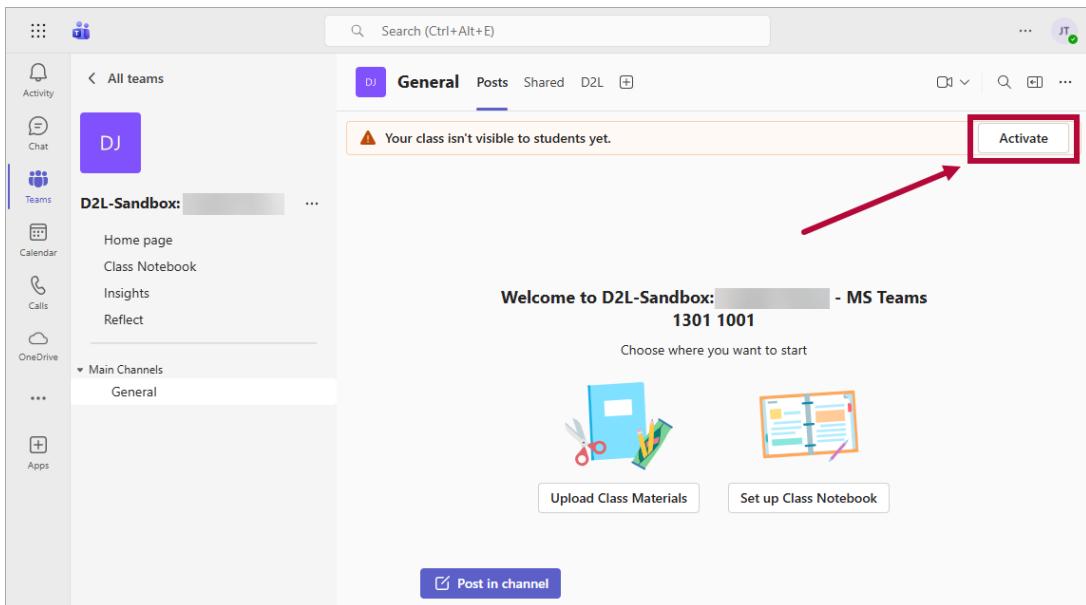
Create Course Team

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.



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.
