

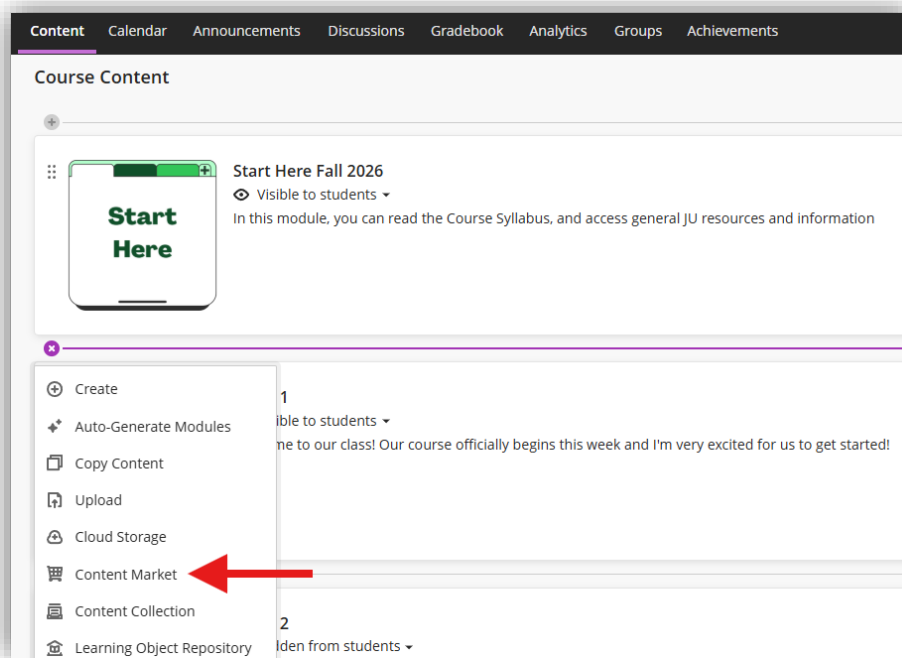


## Using Microsoft Education Tools in Blackboard

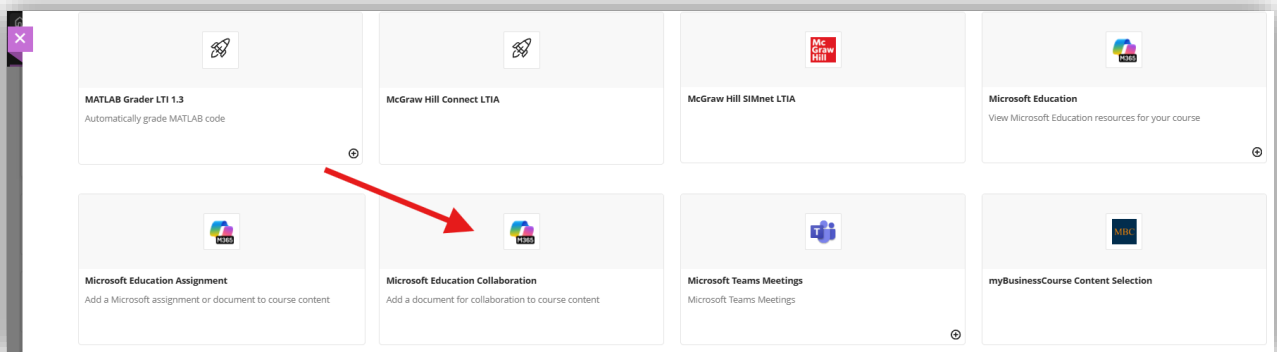
You can add file sharing and cocreation experiences for your students using Microsoft Education tools such as OneDrive, Teams Meetings, Assignments, OneNote Class Notebooks, Reflect, etc.

## Adding a Collaborative Microsoft Word, Excel, or PowerPoint within Blackboard

On your main Course Content, inside or outside of a content folder, click the **purple + sign** to select the **Content Market** option from the drop down menu.

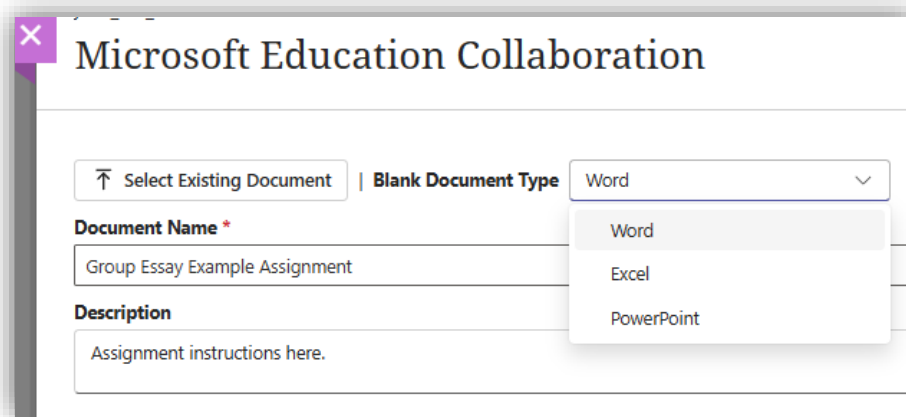


A new page will appear, scroll down, and select the Microsoft Education Collaboration option.

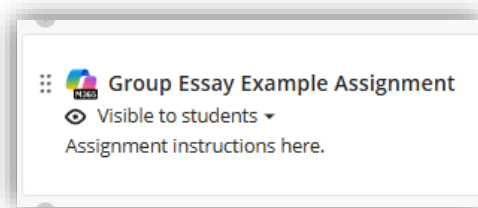




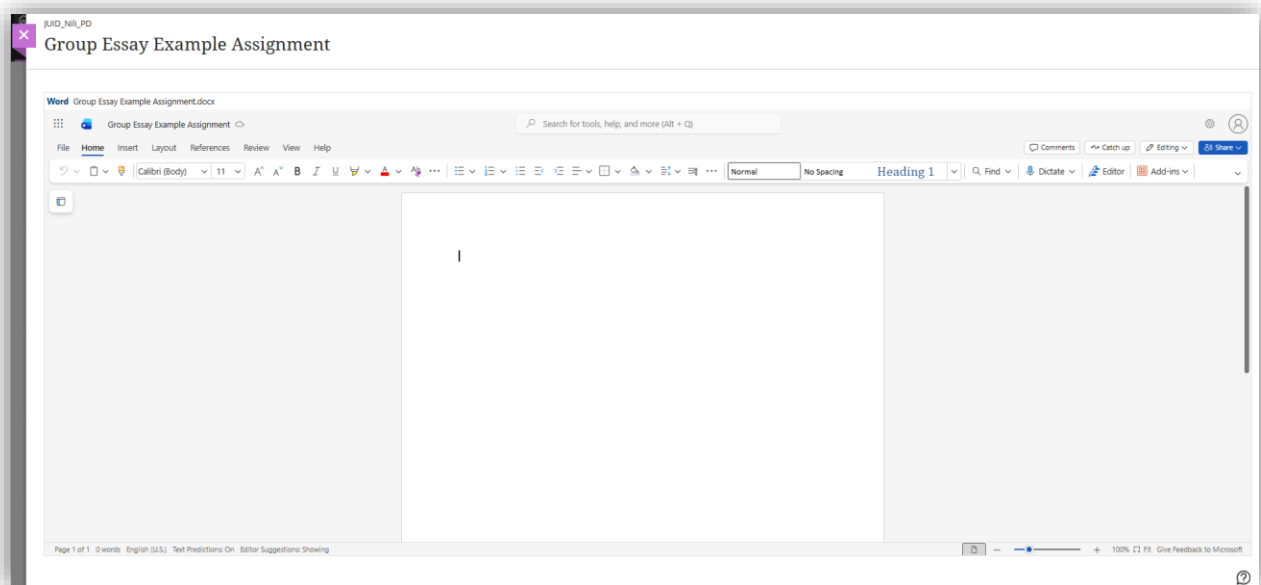
A new window will open, where you can choose to upload an existing document or create a new Word, Excel, or PowerPoint document. Name the document, add a description, and click **Create**.



Your new Microsoft Word collaborative document will appear on your Course Content page.



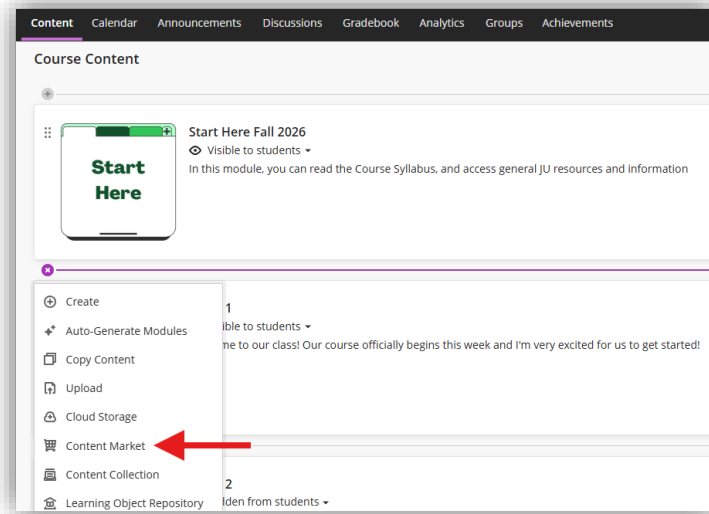
When students click on it, it will look like this.



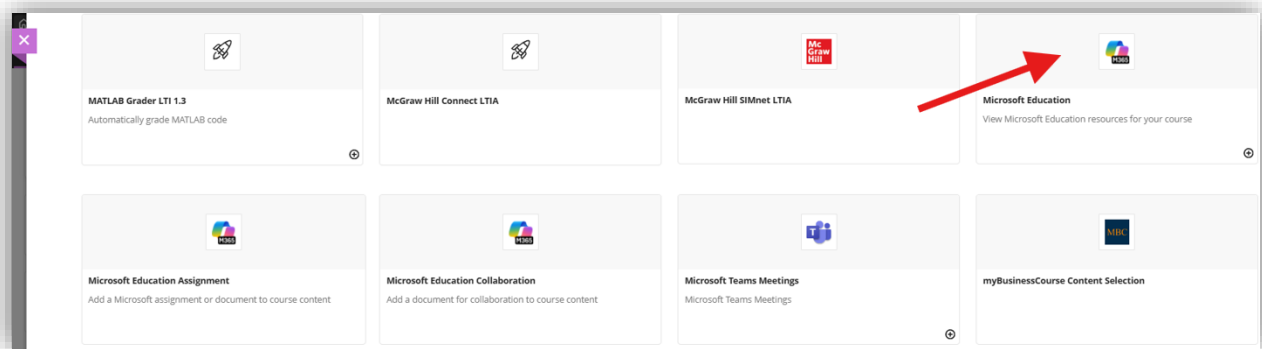


## Adding a Microsoft Teams Meeting within Blackboard

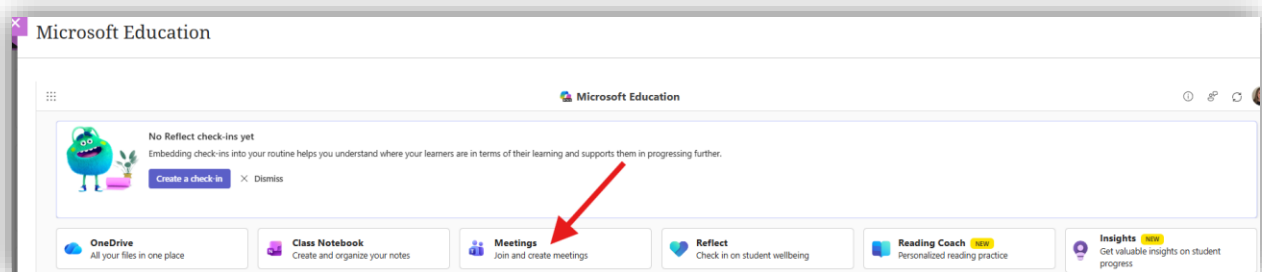
On your main Course Content, inside or outside of a content folder, click the **purple + sign** to select the **Content Market** option from the drop down menu.



A new page will appear, scroll down, and select the Microsoft Education option.

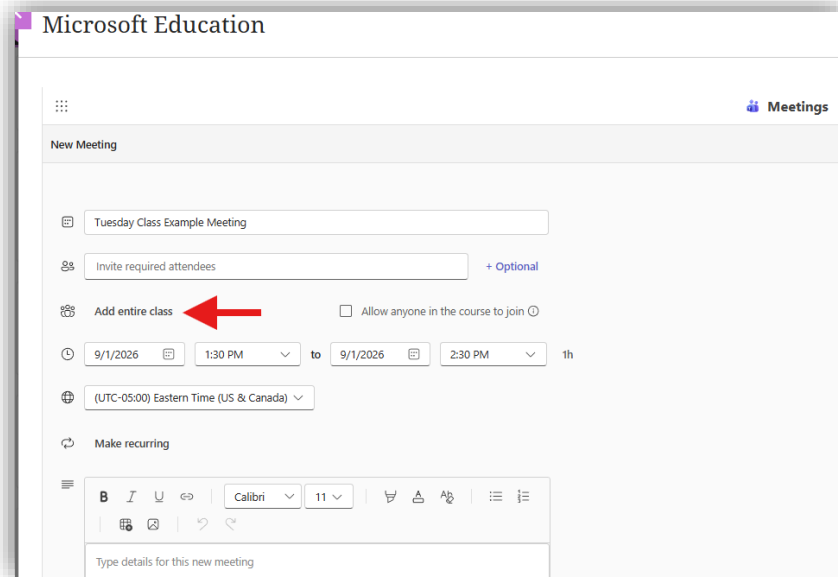


A new window will open. Select Meetings.

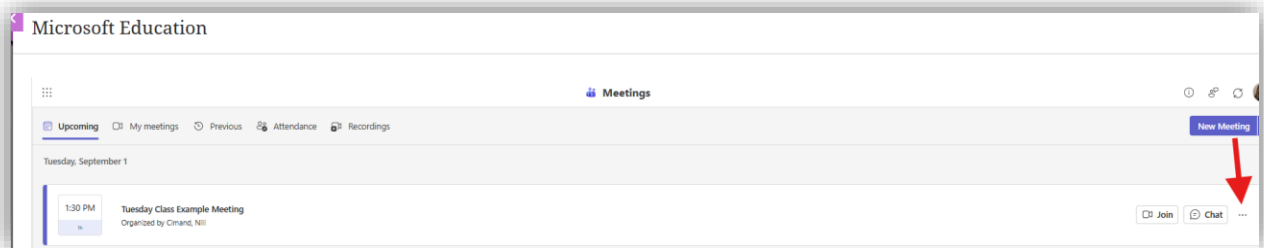




Click **New Meeting**, add the date, time, and necessary information for your class meeting and click **Save**.



The meeting information will then be displayed. Click on the three horizontal dots to copy the link that you can share with students to later join the meeting.



Click [here to view](#) how to add other Microsoft Education tools such as OneDrive, OneNote Class Notebooks, Reflect, etc.