

# Microsoft Teams Integration, OneDrive, and EchoVideo: Faculty Setup Guide

## Purpose

This guide walks faculty through setting up Microsoft Teams meetings within Blackboard, preparing OneDrive, and mapping Teams recordings to EchoVideo. Completing these steps ensures meeting recordings are preserved beyond OneDrive's 30-day retention period and include captions and transcripts for ADA Title II compliance.

## Covered in this Guide

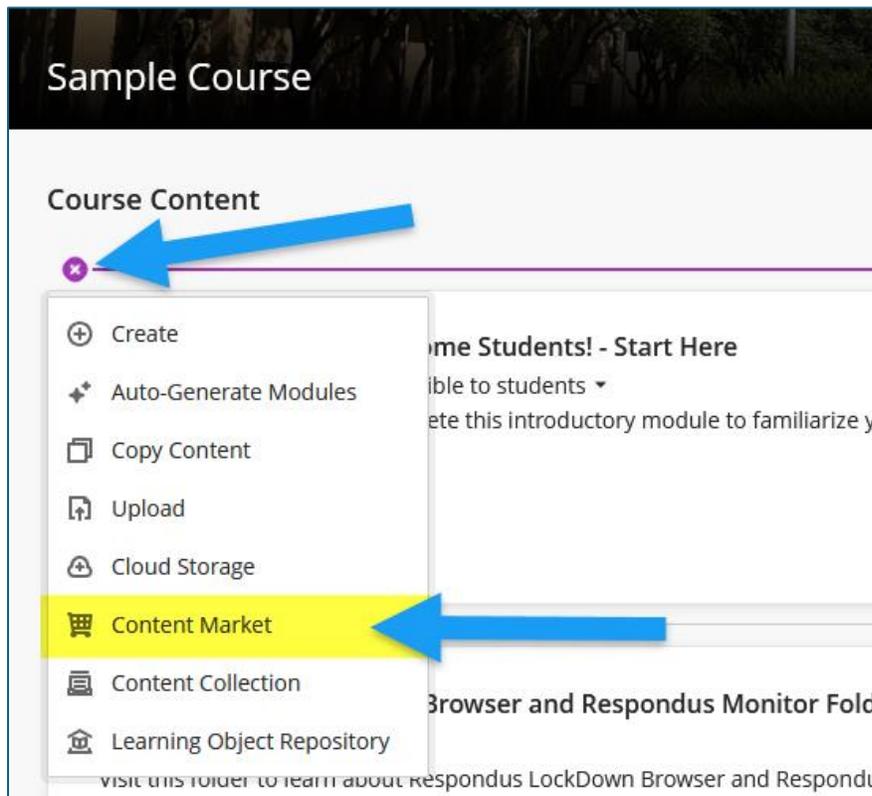
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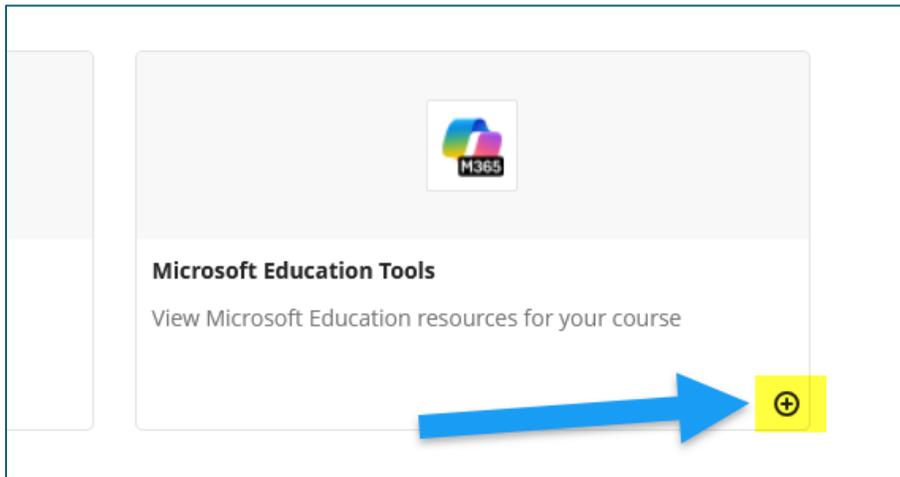
## Part A. Set up and Access Microsoft Meetings inside Blackboard Courses

### Step 1: Add and Enable the Microsoft Teams Tool inside Courses

1. Sign in to Blackboard and enter your Blackboard course.
2. Click **the plus sign** in your course content space to select the **Content Market** in the pop-up menu.

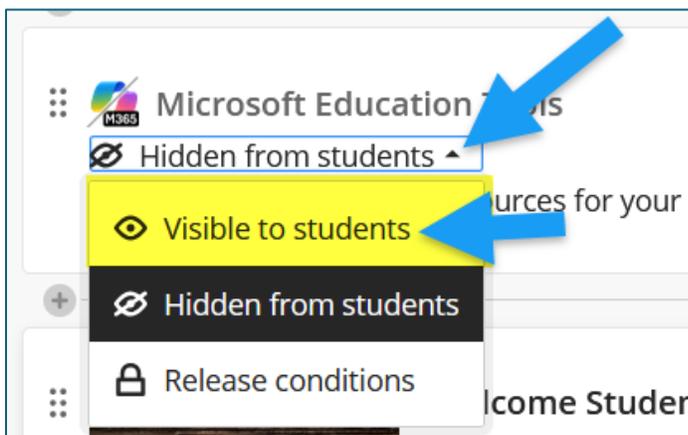


3. Navigate to **Microsoft Education Tools** and click the plus sign in the bottom right corner.

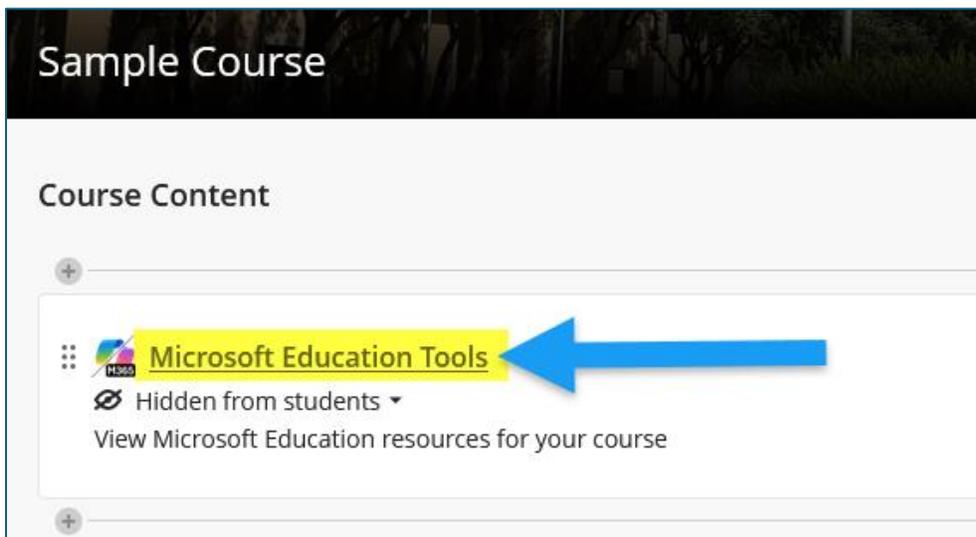


4. This will create a link in your course content.

*NOTE: If you wish for students to access this tool, be sure to set it to “**Visible to Students**” when you are ready to share with students.*



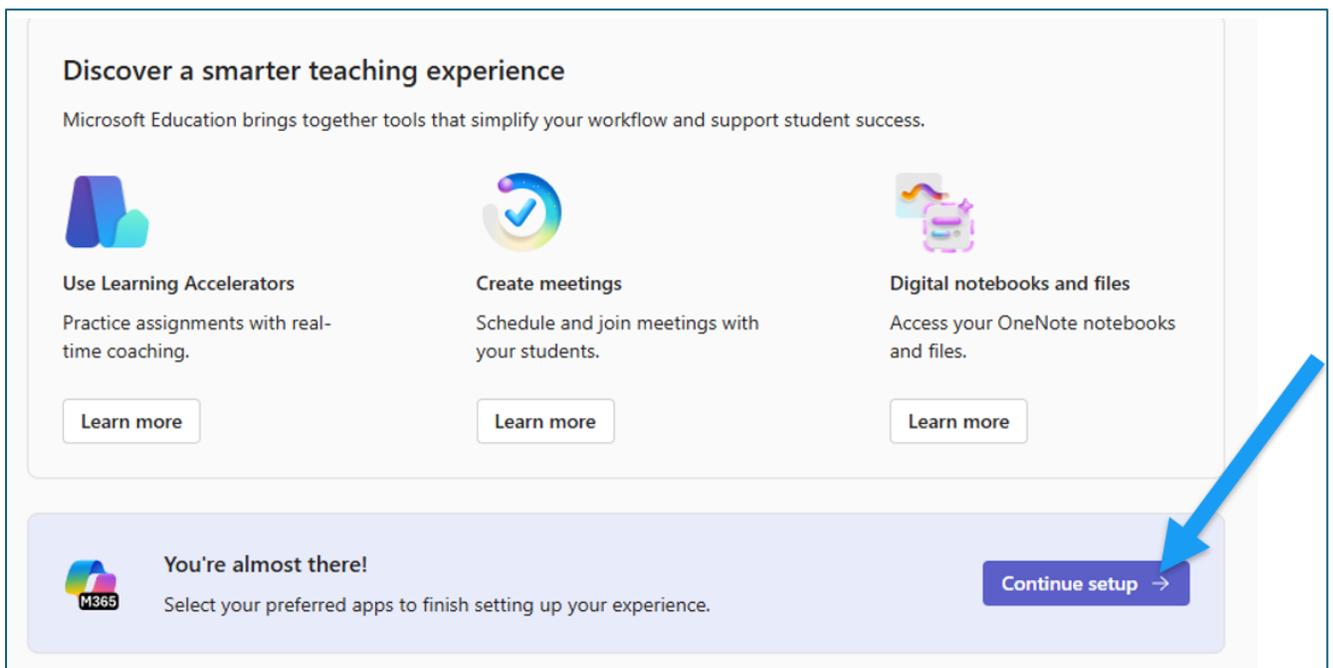
5. To set up this new link, click on the **Microsoft Education Tools** link.



6. Select **Sign in** and authenticate using your TAMIU Microsoft account. *If you were already signed in, proceed with the next step.*

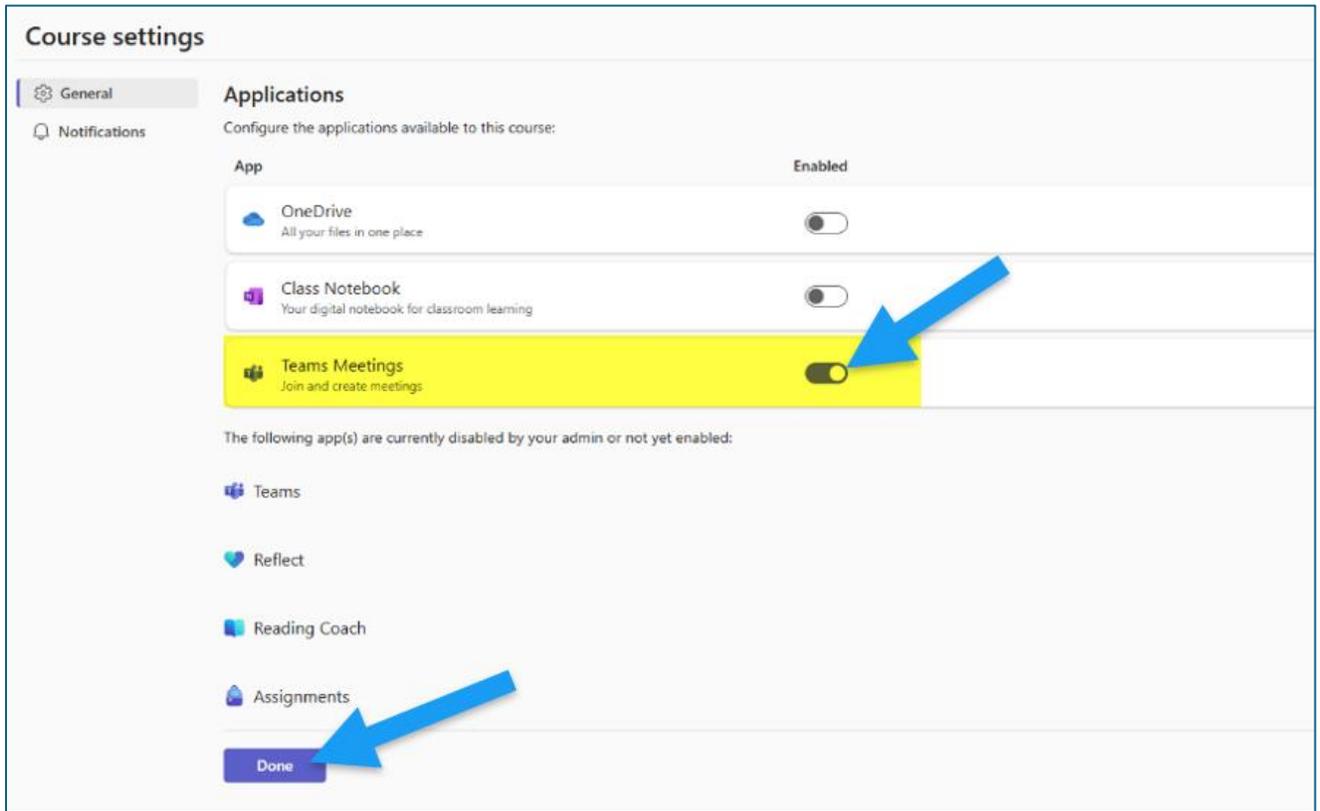


7. When prompted, click on the **Continue setup** → button to enable available Microsoft Education tools. (Close Customize your dashboard or go through it if necessary.)

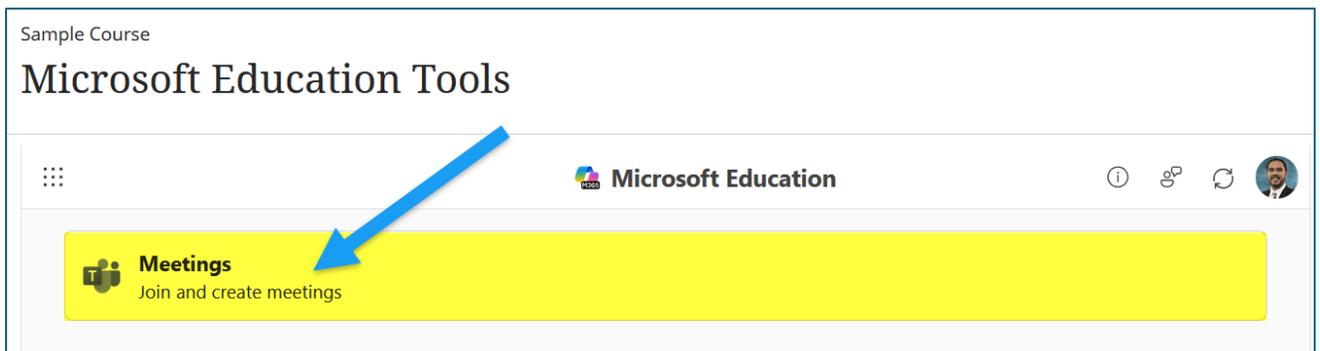


8. Under the **Course settings' General options**, ensure that **Teams Meetings** is enabled. (If you are only using this for Teams meetings, you may disable any other tools that are enabled.)

9. Then select **Done** to save the Microsoft Education Tools link setup.

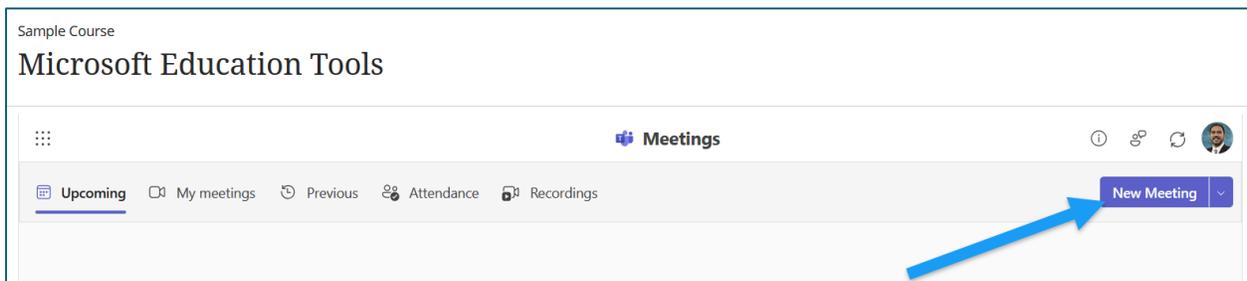


10. Once enabled, you will see the **Meetings** tile from now on within the Microsoft Education Tools link in your Blackboard course.

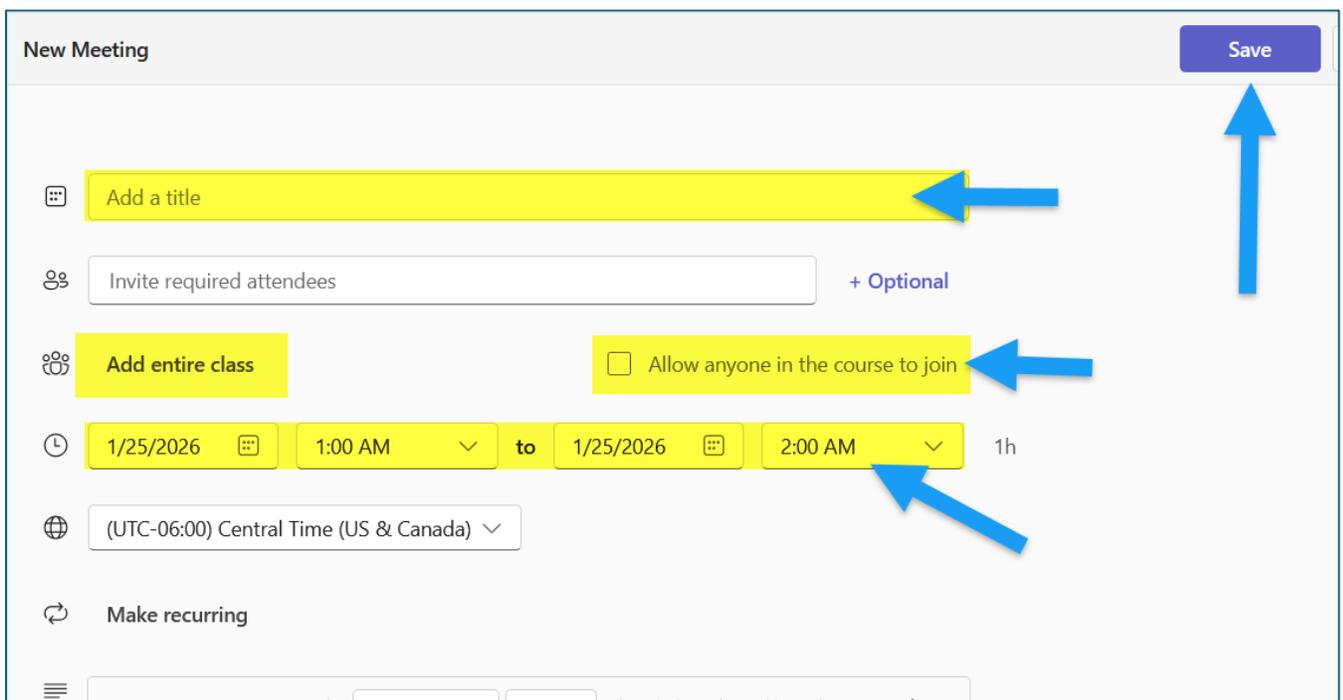


### Step 2: Schedule a Teams Meeting from Blackboard

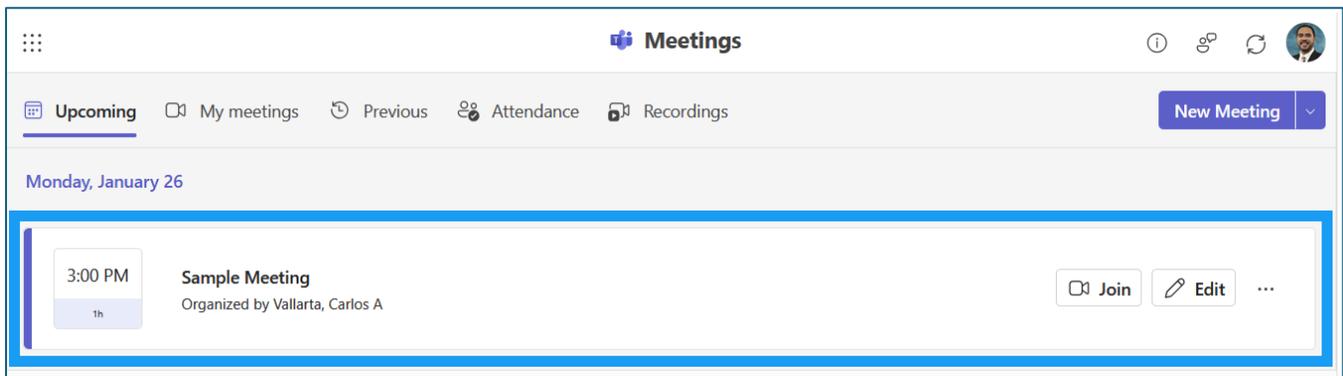
1. In the Microsoft Education Tools link, select the **Meetings** tile enabled in the course from above.
2. Select the **New Meeting** button at the top right corner of the page.



3. Enter the title of the meeting, date, and time. **(Note: If you record your meeting, your video file will be saved with the same meeting title.)**
4. Be sure to enable the option you wish for students to see your schedule meeting.
  - a. If you select **Add entire class**, your students will receive calendar invitations to their Outlook addresses for a scheduled Teams meeting.
  - b. If you select **Allow people in the course to join**, your students will see the link to the meeting via the Teams Meeting Tool link in Blackboard.
  - c. If neither option is selected, only the instructor will have access to the meeting unless a direct link is provided in a different way.
5. Select **Save** at the top right of the screen.



6. Your meeting will now appear in the **Upcoming** meetings list and is ready to launch.

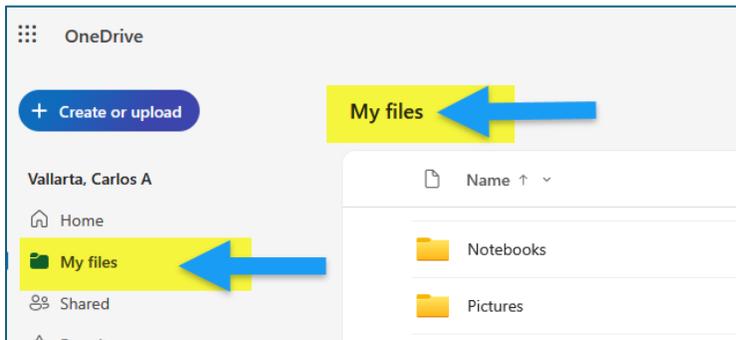


## Part B (Optional). Set Up Automatic Transfers of Recordings from OneDrive to EchoVideo

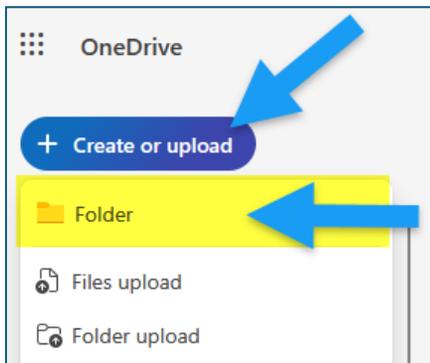
If you decide to record your meetings, these recordings are stored in your OneDrive's *Recordings* folder for up to **30 days** before they are deleted. Follow the steps in this section to automate the transfer of new recordings to your EchoVideo account.

### Step 1: Create a OneDrive Top-Level Recordings Folder

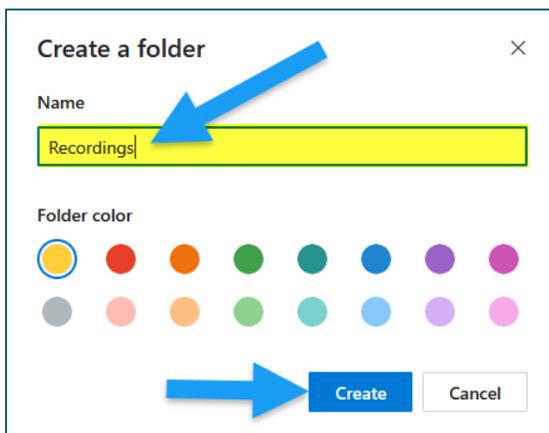
1. Go to <https://onedrive.live.com>, and sign in using your **TAMIU credentials**.
2. Go to your **My files** page in OneDrive.



3. Under this page, click the **Create or upload** button and select **Folder**.



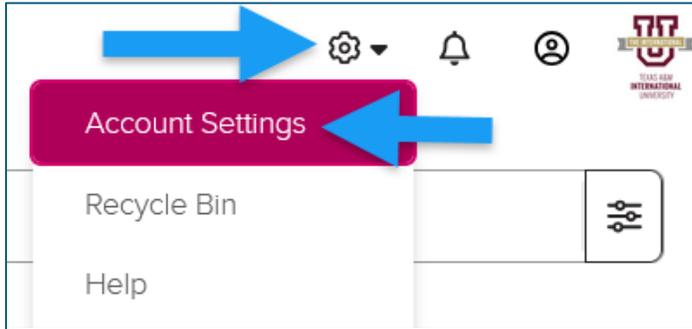
4. Name the folder **Recordings** and click **Create** when done.



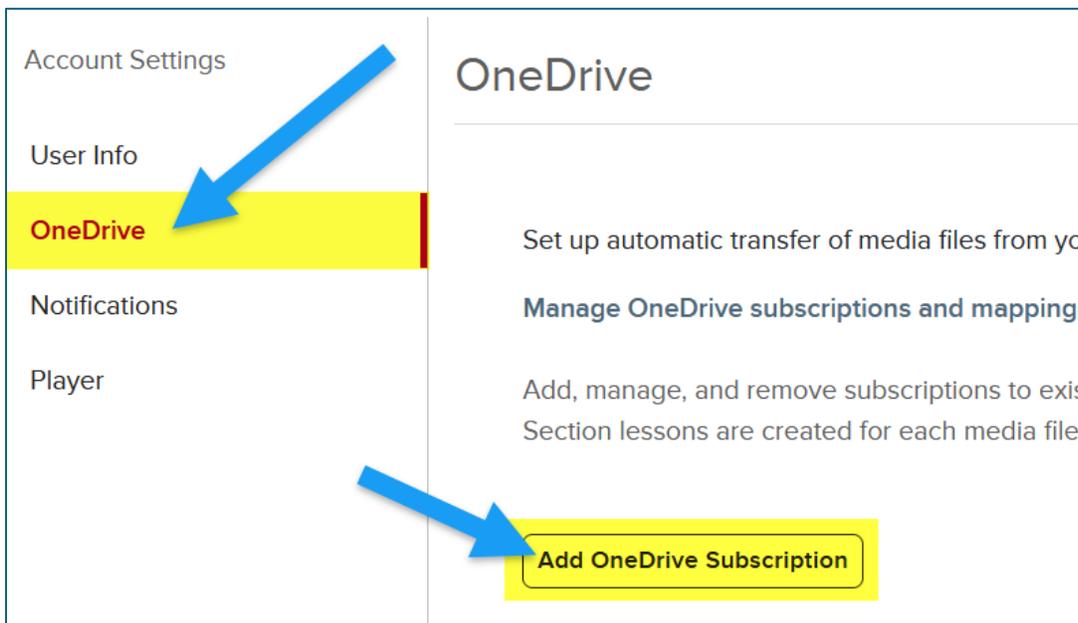
5. Confirm the folder is created at the **top level under My files** (not inside another folder).

## Step 2: Map the Recordings Folder to Your EchoVideo Account

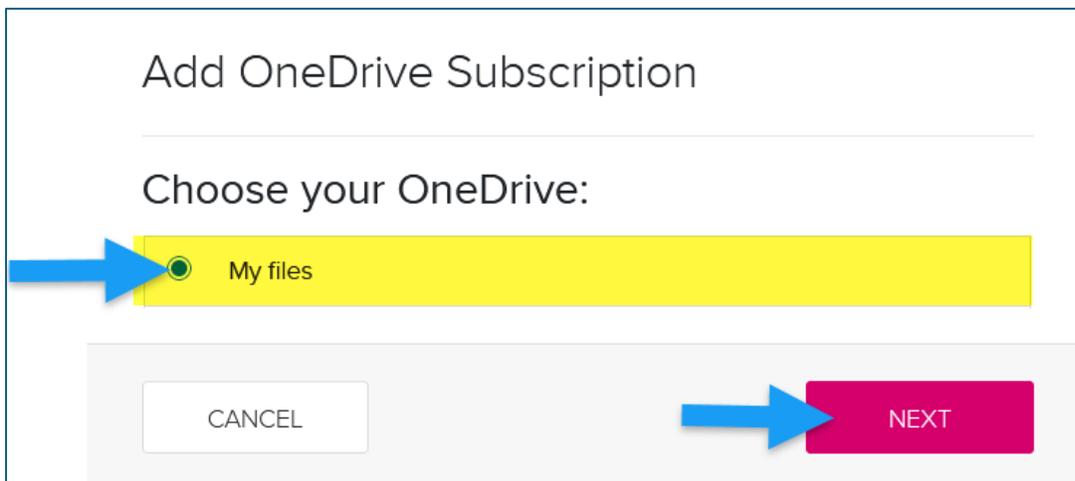
1. Go to <https://echo360.org>, and sign in using your **TAMIU** credentials.
2. Select the **Settings (gear icon)** at the top right corner, and then click **Account Settings**.



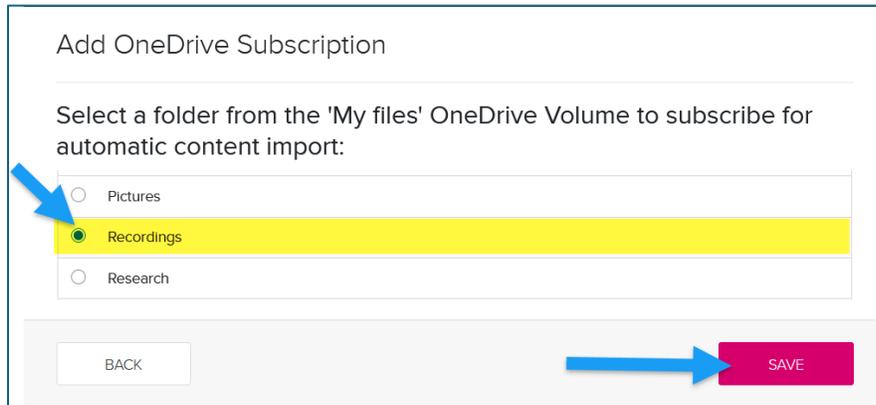
3. From the left navigation menu, select **OneDrive**, and then click **Add OneDrive Subscription**.



4. When prompted, choose **My Files** followed by **Next**.



5. Select your **Recordings** folder in OneDrive, and then click **Save**.

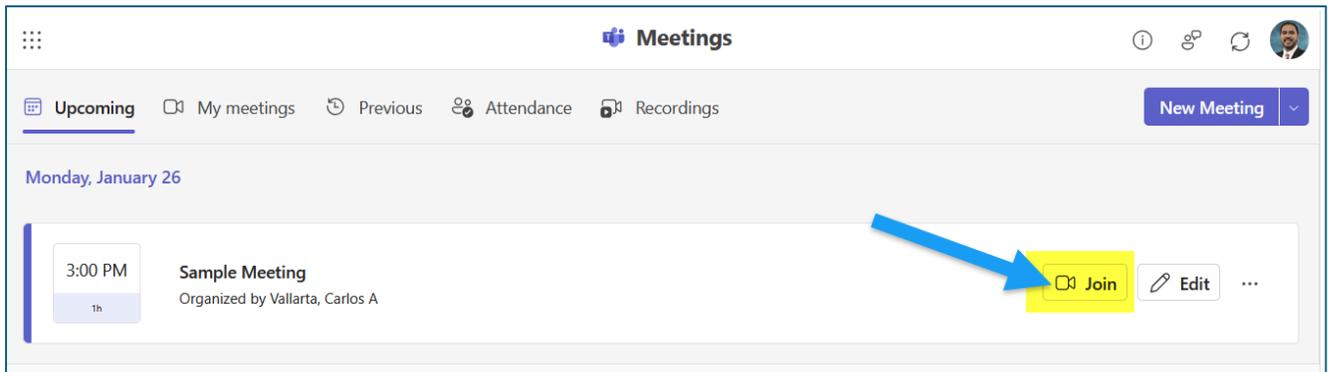


6. You have now mapped your Recordings folder to start sending new videos to the EchoVideo system.
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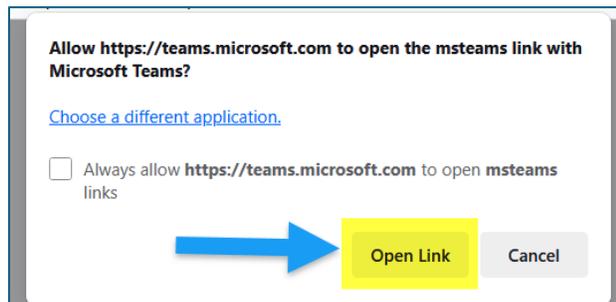
## Part C. Accessing Teams Meetings

The following steps will guide you in accessing or starting a scheduled Teams meeting from Blackboard. *NOTE: These meetings are also scheduled on your personal Outlook calendar and can be accessed from there as well.*

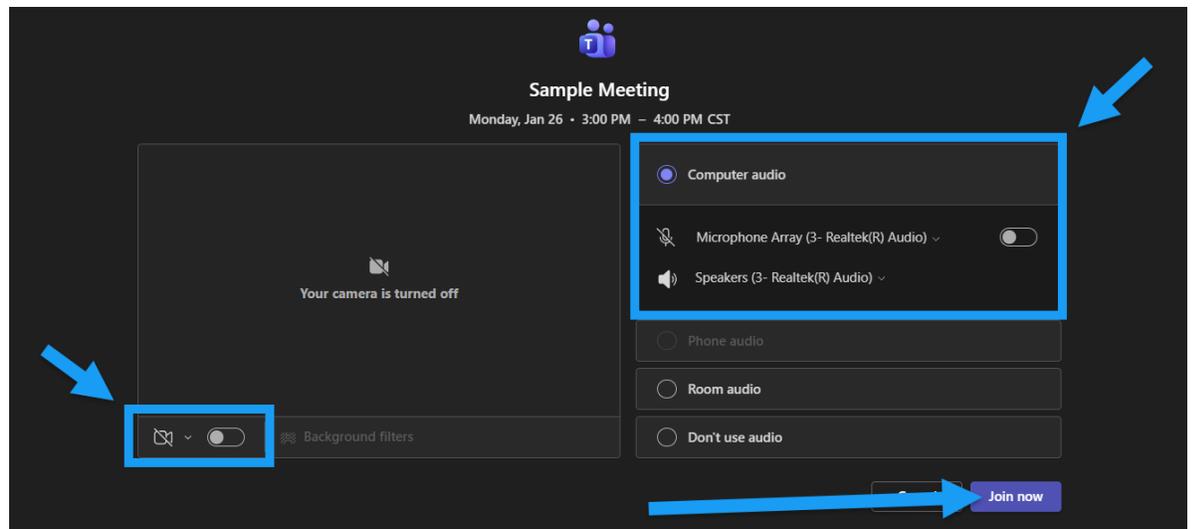
1. In your Blackboard course, open to the **Microsoft Education Tools** link and then access **Meetings**.
2. Then, click on the **Join** button for the scheduled meeting.



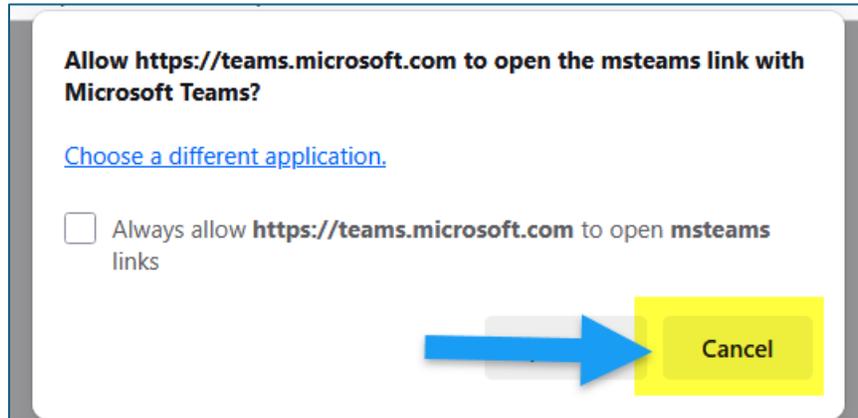
3. A new browser tab will open, and you will be prompted to either enter the meeting using the desktop app or via the web browser.
  - a. To use the **desktop app** for your meeting:
    - i. Select the **option to open** the meeting in the app.



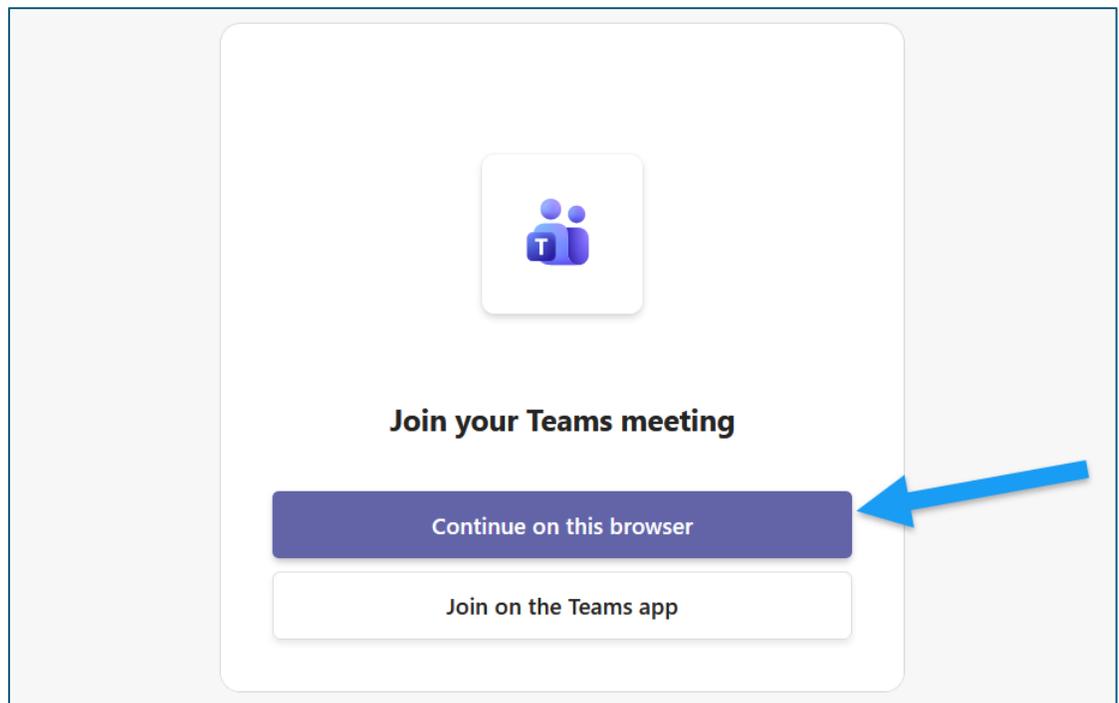
- ii. Enable the audio and video devices for your connection and click **Join now** when ready.



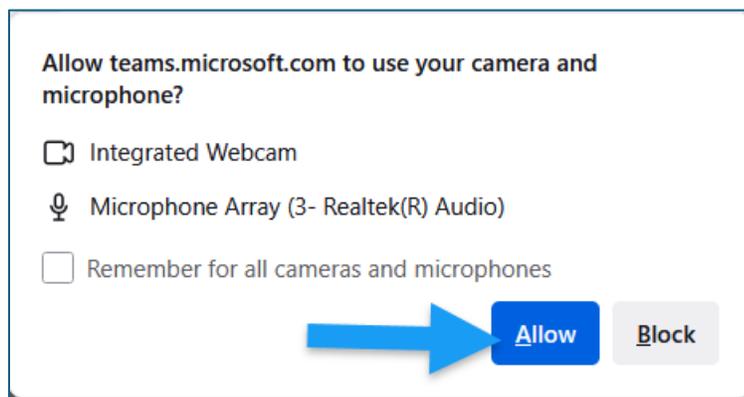
- b. To use the **web browser** for your meeting.
- i. Select the **Cancel option** for opening the meeting in the desktop app.



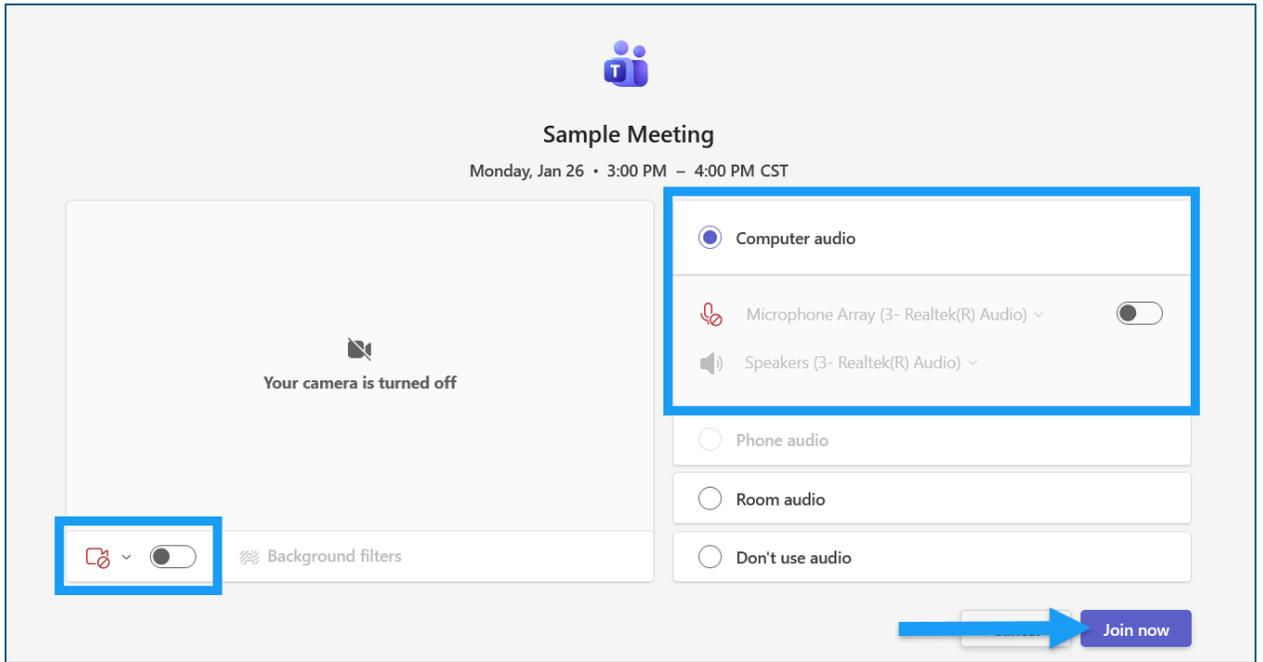
- ii. Select **Continue on this browser**.



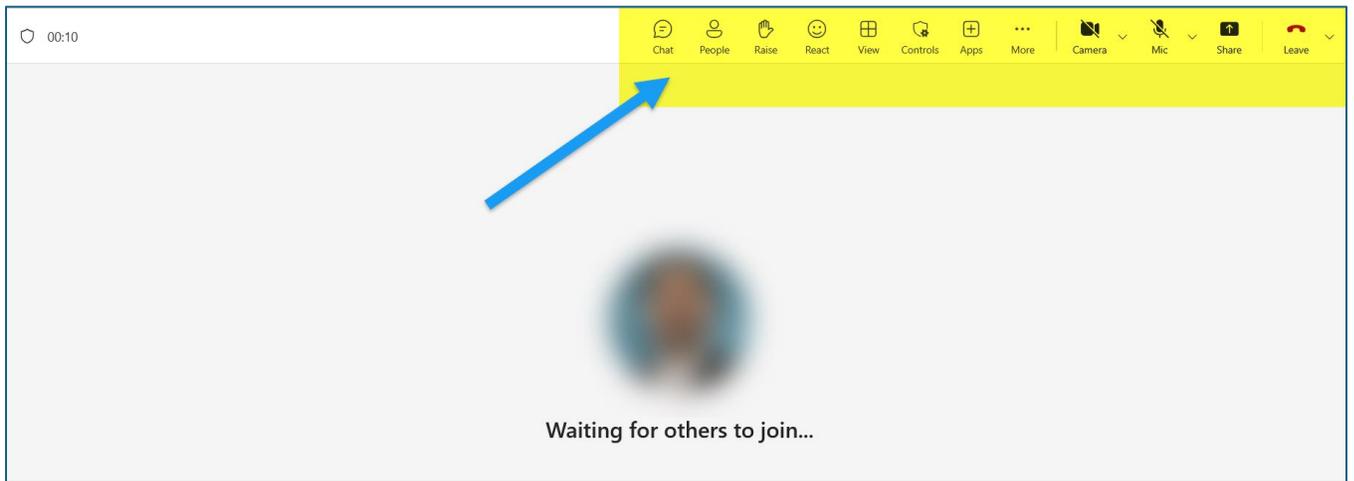
- iii. When you are presented with the option to allow your web browser to access your microphone and webcam, please select **Allow** access.



- iv. Enable the audio and video devices for your connection and click Join now when ready.



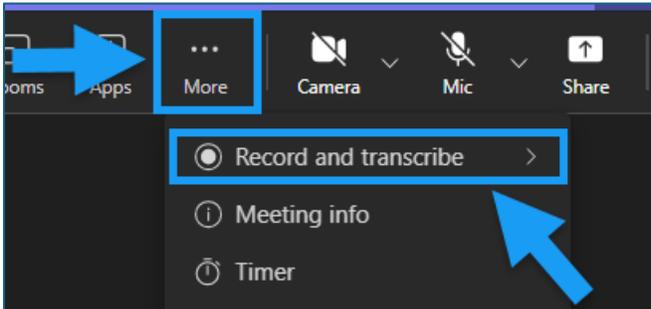
4. You are now in the meeting room and can begin using the tools in the room to manage the meeting.



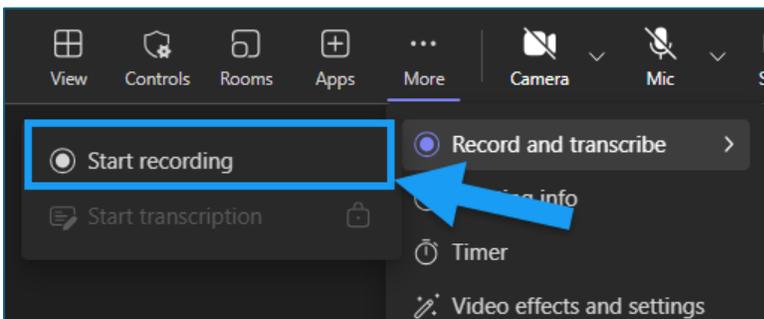
## Part D. (Optional) Recording Teams Meetings

### Step 1: Start a Teams Meeting Recording

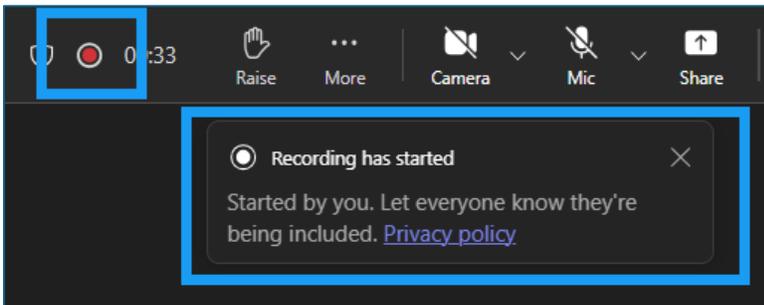
1. In an active Teams meeting, select **More (...)** in the options bar and hover over **Record and transcribe** on the menu.



2. Under this menu, choose **Start recording**.

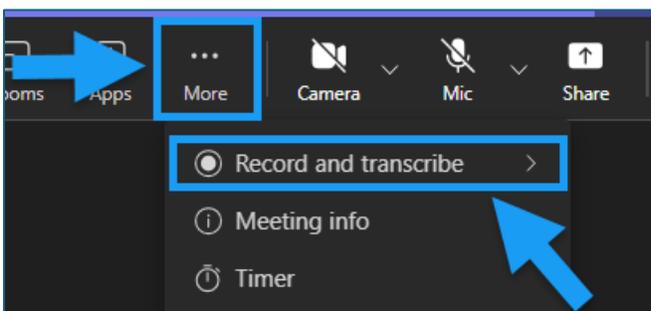


3. A **red circle** and a **pop-up message** will appear to indicate that the recording has started.

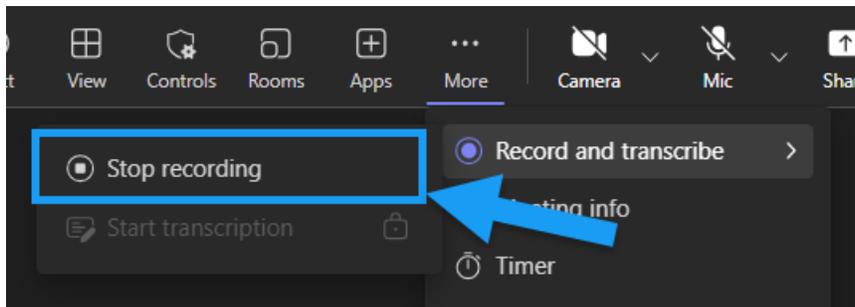


### Step 2: End a Teams Meeting Recording

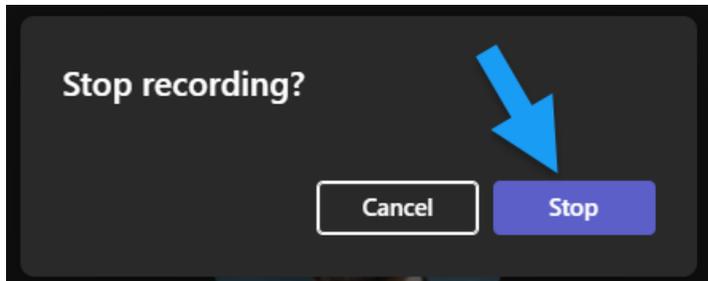
1. Select **More (...)** in the options bar and hover over **Record and transcribe** on the menu.



2. Under this menu, choose **Start recording**.



3. On the next pop-up message, select **Stop** to end the recording.



### Where Recordings Are Stored

- Microsoft Teams saves your recording to your **Recordings folder in OneDrive** for up to **30 days**.
- If you mapped your recordings in Part B:
  - The recording automatically uploads to **EchoVideo**, and captions and transcripts are generated in the EchoVideo system.
  - The video is preserved beyond OneDrive's 30-day limit

### Managing Recordings

#### *If You Want to Keep the Recording*

- If you have not mapped your recordings to go to EchoVideo:
  - Log into EchoVideo (echo360.org) to manually upload your video to the EchoVideo system.
  - Embed or link the video in Blackboard using the **EchoVideo Content Market** tool.
- If your recordings were mapped to transfer to EchoVideo:
  - No action needed.
  - Access the video from your **EchoVideo Library**.
  - Embed or link the video in Blackboard using the **EchoVideo Content Market** tool.

#### *If You DO NOT Want to Keep the Recording*

1. **Delete from EchoVideo**

- Go to **Library** → **Select video** → **Delete**
2. **Delete from OneDrive** (if still within retention period)
- Navigate to **OneDrive** → **Recordings**
  - Delete the file.
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## **Need Help?**

For assistance with:

- Teams setup in Blackboard
- OneDrive mapping
- Instructor access in EchoVideo
- Course-section mapping in EchoVideo

Contact the **eLearning Team** at **[elearning@tamiu.edu](mailto:elearning@tamiu.edu)**.