## Adding your Brightspace course as a tab in your team

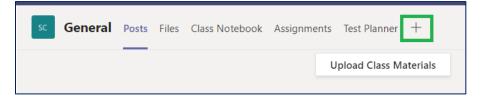
You can add your Brightspace course as a tab in your course team to provide team members (students, instructors, TAs) with a quick way to access Brightspace from within Microsoft Teams.

Please note that the website tab will only open directly in Teams when the team member is using the Teams desktop application. Otherwise, team members will need to click on the little globe icon to open the website in a new browser tab.

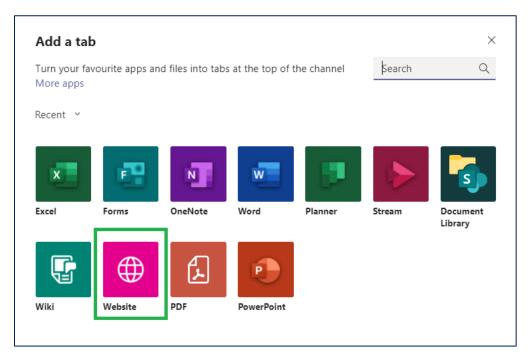


## Adding a tab

In your team, click on the channel you would like to add the Brightspace tab to. At the top of that channel, beside the other tabs, select the + icon.



On the 'Add a tab' page that pops, select Website.



Add a name for the tab and the link to your Brightspace course. You can link to any page in your course that you wish—team members will be able to navigate to different pages of your Brightspace course from within this tab.

Website	About X
Tab name	
Brightspace	$\odot$
URL*	
https://bright.uvic.ca/d2l/home/13203	$\odot$
*Make sure you're only linking to sites that start with 'https:// That way, you and your team can stay secure.	and contain trustworthy web content.
Post to the channel about this tab	Back Save

Once you have added the tab name and link, select **Save**. Your Brightspace tab should now appear in your course team's channel.

When team members in your course team access this tab, they will first need to sign into UVic with their NetLink ID and passphrase in order to access the Brightspace course.

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UVIC	UNIVERSITY OF VICTORIA	COVID-19 Li	brary A-Z	Find a person	Maps Q ^	. Sign in
Online tools						
	Sign in to UVic					
	NetLink ID:					
	Password:					
	Keep me signed in for 8 hours					
	Sign in					

Once signed in, team members should see your Brightspace course and be able to navigate to different pages in your Brightspace course from within your course team.

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Open discussion testchannel1 testchannel2 Ĝ Testing private files Ĝ	The cool course for	cool ducks	
	Updates 🖌	Announcements 🗸	
	Content Navigator 🗸 🗸	UVic Cyber Aware Contest 2020 🐱	×
	Last viewed - nicrosoft_teams_intro.mp4 First module 57.15	Click here to test your cybersecurity awareness and win one of five \$100 VISA gift cards.	1.25
	Second module 500	Open to all students. Contest ends October 31, 2020.	Aware

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