**Canvas Student Guide** 

## **Overview and use case**

Follow the steps in this guide to access and collaborate within a Canvas and Office 365 collaboration in your UNC course.

**Prerequisite:** Use a desktop or laptop computer with a Canvas-compatible browser to access a collaboration. Collaborations will not work through the Canvas student app on your phones or iPads.

### Step One: Open the invitation

You will receive an email invitation to your UNCO Bearmail once your instructor creates the collaboration. Select Open to gain access.

**WARNING:** Notify your instructor if you have trouble accessing the collaboration through the emailed invite.

# Step Two: Verify your identity

Outlook will ask you to verify your identity (through your UNCO Bearmail on the Sharing Link Verification tab) to access the

TN Teacher's Name <teachers.name@unco.sdu To: Student's Name</teachers.name@unco.sdu 		← Reply ← Reply all 🧀 Forward 📑 📰 … Mon 10/14/2024 242 PP
Some content in this message has been blocked because the sender (and in your Safe sen blocked because the sender (and in your Safe sender (and	een lot.	Thurt senser) Show blocked conter
	Teacher's Name shared a file with you	
	A file has been shared with you.	
	Collaboration Title	
	The link only works for the direct recipients of the massings.	
	This email is generated through University of Northern Colorado's use of Microsoft 365 and may contain content that is controlled by University of Northern Colorado.	

collaboration. Enter your UNCO Bearmail address when prompted. Then, check your email for a verification code from Outlook. Enter the code into the Sharing Link Verification tab and select Verify.

Microsoft		Microsoft
Verify Your Identity	Hello,	Enter Verification Code
You've received a secure link to: Collaboration Title	For security purposes, you must enter the code below to verify your account to access <b>Collaboration Title.docx</b> The code will only work for 15 minutes and if you request a new code, this code will stop working.	You've received a secure link to: Collaboration Title
To open this secure link, we'll need you to enter the email that this item was shared to.	Account verification code: 123456	To open this link, enter the code we just emailed to studentname.beers@unco.odu. Send again
Enter email   Next  By cicking Next you show University of Northern coorded to use your email address in accordence with the printing Internet. University of Northern Coorded has net provided links to their terms for you to retime.	Having problems with the code? View the error and make sure that the email identifier is "yournumber." If it's not, look for an updated email or try requesting a new code.	123456 Verify Keep me signed in
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## **Step Three: View the collaboration**

You will see the same formatting and user options as in any other Office 365 application once you open the collaboration.

## Step Four: Collaborate with your peers

Follow your instructor's directions (provided in the Collaboration or course) to work with your peers. Your instructor will be able to see all contributions made by you and your peers.

