

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.

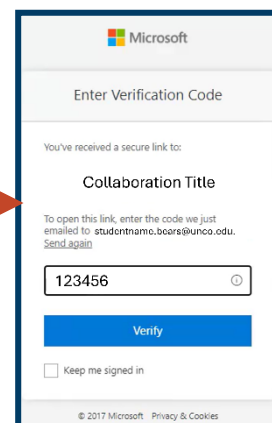
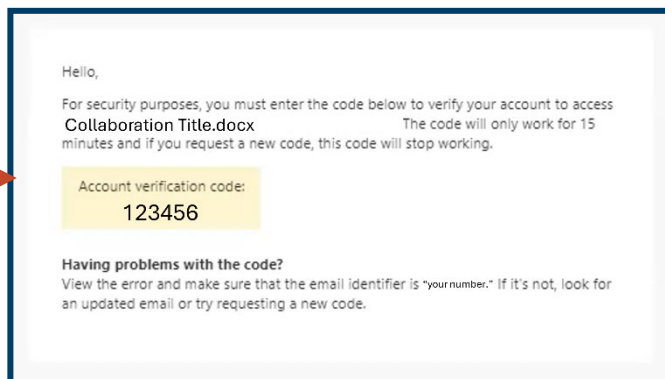
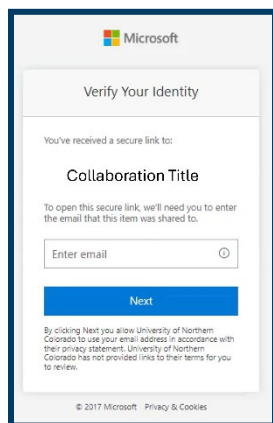
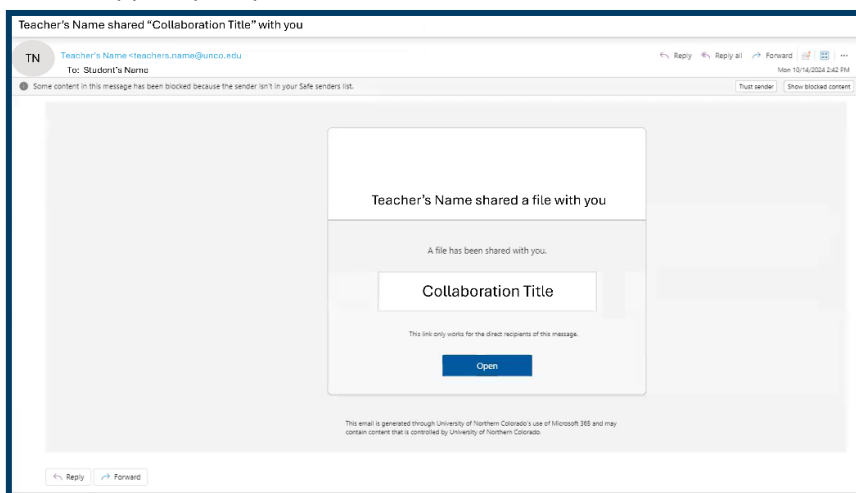
Step One: Open the invitation

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 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.



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.

