



Share Teams Meeting Link to Blackboard

You can share your Microsoft Teams meeting links to Blackboard to make it easier for your students to find them.

1. Open **Microsoft Teams**.
2. Click **Calendar** (Figure 1).

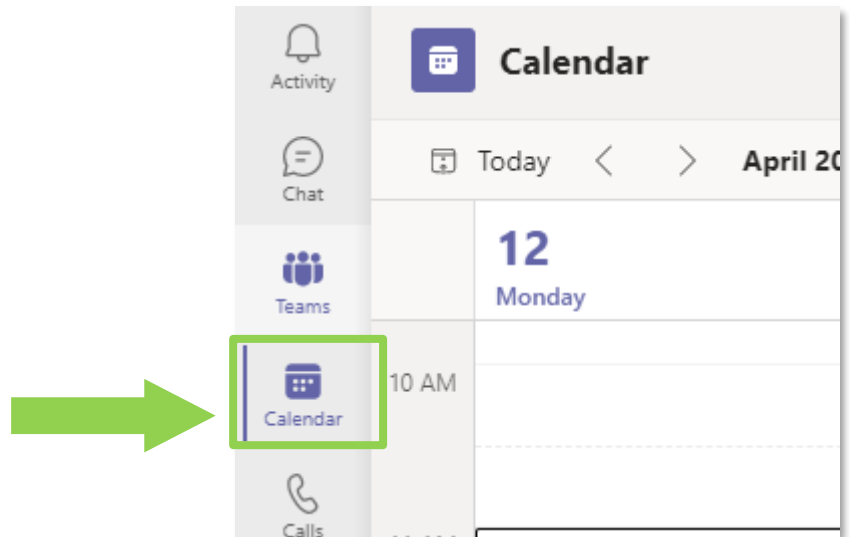
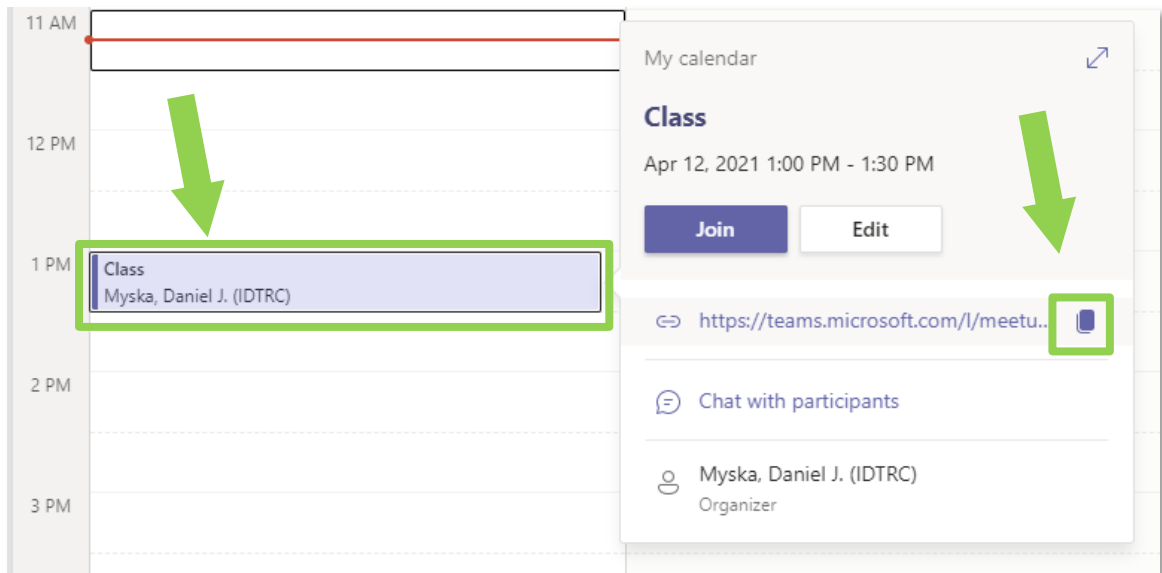


FIGURE 1

3. Select the meeting, then click the **Copy icon** next to the link (Figure 2). *Note: at least one person must be invited to the meeting to copy the meeting link.*





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4. On Blackboard, point to the plus (+) icon on the top left course menu and select **Web Link** (Figure 3).
5. **Enter a name** in the name box (e.g. Teams Class Meetings).
6. **Paste the link** you copied earlier in step 2 into the URL box.
7. Check **Available to Users** and click **Submit**.

Please make sure when adding a web link to the course menu that it is not the first item. If a website is the first item on the course menu, the website hijacks the course making it inaccessible to all users. If you do make the web link the first item, simply drag it underneath another menu item.

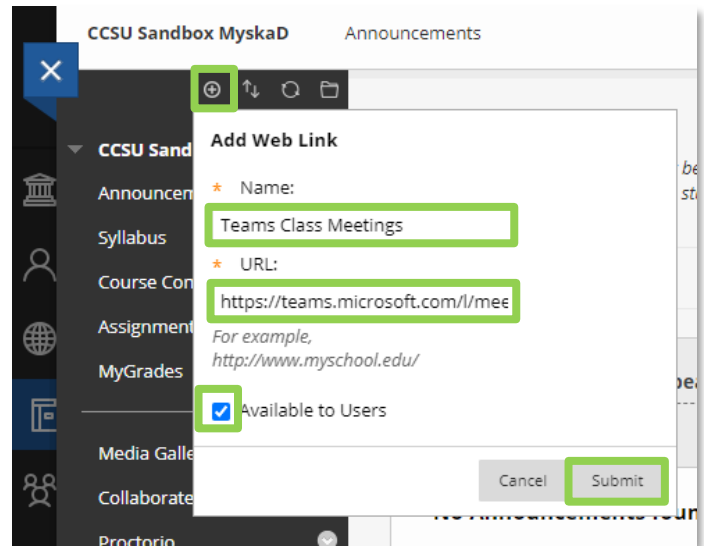


FIGURE 3