Copy the Link Recording:

1. Log in to [https://office.ccsu.edu](https://office.ccsu.edu) and click on the One Drive icon.
2. Click on the **Recordings** folder and click on the name of the recording you want to open/share.
3. Click **Copy link**.

Paste the link onto Blackboard:

4. Navigate to the content area on Blackboard which you would like to upload the recordings. If you need to create a content area for these recordings, you can do so by pointing your mouse to the plus icon (+) and selecting Content Area. Click here for more help on creating a content area.
5. From the content area, click **Build Content** and select **Web Link** (Figure 1).
6. Name your recording in the **Name** box (Figure 2).
7. Paste the URL you copied earlier by clicking the URL box, then pressing Ctrl + V.
8. Click **Submit**.