




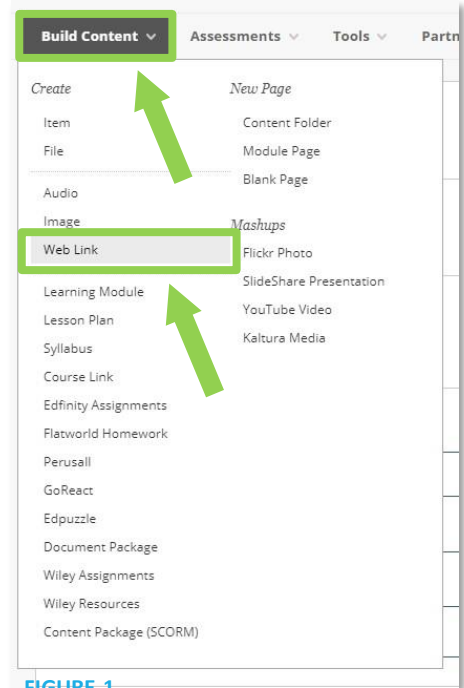
# Share Teams Recording to Blackboard

## Copy the Link Recording:

1. Log in to <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**.



Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

\* Indicates a required field.

**WEB LINK INFORMATION**

Name  
4/1 Class Recording

\* URL  
https://web.microsoftstream.com/video/3d76  
For Example: <https://www.myschool.edu>

This link is to a Tool Provider. [What's a Tool Provider?](#)

Click **Submit** to proceed.

Cancel Submit

FIGURE 2