



Share WebEx Meeting Link to Blackboard

There are multiple ways to share a WebEx meeting link to Blackboard. This document will teach you how to add a Web Link on the course menu, how to create an announcement with the link, and how to send an email with the link. Students will be able to click the link to access the meeting.

1. Log into <https://www.ccsu.webex.com/>.
2. Click on **Calendar** from the menu on the left (Figure 1).

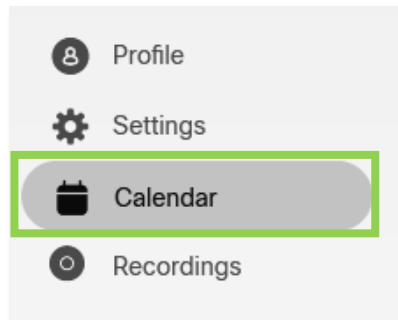


FIGURE 1

3. Click on a **scheduled meeting**.
4. Copy the URL by clicking on the **Copy URL button**  next to the meeting link (Figure 2).

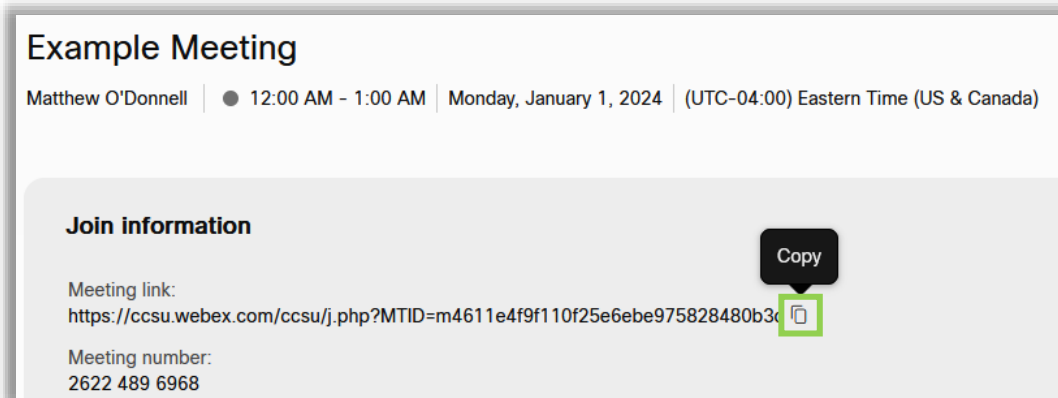



FIGURE 2



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Create a Web Link on the Course Menu

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

Note: Make sure that you do not make the Web Link the first link in your Blackboard Course Menu. This will cause the Web Link to automatically open, preventing you from accessing the rest of your course.

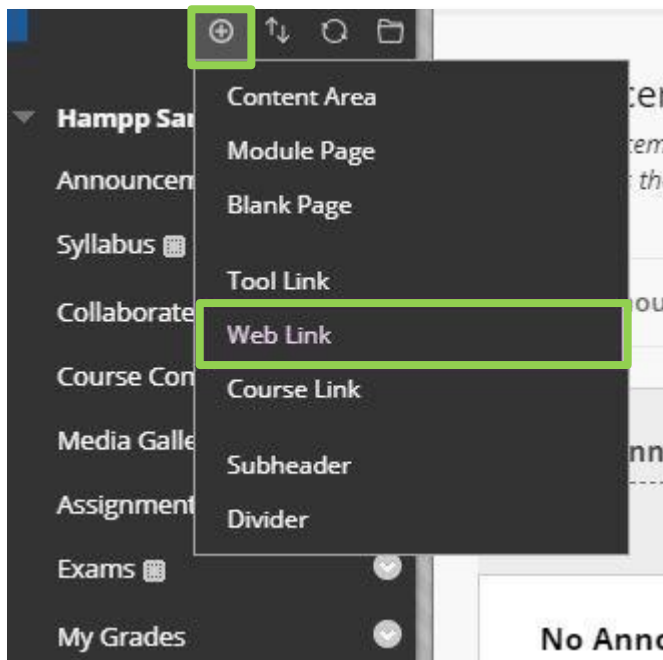


FIGURE 3

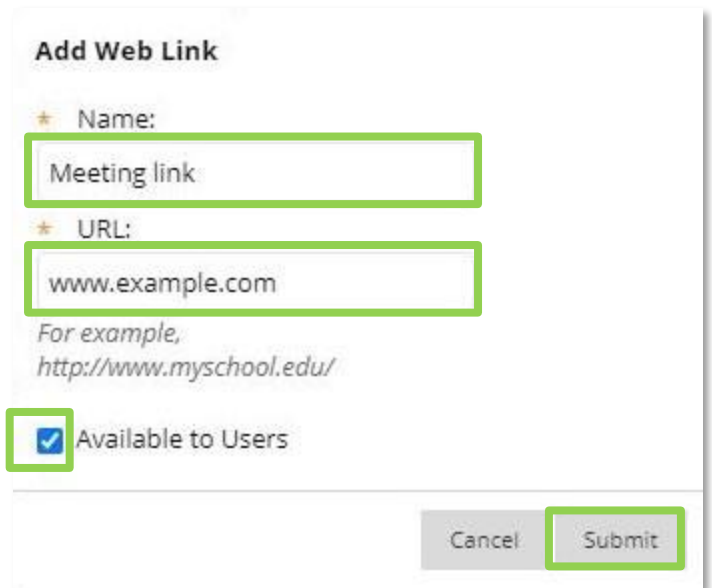


FIGURE 4

Create an Announcement

Note: You must already have an Announcements page to create an announcement. [Click here](#) to learn how to create one.

1. Navigate to your course's **Announcements** page.
2. Click on **Create Announcement** at the top of the page (Figure 5).

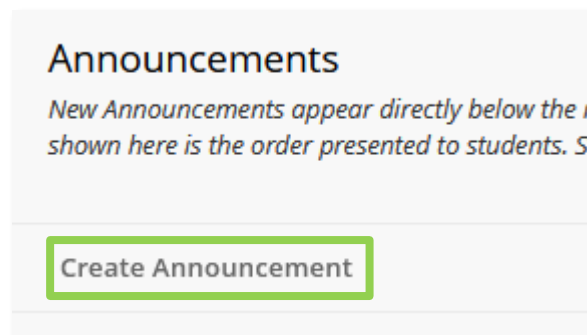


FIGURE 5



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3. Enter a **subject** and a **message**. To insert the link, press the **Ctrl and V** keys at the same time (Figure 6).
4. Click **Submit** once you're done. The announcement will be sent to the class via Blackboard and email.

ANNOUNCEMENT INFORMATION

* Subject WebEx Meeting Link Black

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U Paragraph Arial 10pt

Hello,
Here is the link for our WebEx meeting tomorrow: <https://ccsu.webex.com/ccsu/j.php?MTID=m2b83f086b3c8880aece175ce4d9968df>

FIGURE 6

Send through E-Mail

1. In your course, scroll down to the **Control Panel** on the Course Menu. Click on it to expand it, then click on **Course Tools**. Then, click on **Send Email** (Figure 7).
2. Click on **All Users**. Enter a **subject** and a **message** as shown in Figure 6. Paste the link to the meeting by pressing **Ctrl and V** at the same time.
3. Once you're done composing the email, click **Submit**. The email will be sent out to everyone in your course.

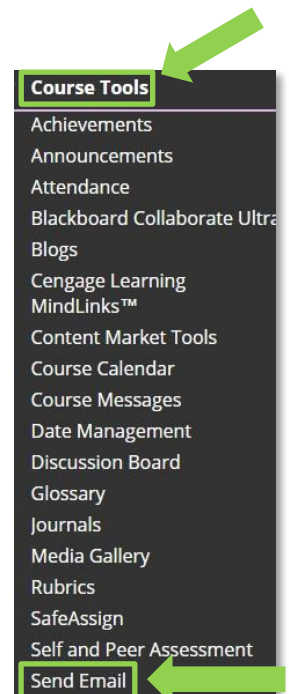


FIGURE 7