How to Share Microsoft Teams Meeting Link onto Blackboard

1. Click Calendar and click on the meeting. Then, click Edit on the pop up that appears.

2. Scroll down to select and copy the Click here to join the meeting link. You can then close the window.

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