How to Share Microsoft Teams Recording onto Blackboard

1. **Copy the URL** to the recording. You can access this link from your email as well.
2. **Navigate to the content area on Blackboard which you would like to upload the recordings to.** 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](#)
3. From the content area, click **Build Content** and select **Web Link** (Fig.1)

![Create Web Link](#)

4. Name your recording in the Name box (Fig.2)
5. **Paste the URL** you copied earlier in Step 1 into the URL box (Fig.2)
6. Click **Submit** (Fig.2)