Steps to Follow

*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 in Step 1 into the URL box (Figure 2).
8. Click Submit (Figure 2).

**Figure 2**
Share Teams Recording to Blackboard