How to Share WebEx Meetings Link onto Blackboard

1. Log onto CCSU’s WebEx Website
2. Click on Meetings on the left-hand side
3. Click on a scheduled meeting
4. **Copy** the URL by clicking on the Copy URL button next to Meeting Link (small square icon)

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

Please make sure when adding a web link to the course menu that it is not the first item. If a website is the first item on the course menu, the website hijacks the course making it inaccessible to all users. If you do make the web link the first item, simply drag it underneath another menu item.