Share a Teams Meeting Recording from OneDrive

Navigate to the [Office 365 Portal](https://.office365.com)

Log in with your ID in the format of `ename@colostate.edu`

Select the OneDrive app (blue cloud icon) from the list of apps on the left side navigation menu.
Once in OneDrive, find and click on the “Recordings” folder

Select the video you want to share and click “Share” from the top menu bar

**Sharing:**

1. All invited participants automatically receive a link to the recording in their Chat history within Microsoft Teams.
2. To share with _just your class(es)_ , click the “Share” button on the top menu bar, then type your course name as it appears in Canvas: Semester-DEPT-CourseNum-SectionNum (e.g., 2021SM-AA-100-401). Autocomplete will help you but you must start typing the semester, and so forth.
   
   1. Tip: you may also highlight and copy the course name from Canvas, and paste it into the text box
   2. If you have a cross-listed course, type your course name (2020SP-FIN-100). A special grouping of all sections with the same instructor will be shown, appearing as Semester-DEPT-CourseNum-(Instructor eName)-ALL SECTIONS. Choosing this entry will share the video with all cross-listed sections in a single action.
   3. Note: use step 2 only if all sections that you are the instructor in are cross listed together into a single course. If all the sections are not cross listed into a single course, you will have to select each section individually.
   4. If the courses are Aries Cross-listed courses, each section will have to be added to OneDrive individually.
   5. **Note: the above special groupings are kept up to date as registration changes; if you created your own team for your class, do not choose that one for sharing or late-adds will not be able to participate.**

Click “Send” once you have typed the name of the individual, course group or distribution list you wish to share with. Alternatively, if you would like to just copy/paste a link to the recording, click the “Copy Link” button on the bottom left of the Share window.