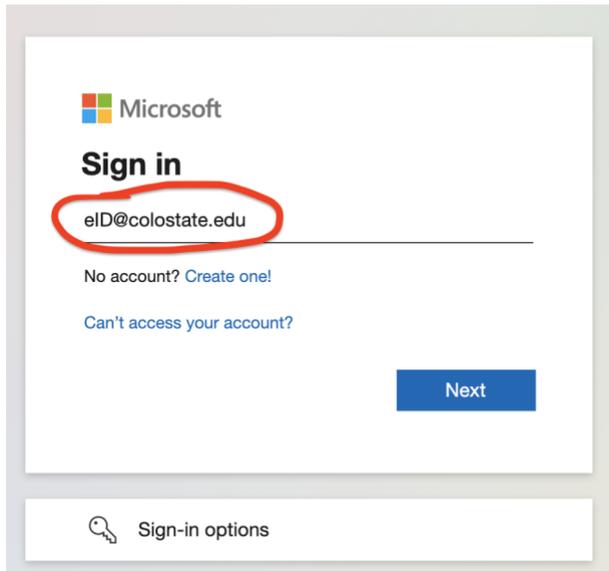


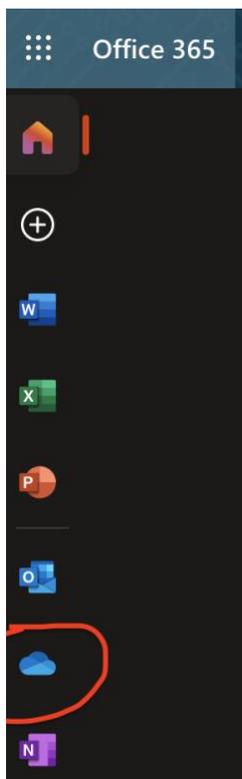
Share a Teams Meeting Recording from OneDrive

Navigate to the [Office 365 Portal](#)

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

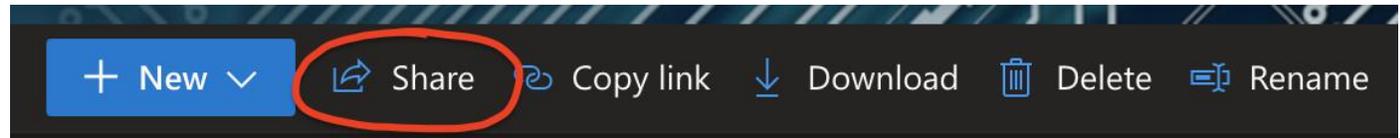


Once in OneDrive, find and click on the “Recordings” folder



My files > Recordings

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.

