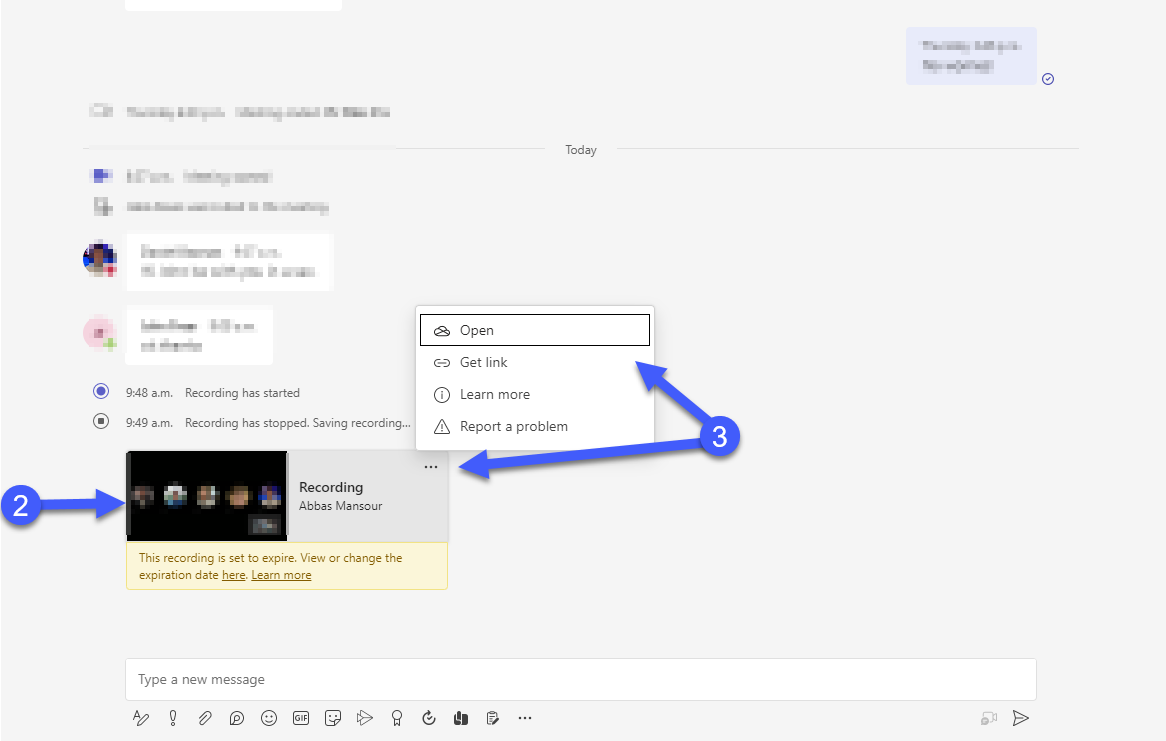
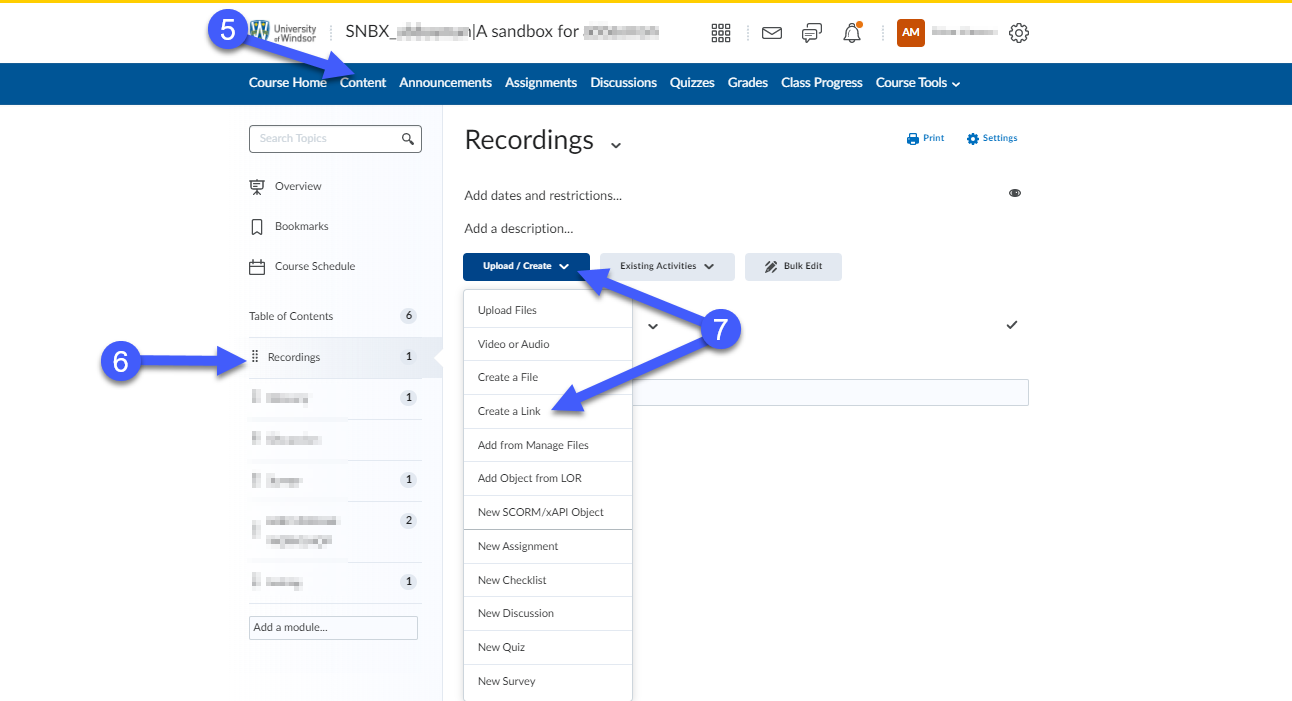
# How to copy a link from a Teams recording and add to the Content area in Brightspace

1. Navigate to your **Microsoft Teams** application and select the course lecture you have recorded.
2. Once the recording has finished, this will show under the course chat in Microsoft teams.
3. Click on the three dots in the top right corner of the recording icon and click **Get Link** and click **Copy**.  
   
4. Log into <https://brightspace.uwindsor.ca/> and go to your selected course.
5. On the navigation bar within the course, click **Content.**
6. If you have not already done so, [create a **Module**](https://community.d2l.com/brightspace/kb/articles/3364-add-and-organize-learning-materials-in-the-classic-content-experience) where the recordings will be placed in a section for the student’s view.
7. Click on the **Upload/Create** button within the module and click **Create a Link** in the drop-down menu.  
   
8. Give the recording a title to distinguish between different recordings and paste the link that you copied from Microsoft Teams (in step 3 above) into the URL box.
9. Click **Create**. The link will now be visible within the module for you and your students to see.  
   Arrow 8 points to the title and URL field boxes.  Arrow 9 points to the 
   Create button.