Sharing a Teams Recording in DC Connect
Faculty Resource
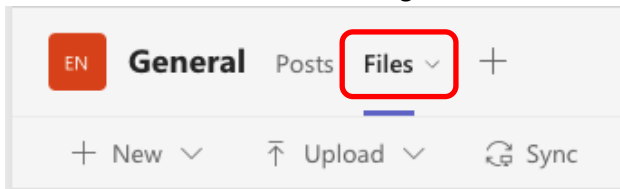
This document will show you how to share Teams recordings in DC Connect.

Option 1 – Share a link to the Recordings folder (easiest option)

This option involves posting a link to the Recordings folder, rather than posting a link to each individual recording.

Step 1 - Get a shareable link to the folder:

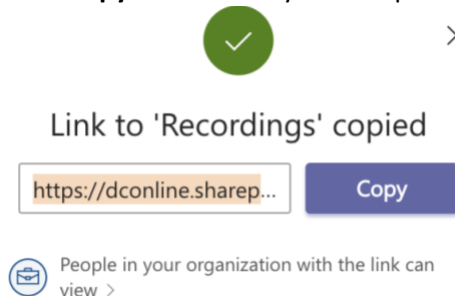Go to the Team that the recording was created in and click on the **Files** tab.

Locate the Recordings folder and click on the **Show actions** menu (3-dots).
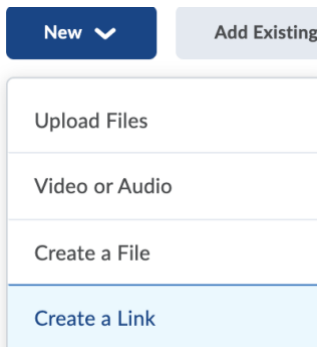Then select **Copy link.**

Select **Copy** to save it to your computers clipboard so it can be pasted into DC Connect.
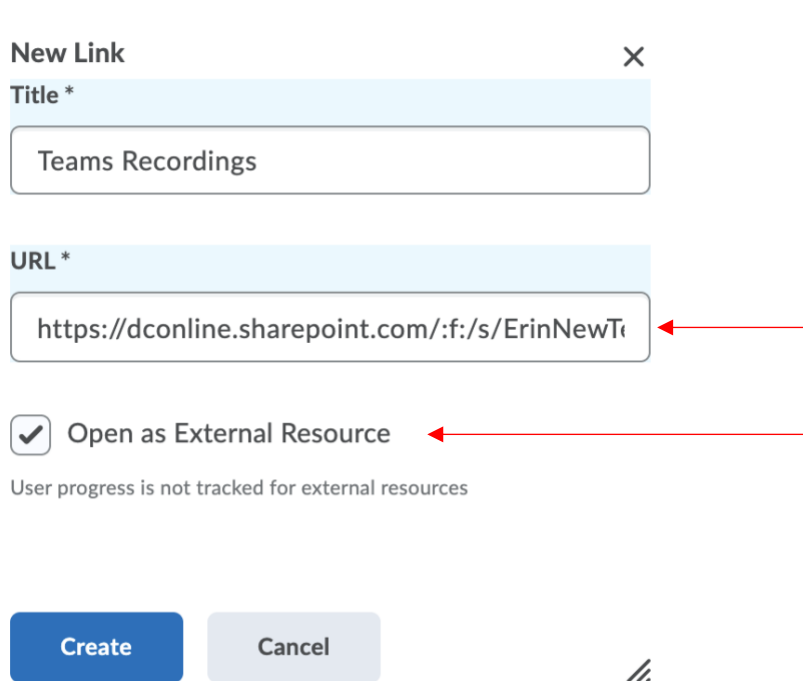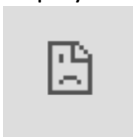
Step 2 – Share in DC Connect:

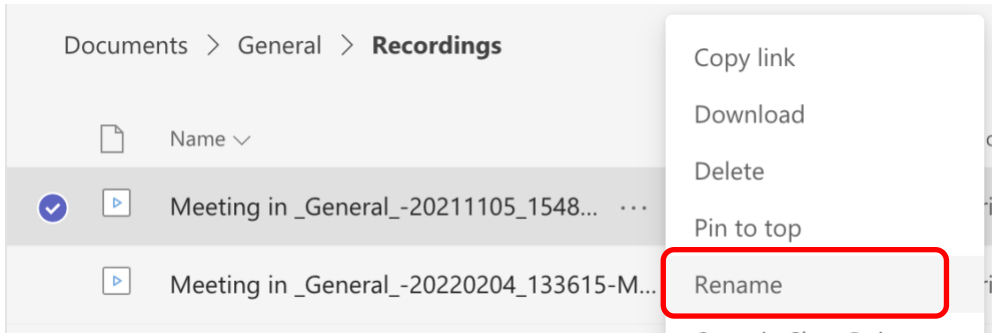In the Content area of DC Connect select **New** > **Create a Link**.

Enter a **Title,** then paste the link you copied in Step 1 by pressing Ctrl + V (Cmd + V for Mac) or right-click and paste, into the **URL** field. Ensure **Open as External Resource** is selected.

Note: If **Open as External Resource** is not selected, the link will not work, and an error will be displayed.

Tip: If your Teams recordings have the default name of "Meeting in _General…", consider renaming them in Teams to keep the Recordings folder organized for your students.
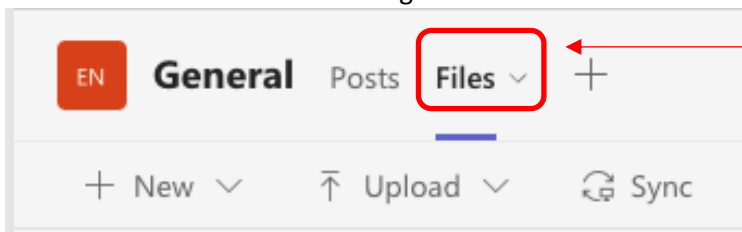

Option 2 - Share links to individual recordings (modification required)

Links to individual Teams recordings can be shared in DC Connect *IF* the share link is modified as demonstrated in the steps below.
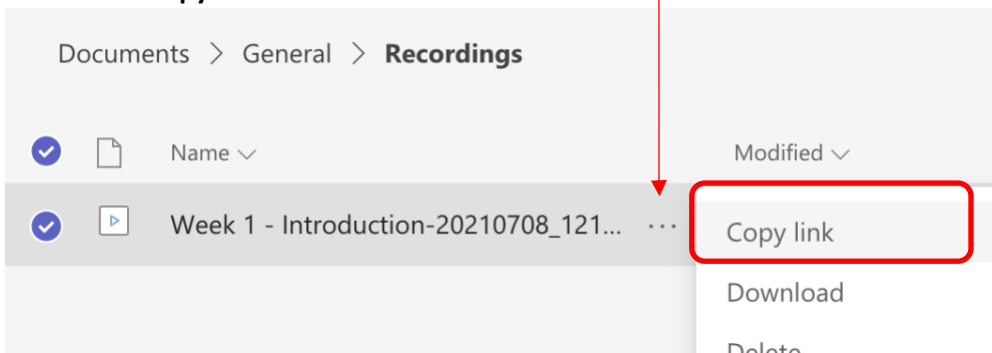
Step 1 - Get a Shareable Link to the recording:

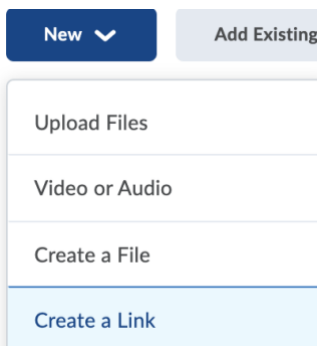Go to the Team that the recording was created in and click on the **Files** tab.

Within the Recordings folder, locate the recording to be shared and click on the **Show actions** menu (3-dots).
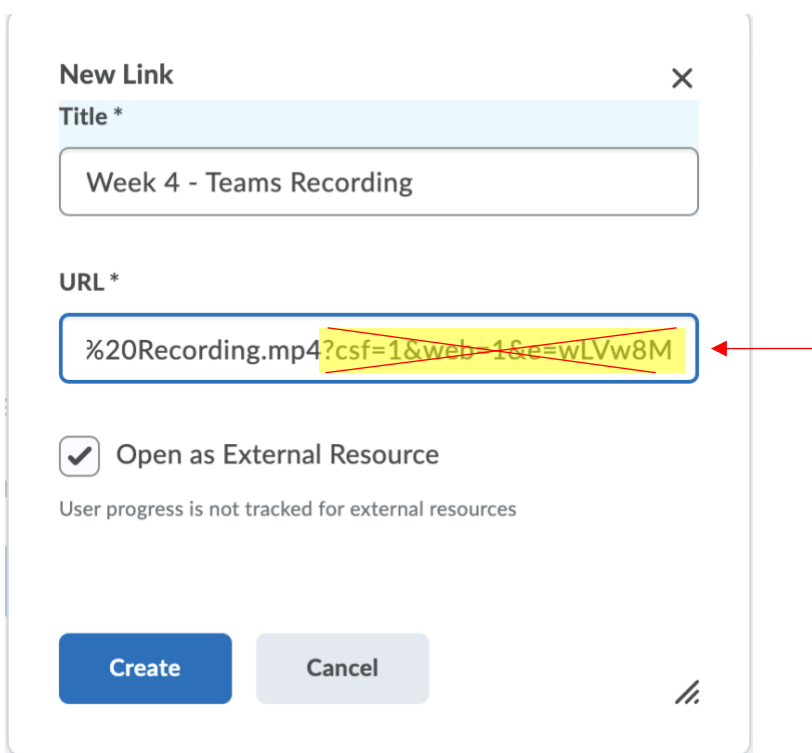Then select **Copy link.**

Step 2 – Share in DC Connect:

In the Content area of DC Connect select **New** > **Create a Link**.

Enter a **Title,** then paste the link you copied in Step 1 by pressing Ctrl + V (Cmd + V for Mac) or right-click and paste, into the **URL** field. ==The link MUST be modified to work properly in DC Connect. Go to the end of the URL and remove all characters after .mp4.==

The recording link should now work properly in DC Connect.
Note: As updates to MS Teams and DC Connect occur, this method may need to be modified.