Sharing a Video Link Using OneDrive for Business

**Log in to OneDrive**

Navigate to [http://my.utsa.edu](http://my.utsa.edu) and click the OneDrive for Business link under Faculty/Staff Resources.

Sign In with your myUTSA username and passphrase.

Click the “Sign In” button.

**Upload a Video**

Select the “Upload” button from the menu bar.

Browse for your video and click “Open”.

**Share a Video**

Select your video from the list.

Click the “Share” button.

Select “Get a link” from left a panel.

Click “CREATE LINK” under View Only.

The link generated can be shared via email or saved as a Web Link in Blackboard Learn.

Copy the link and distribute as needed.

Click “Close” when finished.