

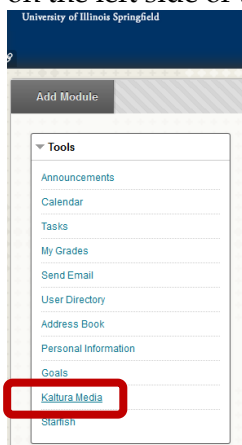
Uploading Lync Recordings to Kaltura

Lync recordings are typically too large/cumbersome to email as attachments or post on websites for sharing with others. The simplest solution is to upload the recordings to Kaltura and share the link.

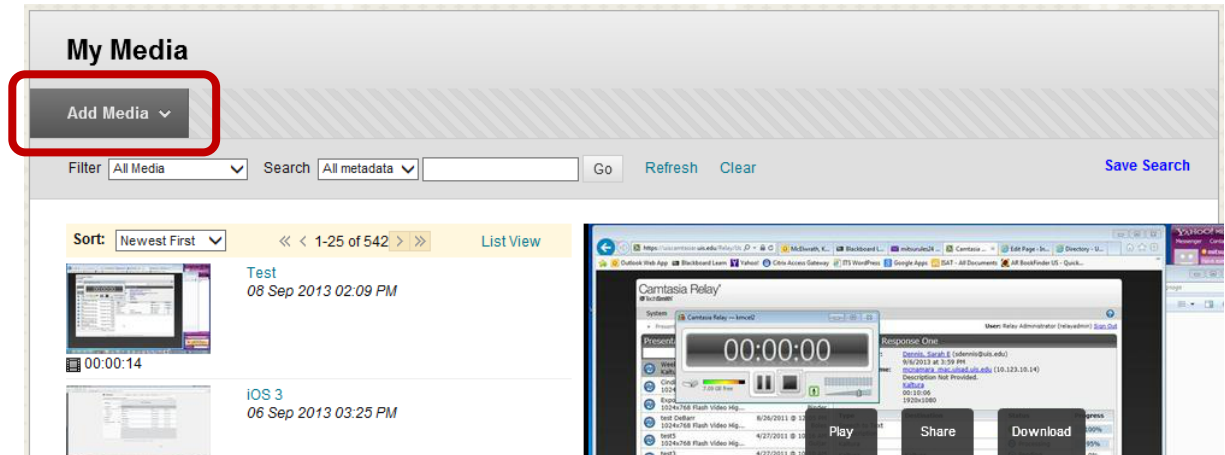
Uploading Lync Recordings

Lync recordings are stored, by default, in C:\Users\NetID\Videos\Lync Recordings.

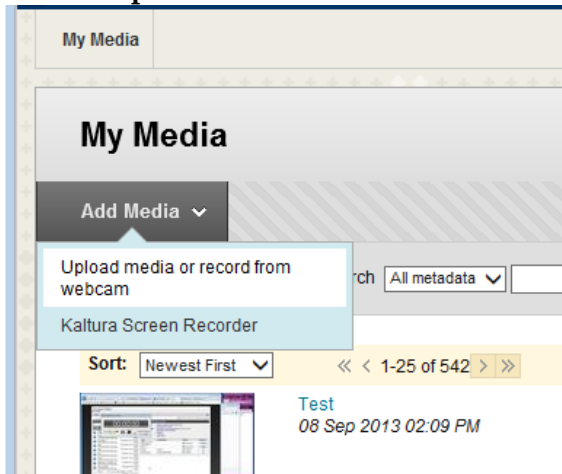
1. Log into Blackboard (<http://bb.uis.edu>), select **Kaltura Media** from the **Tools** menu on the left side of the page.



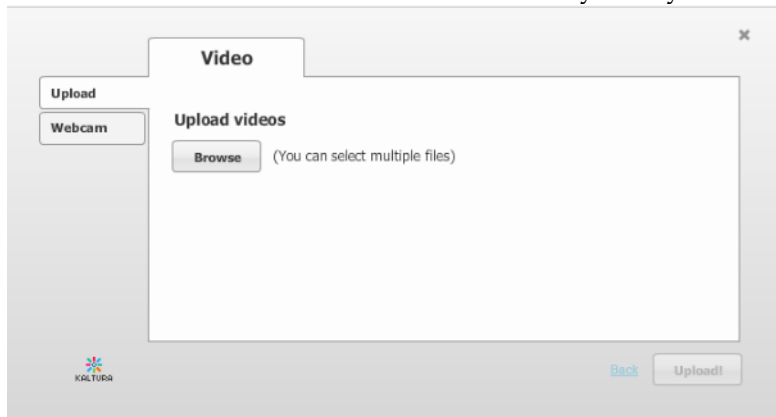
2. Click the **Add Media** button.



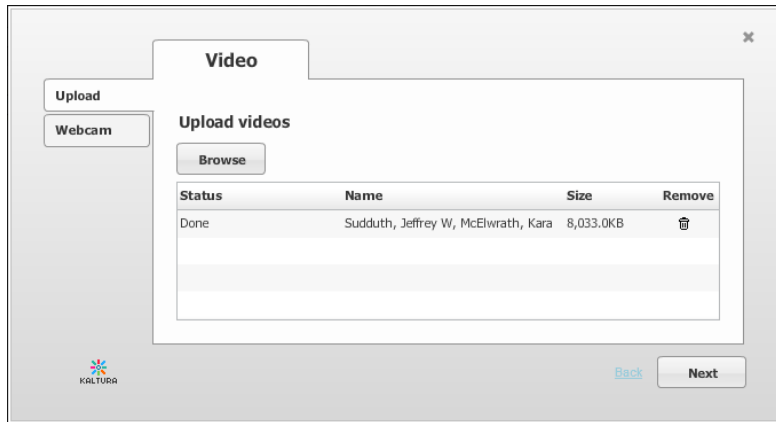
3. Choose **Upload media or Record from webcam.**



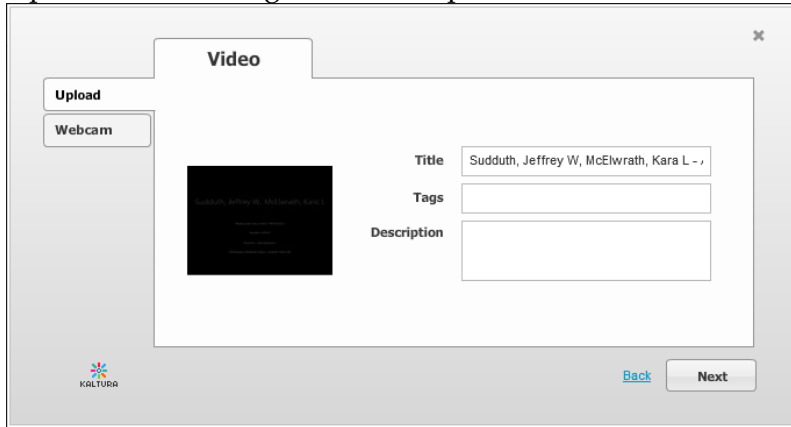
4. Click **Browse**, and browse to the location of your Lync recording. Then click **Upload**.



5. Click **Next**.



6. Update the Title, Tags, and Description, as desired. Click **Next**.



7. Your recording will now show up in your media gallery, on the left side of the screen. To **get the link** to your video, select your recording and click the **Share** button on the preview that shows up on the right side of the screen.



8. Copy the link for email or IM, or the link to paste onto your website.

