How to: Share a Recording in Tegrity

1. From your Tegrity course, select the checkbox to the right of the recording to share

![Recordings](image1)

2. Click the Recording Tasks button and select “Share Recording” from the menu

![Recordings](image2)

3. Copy the URL to send to viewers. This URL can be accessed from inside or outside of the university without authentication.

4. Copy the embed code to insert video in a web page or Blackboard.

5. To restrict viewer access to authenticated accounts, check the button “Do not allow anonymous users to view the recording”