

## How to Create a Sharable Link for Recordings

Create a shareable link so anyone in the organization (inova.org) can access a recording stored in Microsoft OneDrive or SharePoint.

### 1. Locate Your Recording

- Go to OneDrive or SharePoint
- Find your recording file

### 2. Click the Share Button

- Right-click the file to access the file menu

### 3. Update the Link Settings

- In the Share window, click Link settings
  - *Gear button* 
- Under “The link works for” select: ☒ People in inova.org

### 4. Choose Permissions

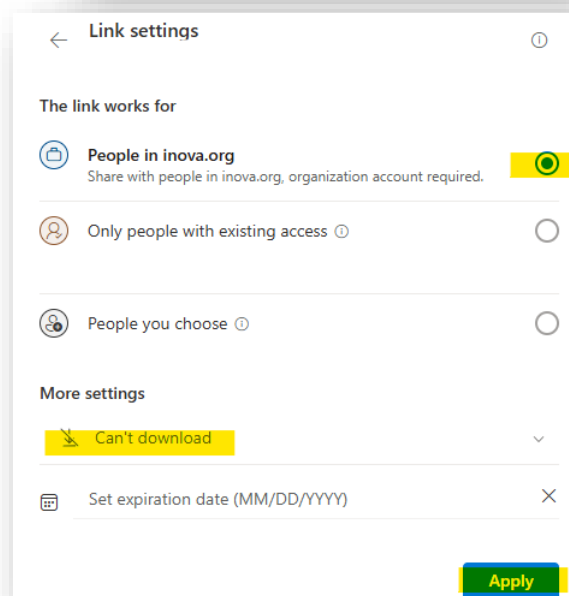
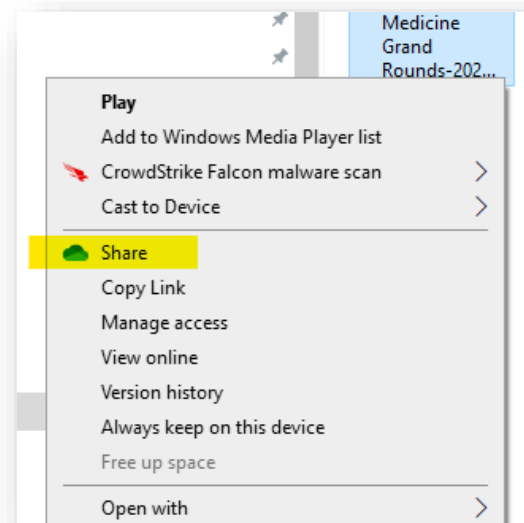
- Select:
  - Can’t download (*recommended for recordings*)

### 5. Apply and Copy the Link

- Click **Apply**
- Click **Copy link** 

### 6. Share the Link on the Inova CME Portal

- Edit the corresponding CME session
- Add link in session body
- **This allows** anyone in the organization **to access the recording**



### ⚠ Common Mistakes

- ✗ Not selecting “**People in inova.org**” → users cannot access
- ✗ Forgetting to click **Apply** → settings won’t save
- ✗ Sharing the file instead of the link