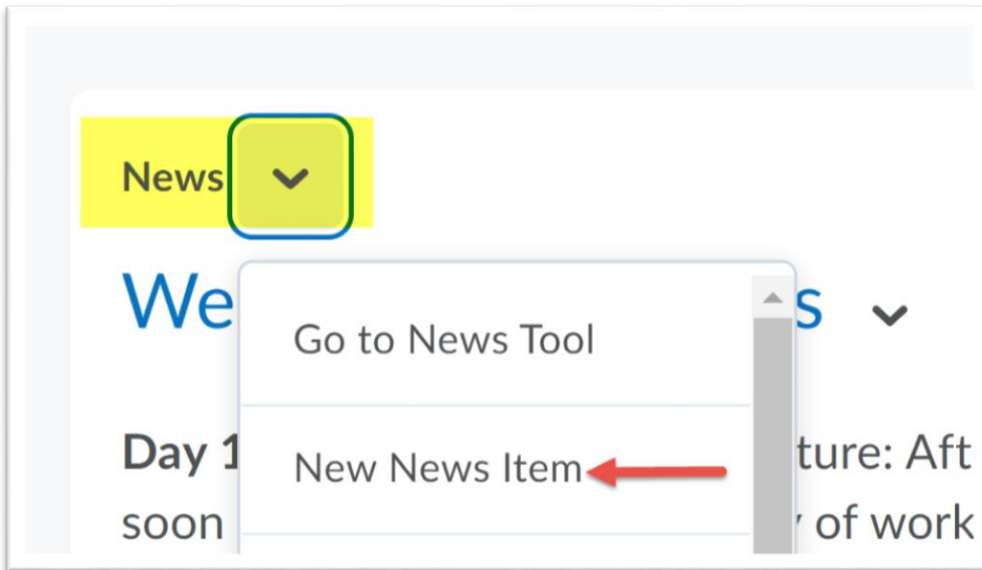


How to post links of Zoom recordings in D2L News

1. Locate the News on your D2L course homepage and click on New News Item



2. Create a New Item and paste the link of your Zoom recording in the content area
(To obtain the link of a zoom recording, you may view [Locating Your Zoom Recordings pdf](#) handout)

A screenshot of the 'New Item' form. The 'General' tab is selected. The 'Headline' field contains 'Zoom lecture (March 23)'. The 'Content' field contains the text 'Dear class, It was great to see all of you in Zoom today! Use this link [paste the link of your Zoom recording] to view the recording of our Zoom lecture. Have a great week!'. The 'Publish' button is highlighted in blue. A red arrow points to the 'Publish' button. The form also includes a rich text editor toolbar with options for Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, and Font Family.