

Putting Your Office Mix in Sakai

After uploading your Office Mix presentation to the “cloud” at mix.office.com, you are ready to share it with students.

In Sakai, in the Lessons area of your course site, you can **create a link** to your video OR you can **embed the video** so it displays on a small screen within Sakai.

- **IMPORTANT:** You can embed the mix only if you set its “permissions” to **Unlisted** or **Public**. If the mix’s permissions are set to **Limited** (student login required), you must link to it instead.

At mix.office.com, get the link or embed code:

1. Go to **mix.office.com** and sign in.
 - Choose option to “Sign in with a work or school account” and sign in the same way you access Outlook Email on the web.
 - Your sign-in name is your email address + numbers. (Ex: mcphaulk1411@durhamtech.edu)
2. Click **My Mixes** along the top. A list of all of your uploaded mixes appears.
3. For any mix, click **Details**.
4. A small-ish version of your mix displays, and right under it is a link to your mix. You can copy this link to put in Sakai.
5. On the lower left, click **Embed** to see an embed code that you can copy and put in Sakai.
 - Embed codes are available only if permissions are set to Unlisted or Public.

In Sakai, put a link to your mix in Lessons:

1. In your Sakai site, in Lessons, click **Add Content**, then click **Add Content Links**
2. In the **Item Name** box, enter a human-friendly title for the link (Ex: *Lecture 1 Presentation*)
3. In the box labeled “**Or add a URL**” paste the link copied from mix.office.com
4. Click **Save**

Or embed your mix in Lessons:

1. In your Sakai site, in Lessons, click **Add Content**, then click **Embed content on page**
2. In the box labeled “**Or add a URL or embed code**” paste the embed code copied from mix.office.com
3. Click **Save**, scroll down, click **Save** again