Import from OneDrive to your Content Hubs

Content updated: 11/28/2026

This article is designated for all users.

About

The **OneDrive** import feature brings videos and other media from your OneDrive account into your Content Hubs site, so you can use them in My Media.

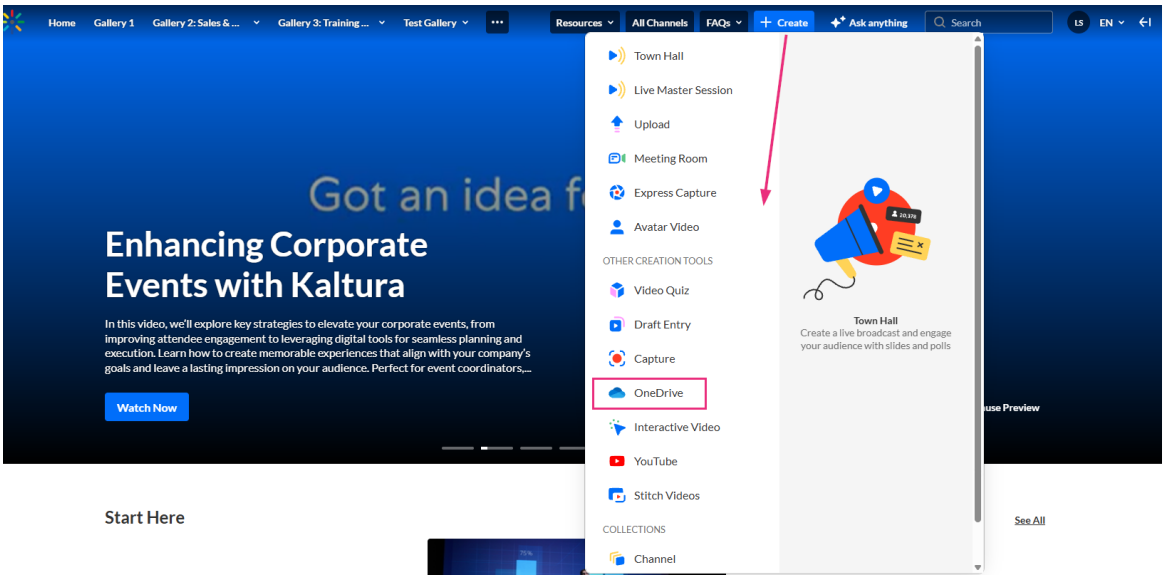
This feature requires the following to be enabled:

- OneDrive module
- a registered app in Microsoft Azure

Import content from OneDrive

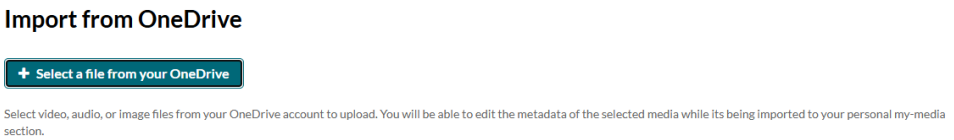
Captions and transcripts aren't imported with your OneDrive files.

1. Select **OneDrive** from the **+ Create** drop-down menu.

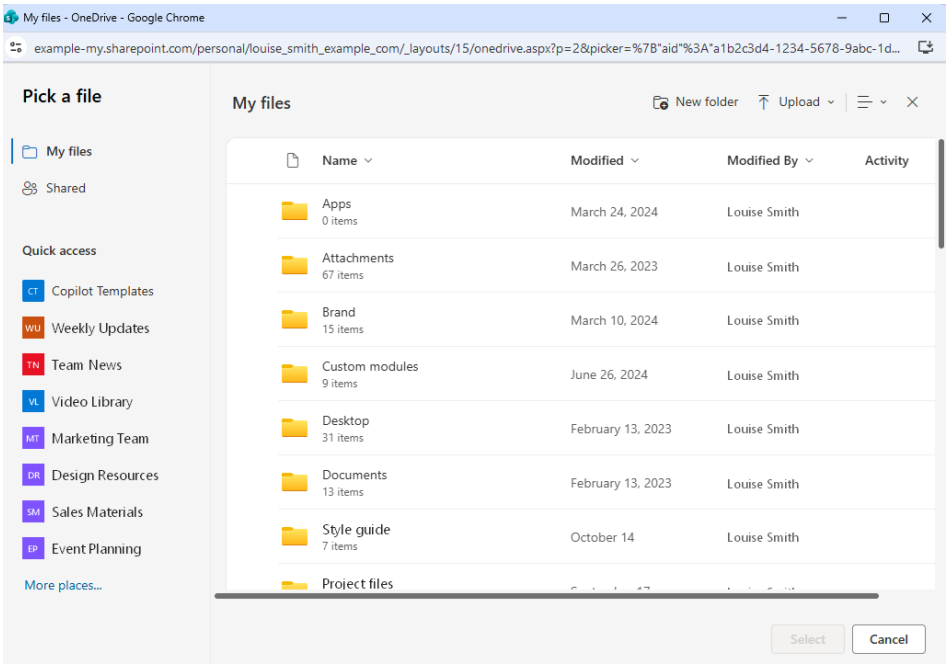


The **Import from OneDrive** page opens.

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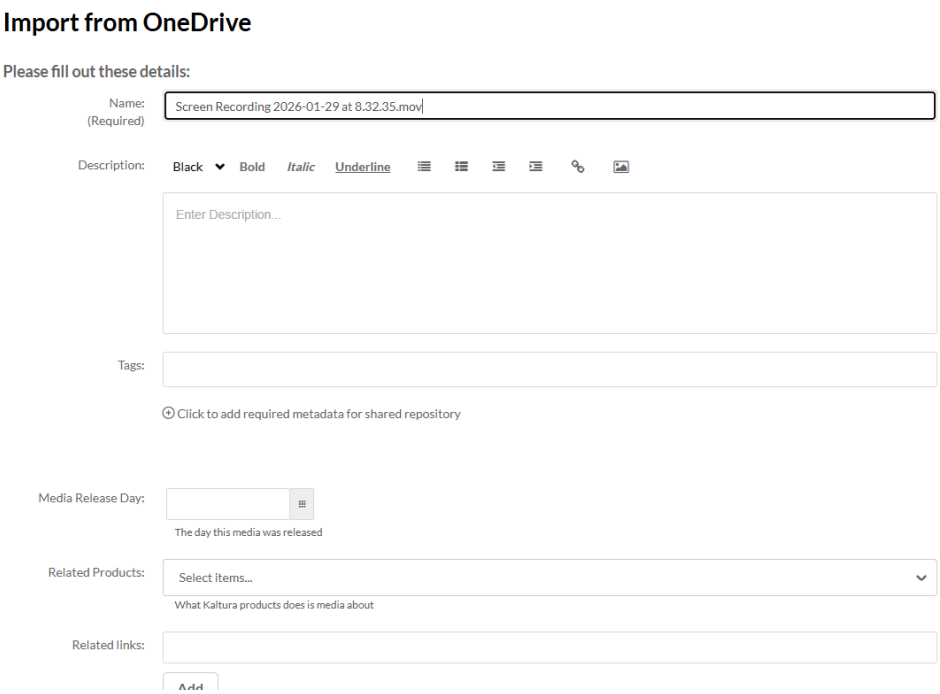


2. Select **Select a file from your OneDrive**.
   The OneDrive file picker opens.



3. Select the file you want to import.
   After the import preparation is complete, the upload begins. You can edit the media details during the upload or leave the page. The upload continues in the background.

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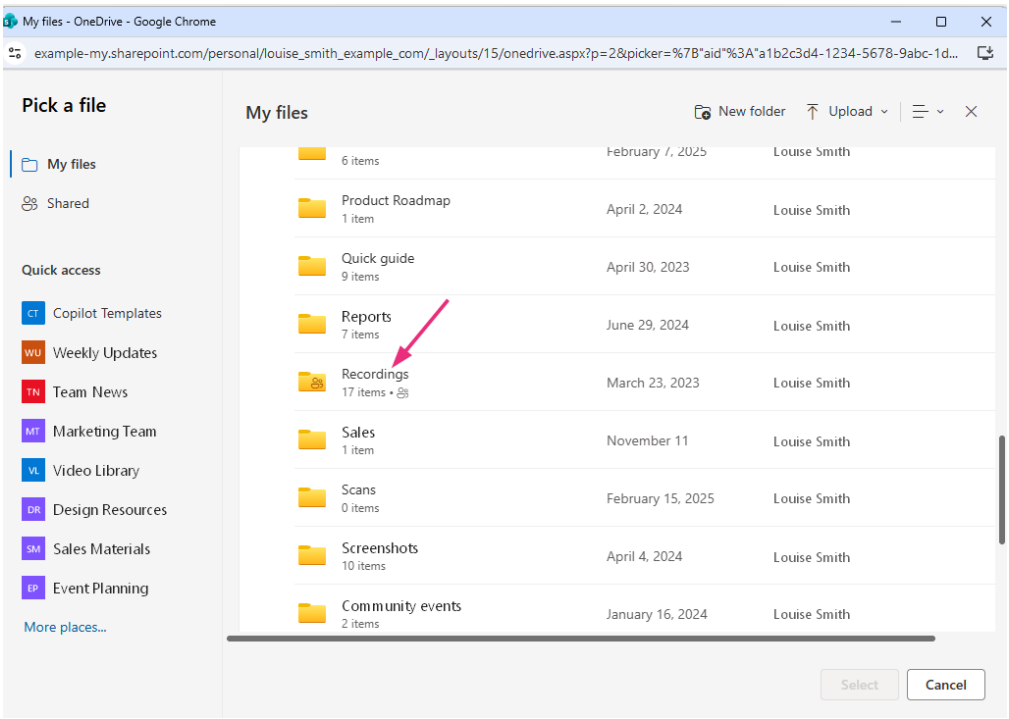


After the import finishes, the media is available on its media page and in My Media.

Import a Teams meeting recording

For non-channel Microsoft Teams meetings, Teams saves recordings in the **Recordings** folder in the OneDrive account of the user who started the recording.

1. Go to the **Recordings** folder in OneDrive.



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2. Import the recording file using the steps in Import content from OneDrive.

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