Technology Services Department
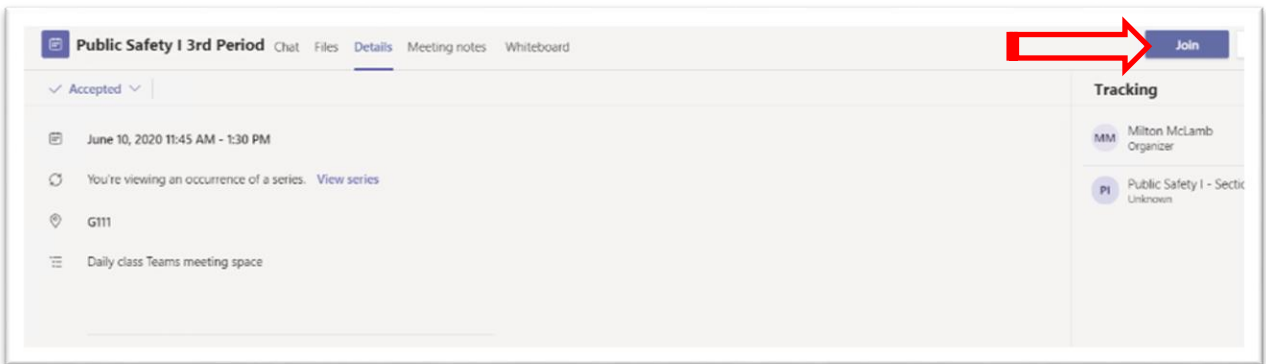721 Brewer Drive
Monroe, NC 28112
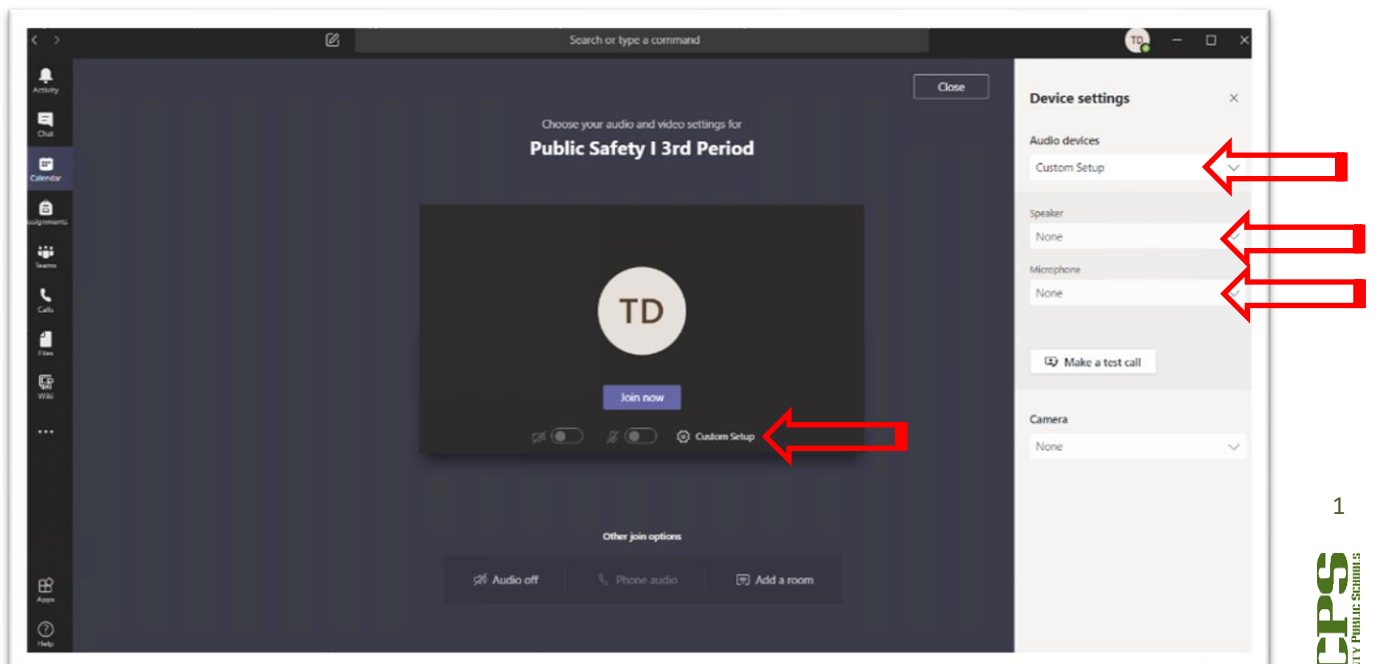(704) 296-3143

RECORD CONTENT IN TEAMS

Created By: Technology Services

This document provides a walkthrough on how to record a meeting or shared screen in Teams. Afterwards you may copy the link to Stream or grab the embed code to paste into Canvas or other web platform.

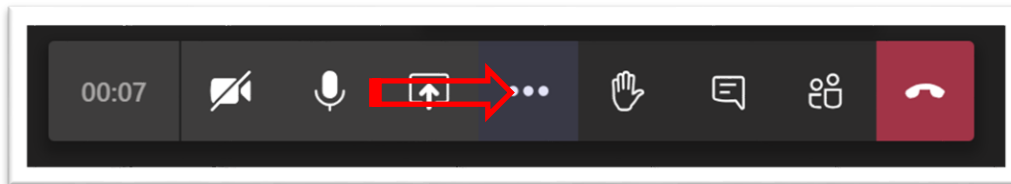1. **Join** the meeting you have prepared.

2. Before Joining, in the pre team meeting space, select to display either Video or Audio just beneath the blue Join Now button. Click Custom Setup if unique A/V equipment is present on your computer.
   - If external Microphone or Camera is present customize setup.
     i. Modify **Speaker**
     ii. Modify **Microphone**
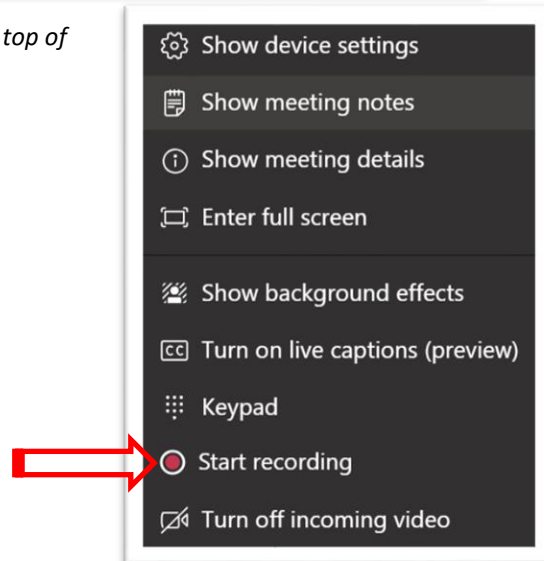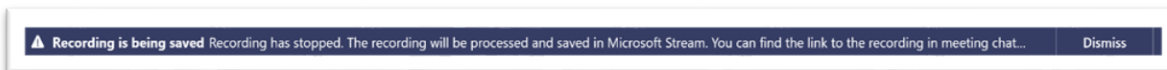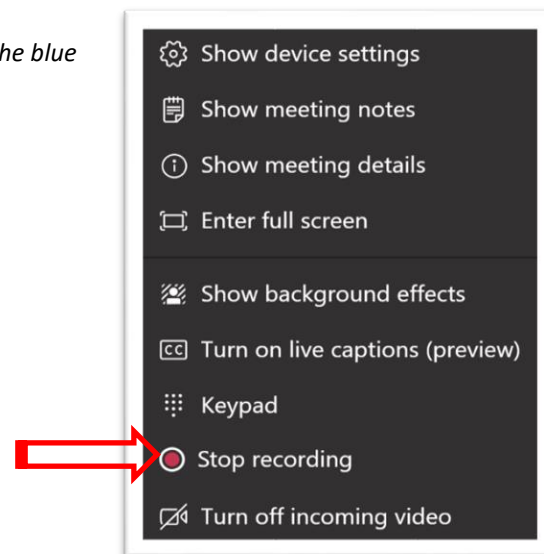
3. Once the meeting has started any mouse movement will display the toolbar. Click the ellipsis ••• menu.

4. Click **Start Recording. (***Notice the blue banner at the top of the window.***)**

    ⚙ Show device settings
    📋 Show meeting notes
    ⓘ Show meeting details
    ⬜ Enter full screen

    🎞 Show background effects
    CC Turn on live captions (preview)
    ⠿ Keypad
    ⦿ Start recording
    📷 Turn off incoming video

⚠ **You're recording** You are recording this meeting. Be sure to let everyone know that they are being recorded. Privacy policy   **Dismiss**

5. When the class ends select **Stop recording. (***Notice the blue banner at the top of the window.***)**

    ⚙ Show device settings
    📋 Show meeting notes
    ⓘ Show meeting details
    ⬜ Enter full screen

    🎞 Show background effects
    CC Turn on live captions (preview)
    ⠿ Keypad
    ⦿ Stop recording
    📷 Turn off incoming video

⚠ **Recording is being saved** Recording has stopped. The recording will be processed and saved in Microsoft Stream. You can find the link to the recording in meeting chat...   **Dismiss**

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6. Go to **Team Chat**. Locate the Team chat for the meeting that just transpired.

7. The recording of the meeting can be seen in the Team Chat.

8. After the meeting concludes this message will show:
   - **Recording has stopped. Saving recording to Microsoft Stream**.
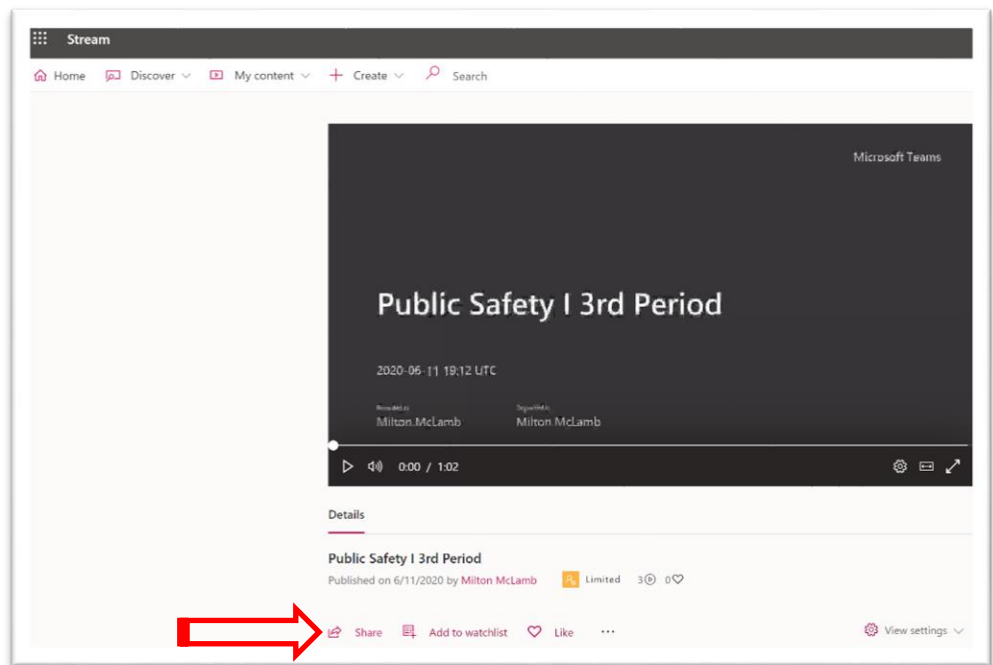   - i. Check back in later as the saving process can take some time.
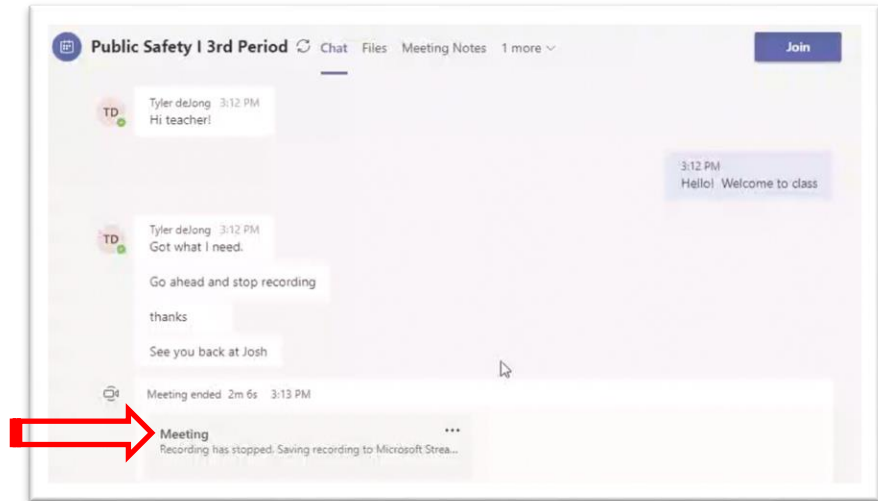
   - Eventually the recording will be available. It will show **"Recorded by: "**
   - Proceed once this is true.

9. Click the ellipsis **...** to the side of the video

10. Select **Open in Microsoft Stream**
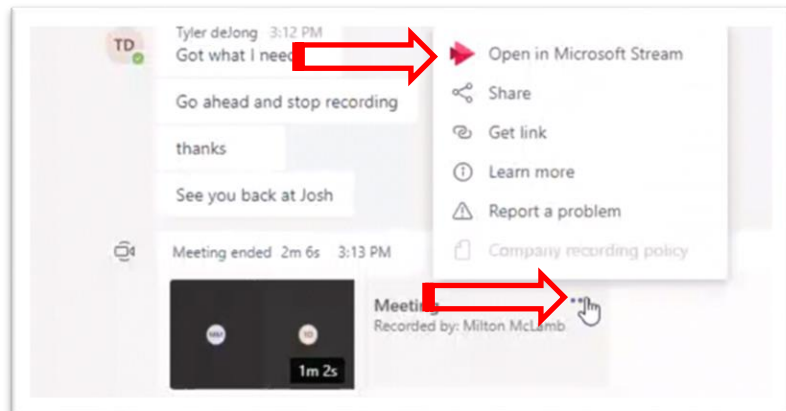
11. On the Microsoft Stream website, Click the **Share** link.

12. Click the **Share** or **Embed** tab
13. Click **Copy**

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