



Recording and Sharing Teams Meetings

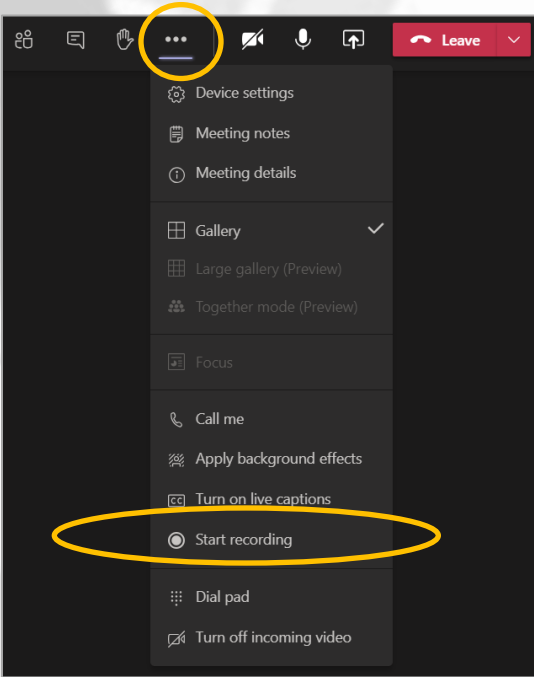
Teams meetings can be recorded and shared. It is easy to use and makes sharing a meeting with someone who couldn't be there simple.

- 🌐 All types of meetings can be recorded and shared with Microsoft Teams:
 - 🌐 Audio only meetings
 - 🌐 Screen share meetings
 - 🌐 Video/webcam meetings

Start Recording

Once you start your Teams Meeting you will see the meeting toolbar either at the top of your Teams window or when you hover your mouse at the bottom of the meeting window

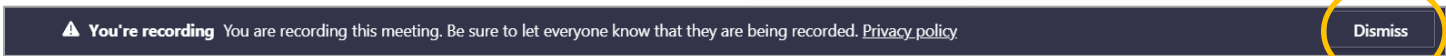
1. Click the button with the ellipses to see additional meeting options



2. Select **Start Recording**



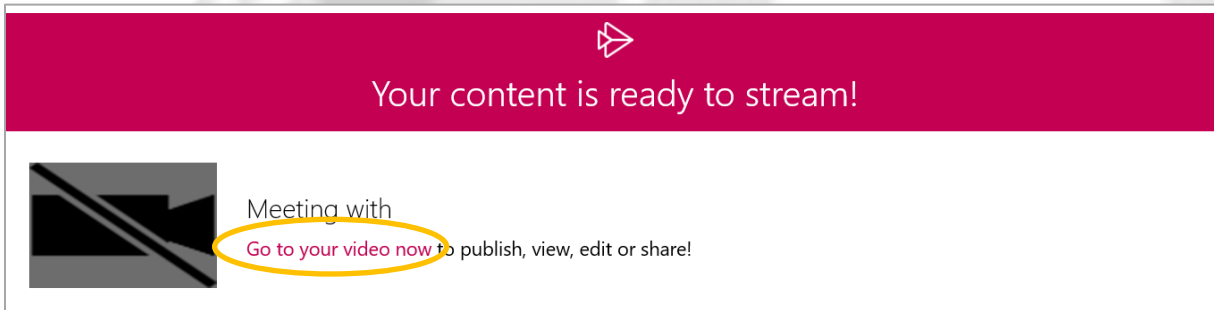
3. You will see a prompt letting you know you are recording and reminding you to let others in your meeting know that you are recording



4. Once you have let everyone know you are recording, you can dismiss the reminder
5. When you are done with your meeting, click the **Leave** button



6. It may take some time for the recording to become available, depending on the length of your meeting
7. When the recording is ready, you will receive an email from Microsoft Stream



8. Click the **Go to your video now** link to view, edit and share your video!