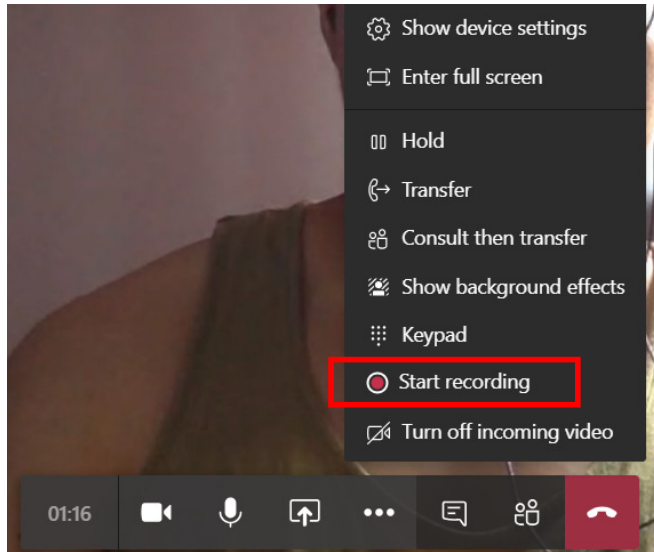


How to make recording in Microsoft Team Meeting

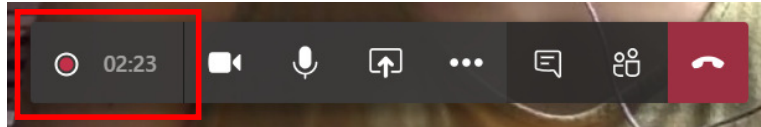
Documented by Dave 24 Apr2020

After joining a meeting

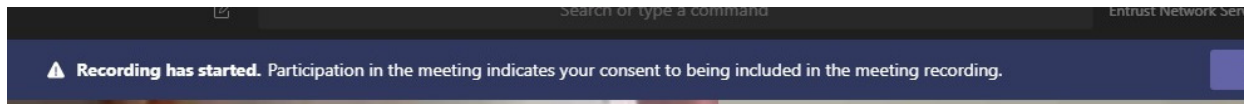
Step 1: To start recording, go to the meeting controls and select **More options** ******* > **Start recording**.



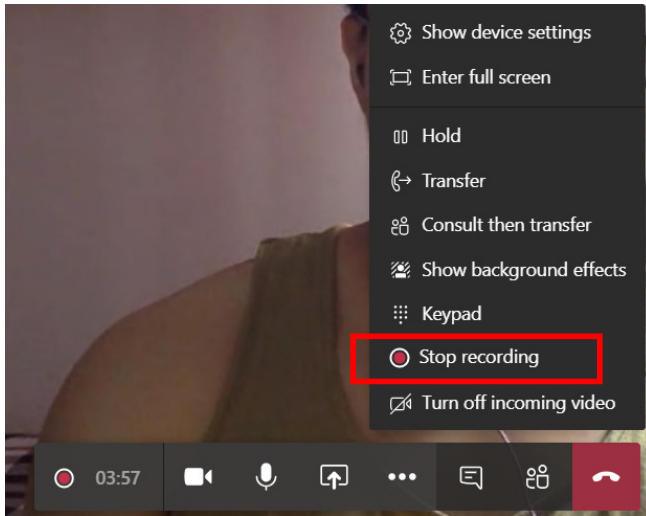
You should see a red recording item and timer appeared.



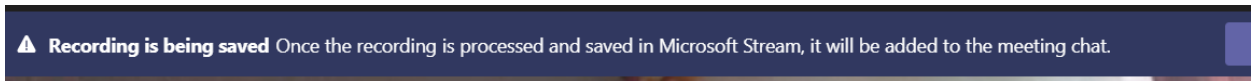
All participants in the meeting will be notify that the meeting is being recorded.



Step 2: To stop recording, go to the meeting controls and select **More options** **⋮** > **Stop recording**

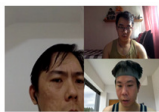
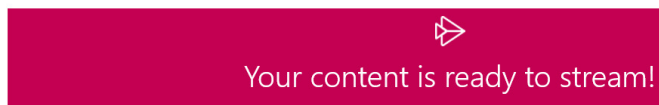
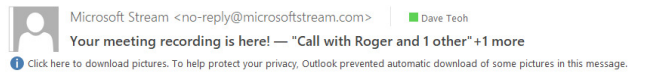


you will be notified that the recording is being processed (which could take a while) and saved to Microsoft Stream



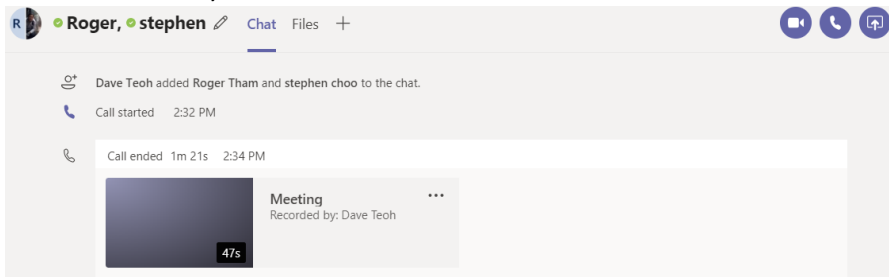
The person who started the recording will receive an email from Microsoft Stream when the recording is available. It also shows up in the meeting chat.

Email



Call with Roger and 1 other
to publish, view, edit or share!

Teams Chat history



How to play recording in Microsoft Team Meeting

Method 1:

in Teams- select **Play** to play the meeting recording directly in Teams chat history.

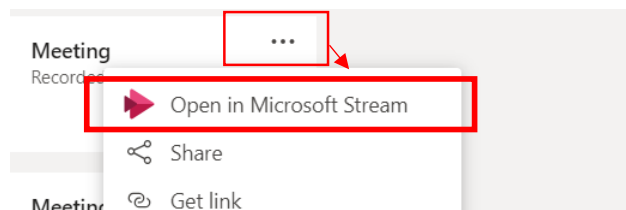
Method 2:

in Microsoft Stream- Go to the recording in the Teams chat history and select **More options** ******* > **Open in Microsoft Stream**.

How to share Recordings in Microsoft Teams

Step 1:

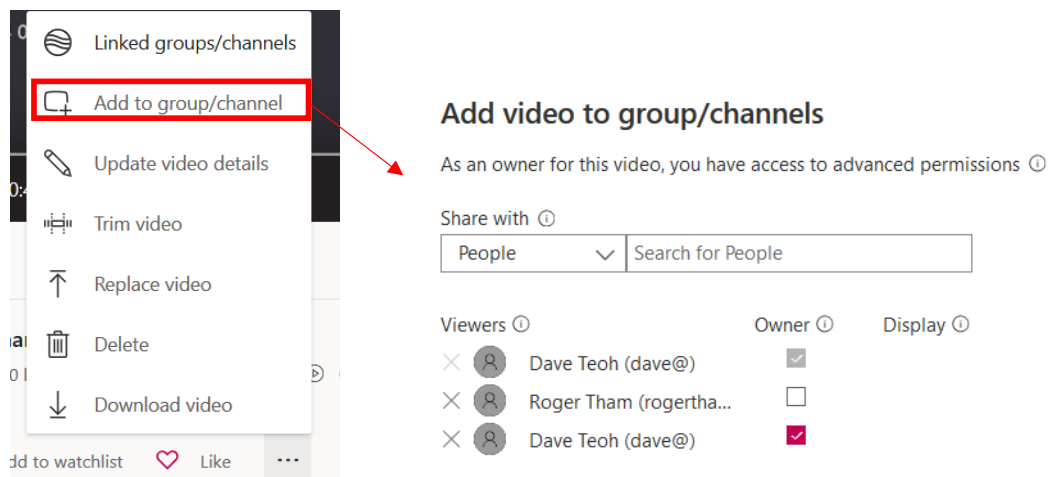
As the meeting recording owner, go to the recording in the Teams chat history and select **More options** ******* > **Open in Microsoft Stream**.



Step 2:

Change the permissions for the video to allow groups or individuals to view it in Stream

- In the Microsoft Stream portal, under the video, select ******* > **Add to group/channel**
- Add people or O365 groups who need viewer or owner access to the video.
- This is also where recording owners can add additional owners.



Add video to group/channels

As an owner for this video, you have access to advanced permissions ⓘ

Share with ⓘ

People ▼ Search for People

Viewers ⓘ

× Dave Teoh (dave@)

Owner ⓘ



Display ⓘ

× Roger Tham (rogertha...)



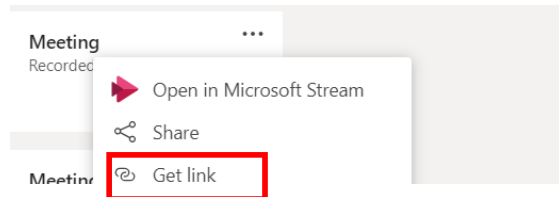
× Dave Teoh (dave@)



How to get a video Link to share

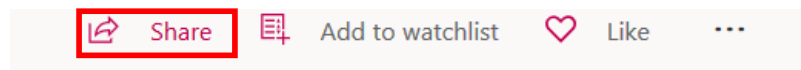
Method 1:

In Teams, go to the meeting recording in the chat history and select **More options** **...** > **Get link**.



Method 2:

In the Microsoft Stream portal, under the video, click on **Share**



Copy the link and send to the authorized user to view the video.

Share Email Embed

This video will only be viewable by authorized users

Start at:

Direct link to video

Copy

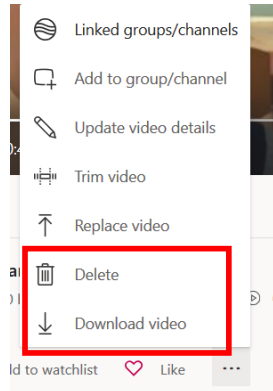
Share with



Note: The video will only be viewable by authorized users

How to Download/Delete a Video Recording

- Go to the recording in the Teams chat history and select **More options** ******* > **Open in Microsoft Stream**.
- In the Microsoft Stream portal, under the video, select ******* > **Delete** or **Download Files**



Note: Only the Video Owner can download or delete the video.

References

Quota and limitations in Microsoft Stream

<https://docs.microsoft.com/en-us/stream/quotas-and-limitations>