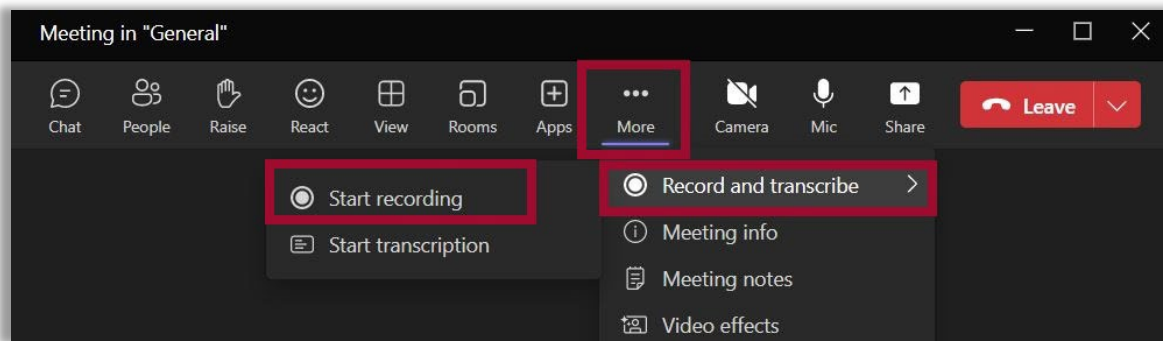# How to Record a Teams Meeting

Contents

Recording a Teams Meeting

Any Teams meeting or call can be recorded for future viewing. The recording captures audio, video, and screen sharing activity, that can be shared securely.

Start a Recording

When you start recording a meeting, you also turn on live transcriptions, and everyone in the meeting gets notified that recording and transcription have started.

1. First, start or join a meeting.

2. Go to the meeting controls and select **More actions** [. . .], **Record and transcribe**, and **Start recording**.

Stop a Recording

1. Go to the meeting controls and select **More actions** [. . .], **Record and transcribe**, then **Stop recording**.
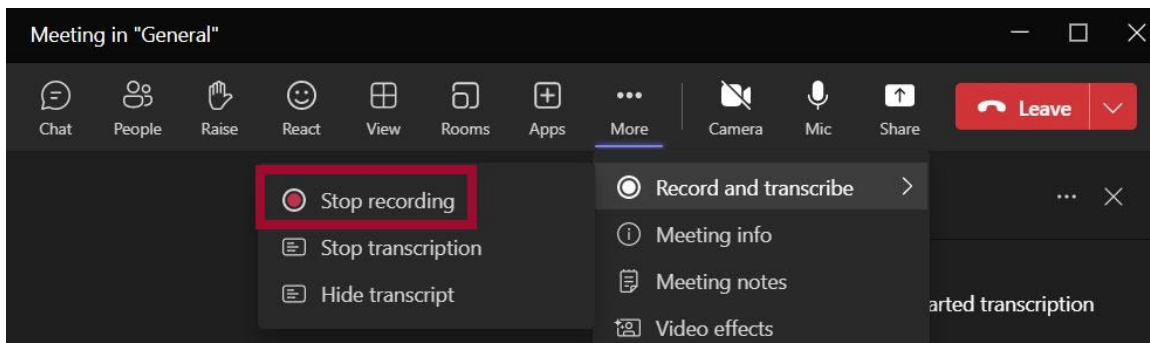
Locating a Teams Meeting Recording from BlazeVIEW

Microsoft Teams creates and provides links to recordings based on the two types of meetings: **Teams Class** (channel meetings) and **Private**. Follow the steps listed to access each type of recording after a meeting has concluded.

Teams Class Recording

Teams Class (channel) recordings are created when all individuals in a channel are invited to attend a Teams meeting. A link to the recording is saved in the meeting Chat history.

1. From the Microsoft Teams Meetings dashboard in BlazeVIEW, locate the meeting and select **More Options** [. . .]. Then select **Chat with participants**.
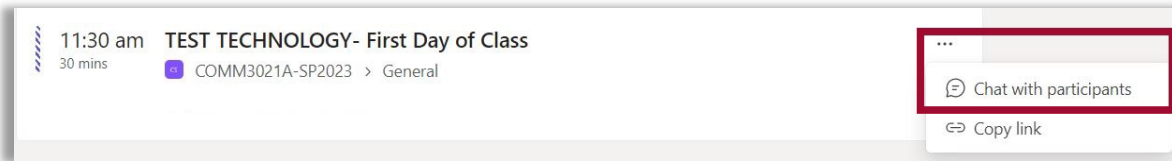
2. A new browser tab will open displaying the Microsoft Teams Class chat associated with the channel. Scroll to locate the recording then, use the **More options** [. . .] setting to **Open the video**.
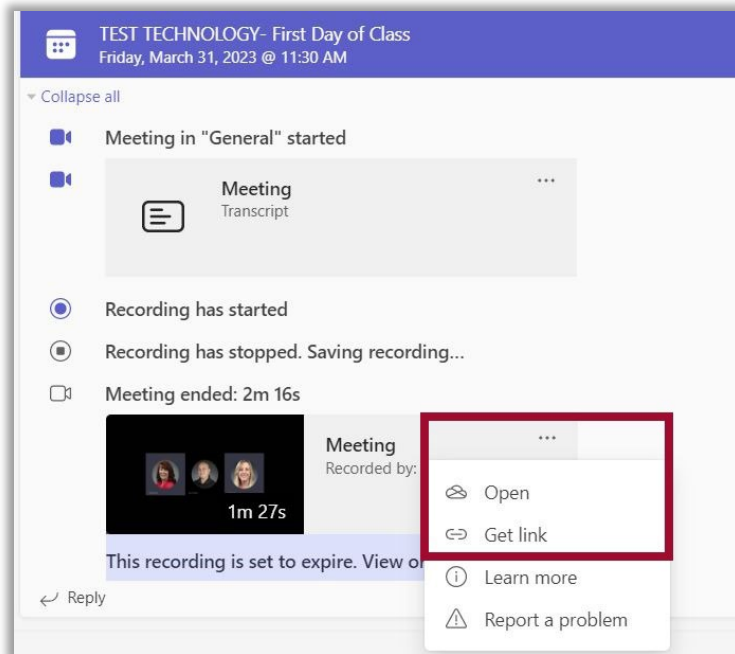

3. In addition, you can click **Get link** from **More options**, and copy and paste a link to the recording to share with other meeting attendees.

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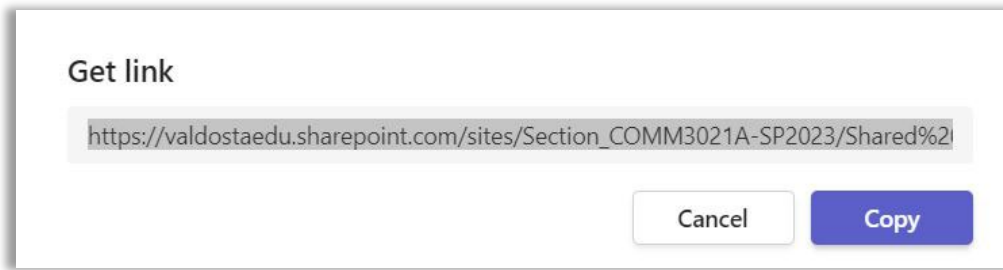
Private Recordings

Private recordings are created when individuals are invited with the **Add required attendees** setting. If, for example, you invite someone through the required attendees setting but also add a Teams Class channel, it is not considered private. A direct link to a private recording is added to the Teams Meeting dashboard in BlazeVIEW.

1. From the Teams Meeting dashboard in BlazeVIEW, click on the **Recording** link or select **More Options** [. . .], then select **Open in Browser** to view a recording.
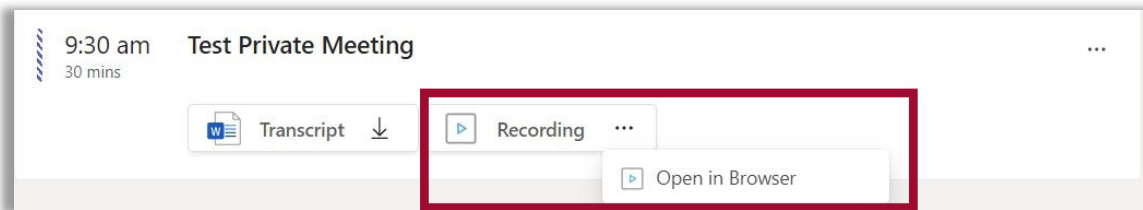
Locating Previous Recordings

By default, the Teams dashboard will display meetings scheduled for the current day and upcoming meetings. To locate meetings scheduled previously:

1. From the Teams dashboard, click on the current month to open the calendar, and select a date from before the recording you want to find.
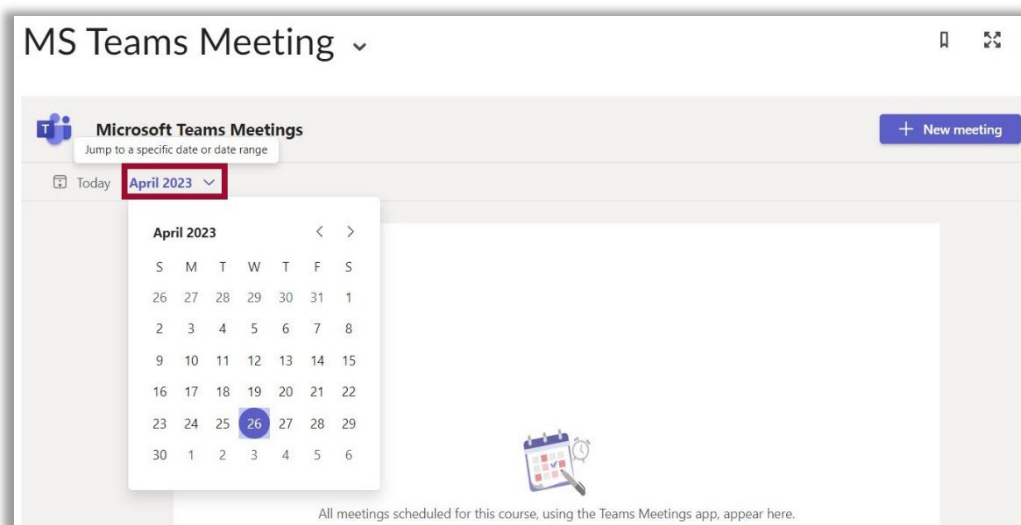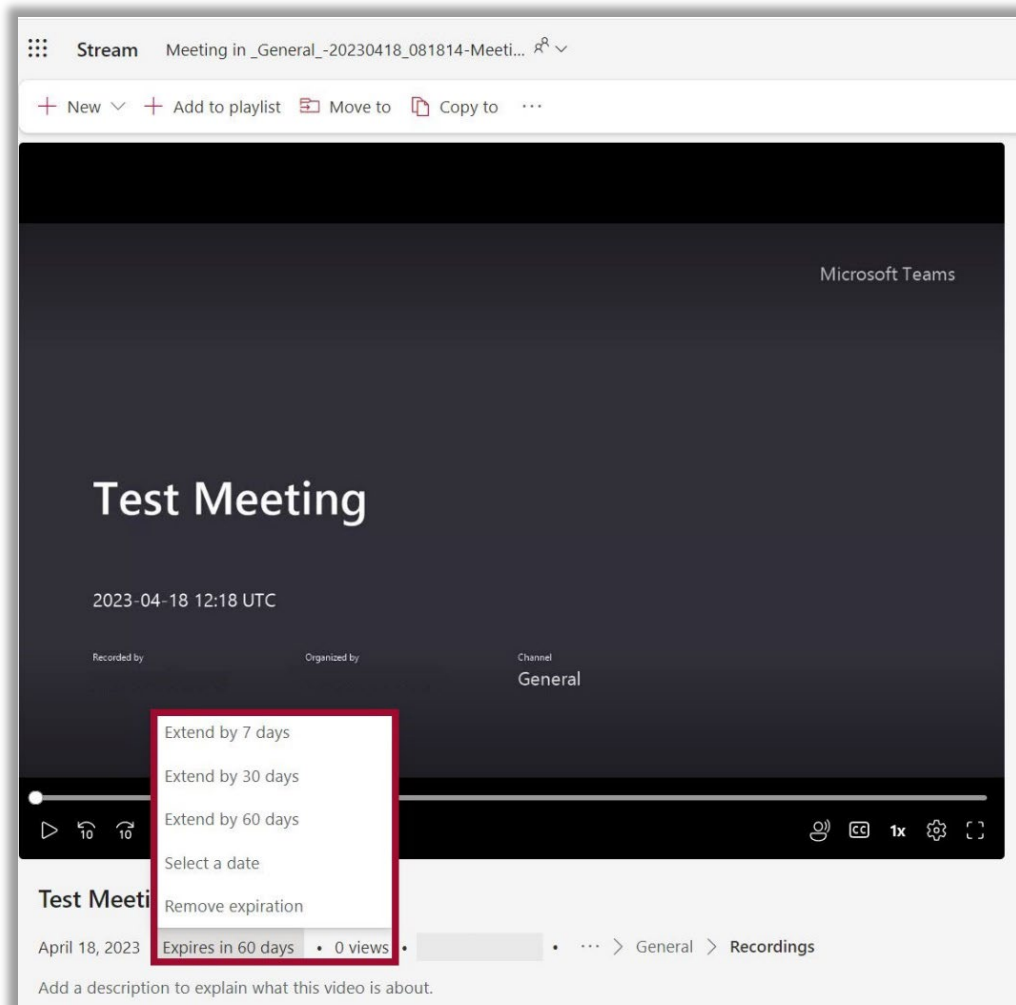
Managing Teams Meeting Recordings

Use the options in Stream (SharePoint) to manage recording settings.

Changing the Expiration of a Recording

A Teams meeting recording is set to expire after 60 days. The meeting organizer can use the settings in Stream to change the expiration date. **Note**: The channel owner/meeting organizer of the recording will get an email when it expires.

1. Select **Expires in 60 Days**, and from the menu select from the options listed. The **Remove expiration** option, removes the expiration date from the recording so it is always available.
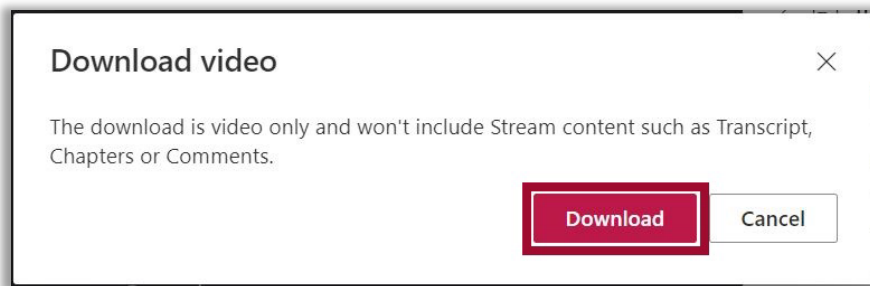
Downloading a Recording

Teams recordings can be downloaded by the meeting recorder or the meeting organizer as MP4s using the Download link in Stream.

1. Select **More options** [. . .], then click **Download**.
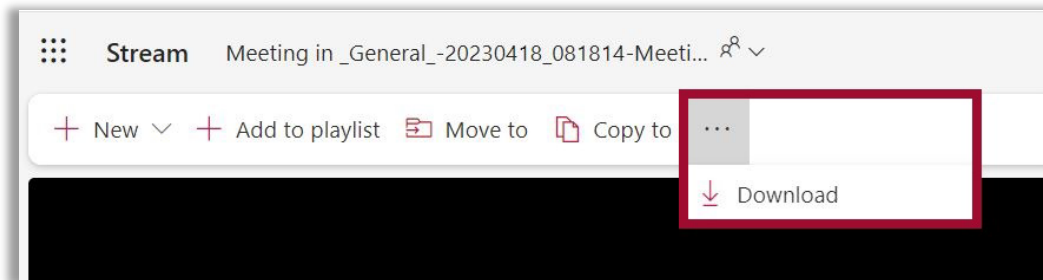
2. You will receive a notification that content such as the Transcript, Chapters or Comments will not be included in the download. Select **Download** to proceed. Save the recording in a secure location on your computer hard drive or in OneDrive.

Sharing a Recording

Teams recordings can be shared with individuals who were not invited to the meeting using the **Share** options in Stream by the meeting recorder or the meeting organizer.

1. Select **Share** then choose from the menu options.

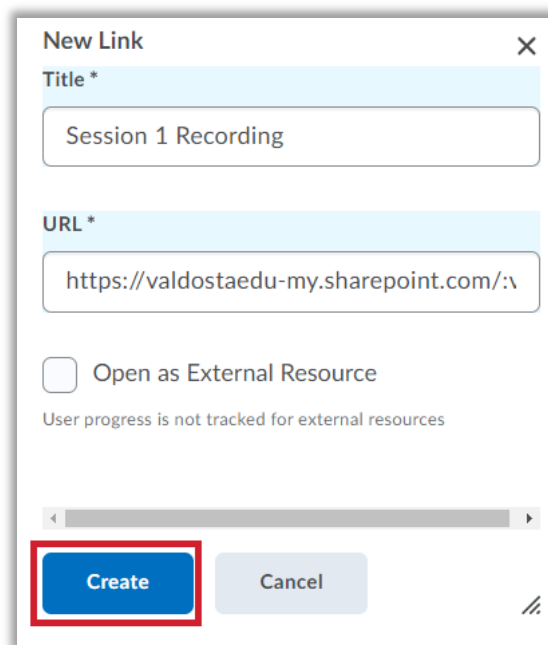4/26/23
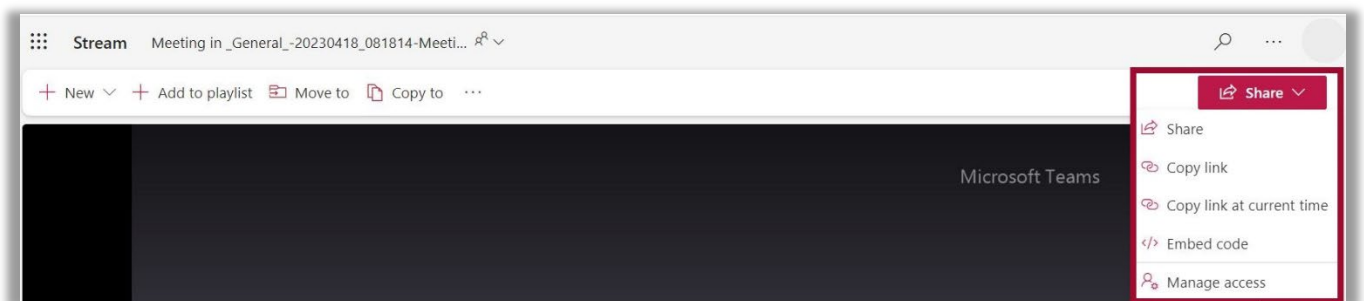
Sharing a Teams Recording Link in BlazeVIEW

Follow the steps to add a link to the recording in your course.

1. Open your BlazeVIEW course.

2. Select **Content** on the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.

3. In the module, click **Upload / Create**, then select **Create a Link** from the dropdown menu.
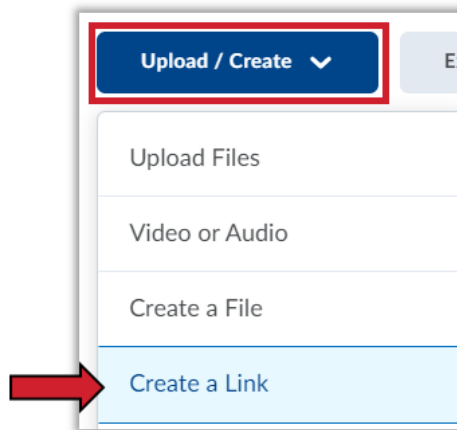
4. Type in a unique title for your recording in the Title field and paste the link to the recording in the URL field, then click **Create.**

    *Optionally, you can click the box for Open as External Resource so the link opens outside of BlazeVIEW. However, user progress will not be tracked if it is opened externally.

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.

The Center for eLearning
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