ONLINE
LEARNING
|2024

USING BRIGHTSPACE TOOLS
Recording and Sharing Teams
Meetings

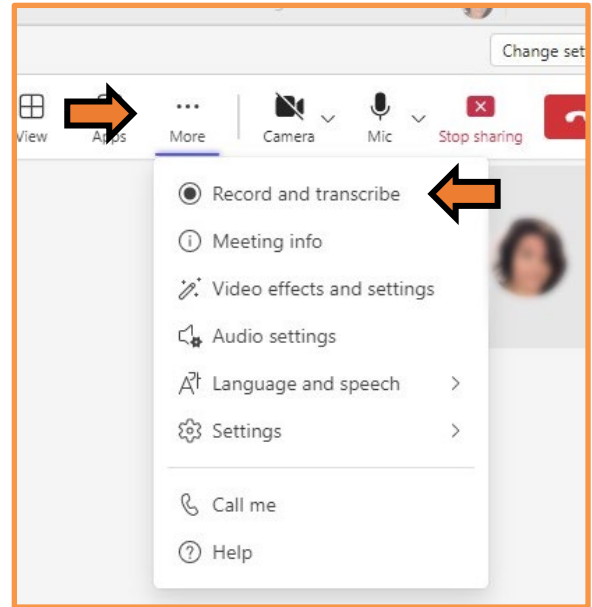cna

Recording and Sharing Teams Meetings

Start and Stop Recording a Teams Meeting

To start or stop a recording**.**

1. Click the **More** button in the top menu.

2. Then, click **Record and Transcribe**.

3. Click **Start or Stop** to begin and end your recording.
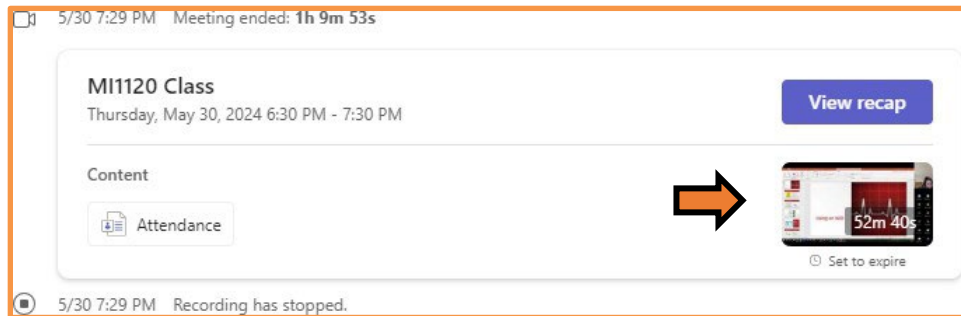
NOTE: Be sure to announce that you will be recording the session.
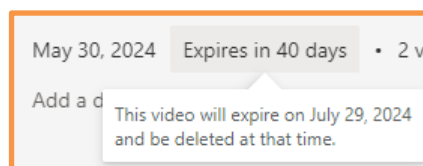
Accessing a Recorded Teams Meeting

To access a recording**.**

1. Go to **Teams App**.

2. Click the **Chat button** and go to the Chat for the meeting. The recording should be listed in the chat.

3. To view the video, mouse over the Set to Expiry (below the video) and click **View or Change Recording Expiration Date**. This will open the video in **Microsoft SharePoint**.

NOTE: Recorded videos have an expiration date and will be deleted on that date. Change the expiry date (located below the video) if you need to keep the video.

Sharing a Recorded Teams Meeting

To share a recording**.**

1. Once your video is open in **Microsoft SharePoint**, click the **Share** button and chose an option:

    - **Share** - recipients you share with will receive an email with a link to the video or audio file.

    - **Copy link** - a link to the file is created, which you can share however you want, like in a chat message or document to specific people. **[RECOMMENDED]**
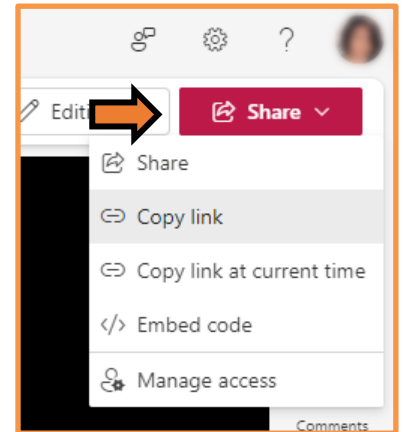
    - **Copy link at current time** - a link to the file is created to the current time in the video or audio file you have open. This link is shareable however you want, like in a chat message or document. **Note:** Play the video and pause it at the approximate time where you want others to start. Then select Share > Copy link at current time and send the link.

Stop Sharing a Recorded Teams Meeting

To stop sharing a recording**.**

1. Open a video or audio file in Microsoft Streams.

2. Select **Share** > **Manage access**.

3. Select **Stop sharing**.