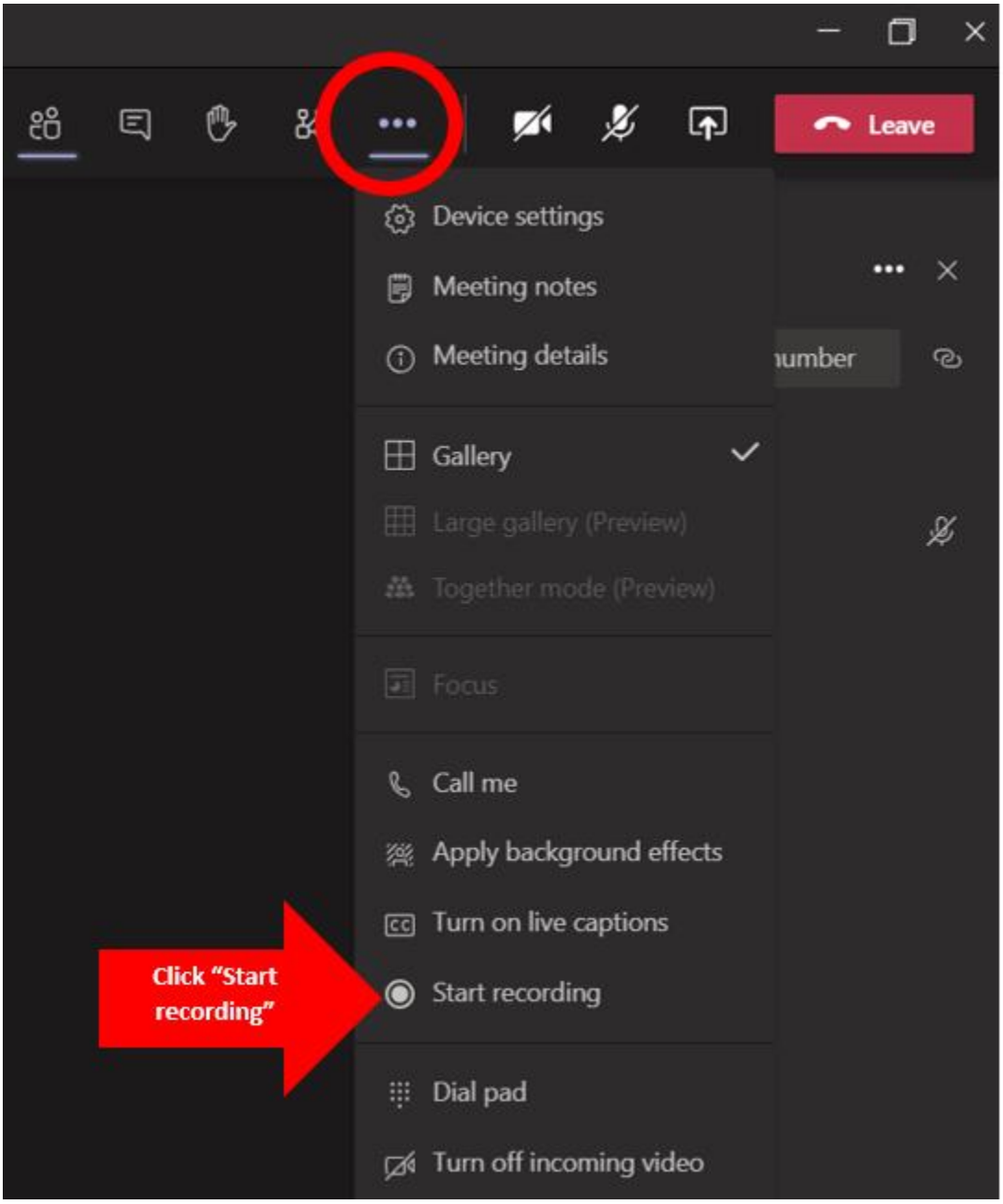
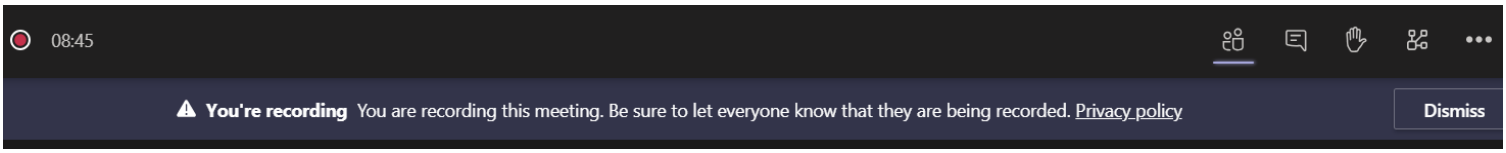
RECORDING AND RETRIEVING MEETING RECORDINGS - TEAMS

To record a meeting in Teams, you begin by locating the task bar that allows you to see participants, show the chat window, raise your hand, or mute your video or audio. Sometimes this task bar is floating along the lower part of your screen, and other times it is near the top of the screen. The taskbar looks like this:

To access the recording option, click on the 3 dots to open a menu that has “Start recording” as an option. Click on “Start recording”:

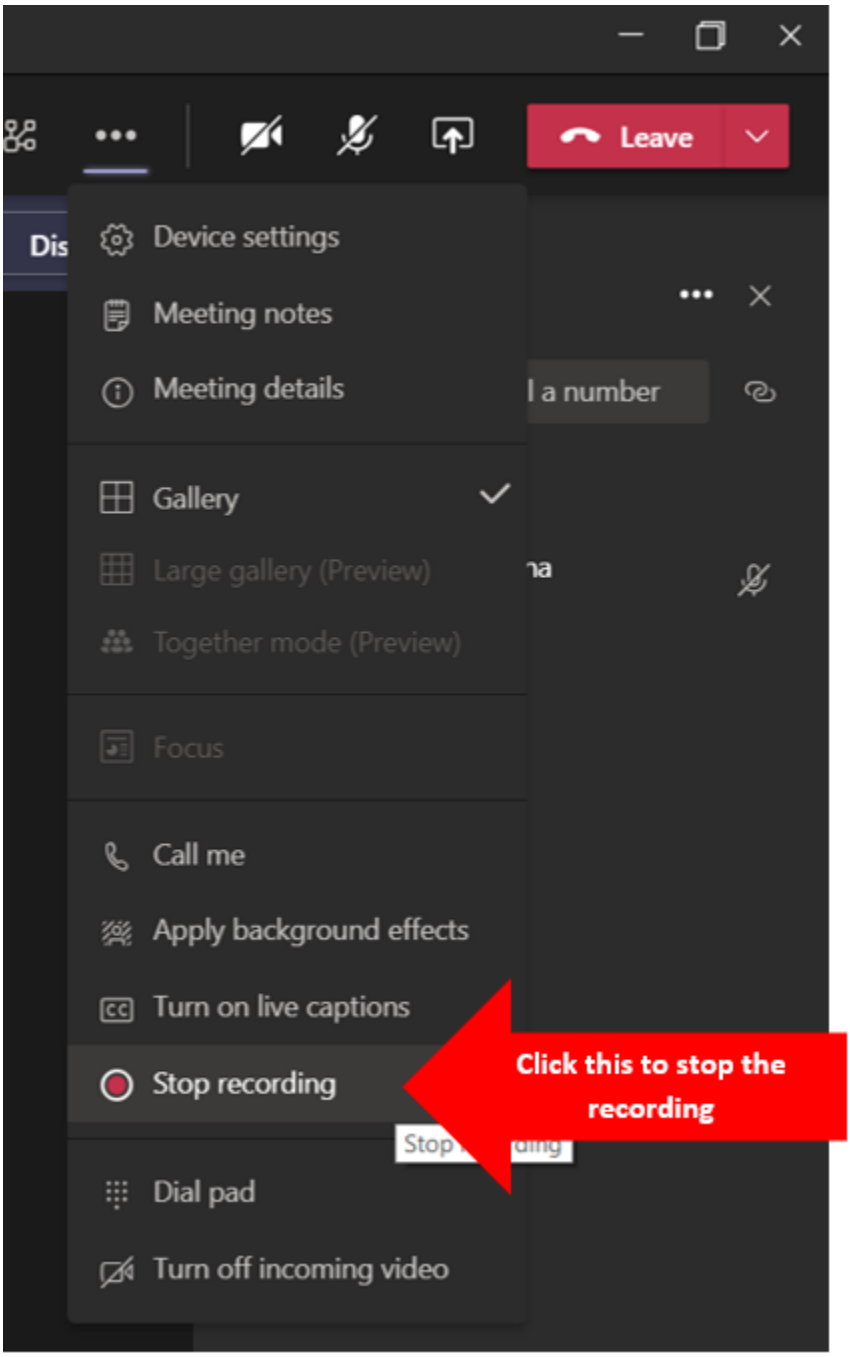


You will see a notice that looks like this when the recording has begun, and you will see the red dot to indicate the recording is in progress at the top right of the window:

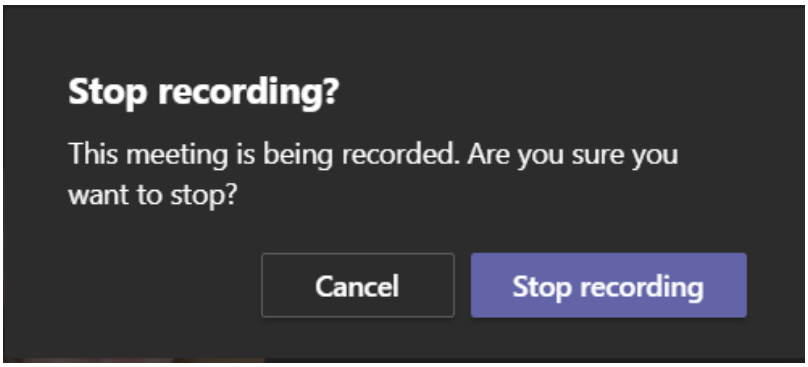


The notice usually shows up for the other meeting participants, but it will read something like “This meeting is being recorded.”

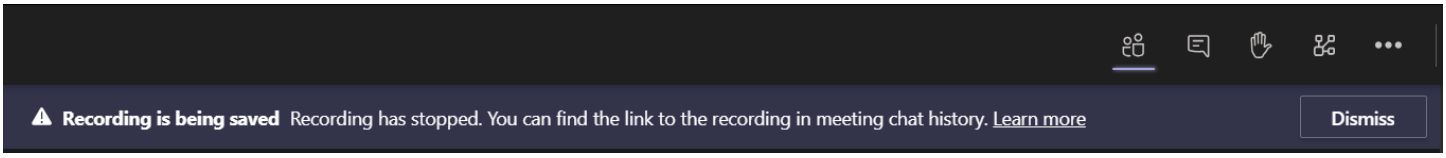
To stop recording, simply access that same menu (with the three dots) and select “Stop recording”:



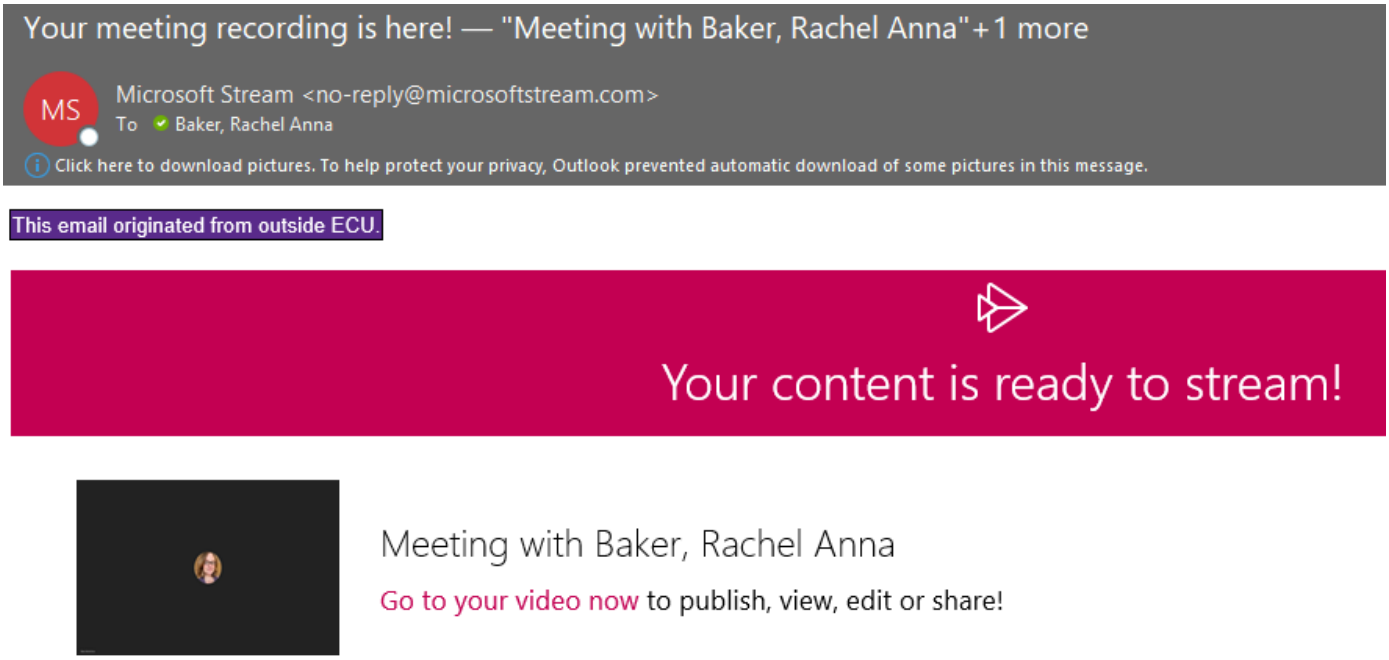
You will receive a warning that you are stopping the recording and asking for confirmation that you want to stop:



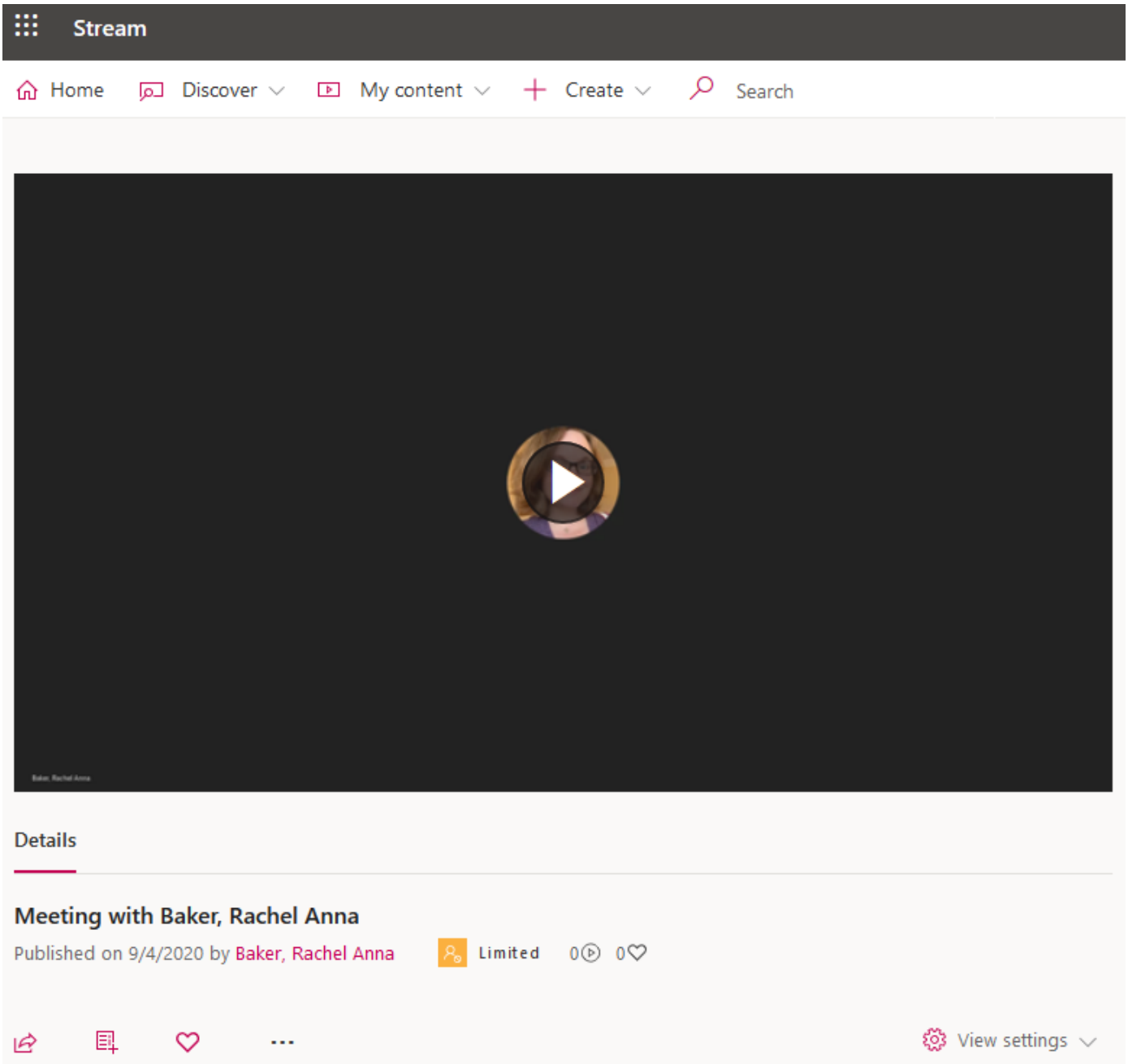
Then you will see this message at the top:



A link to the meeting recording will be available in the chat once the recording is available. The chat is located within the Team for the committee. A link to the recording will also be sent to you through email. Teams hosts recordings with Microsoft Stream:

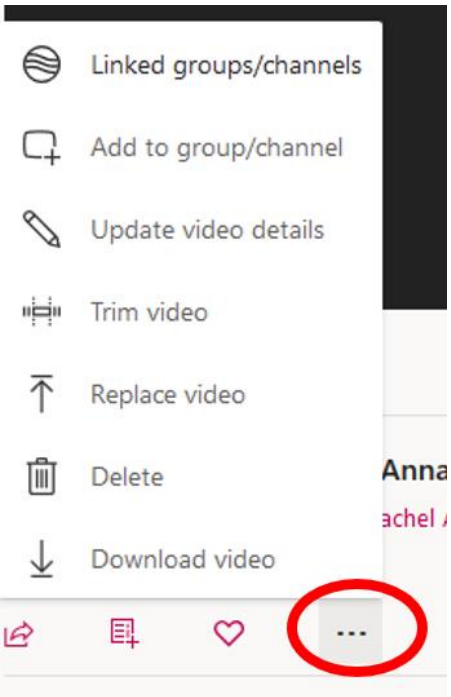


Clicking on the link within the email to get to your video will take you through ECU's Single Sign-on, and then you will see your video in an area on Microsoft Stream:



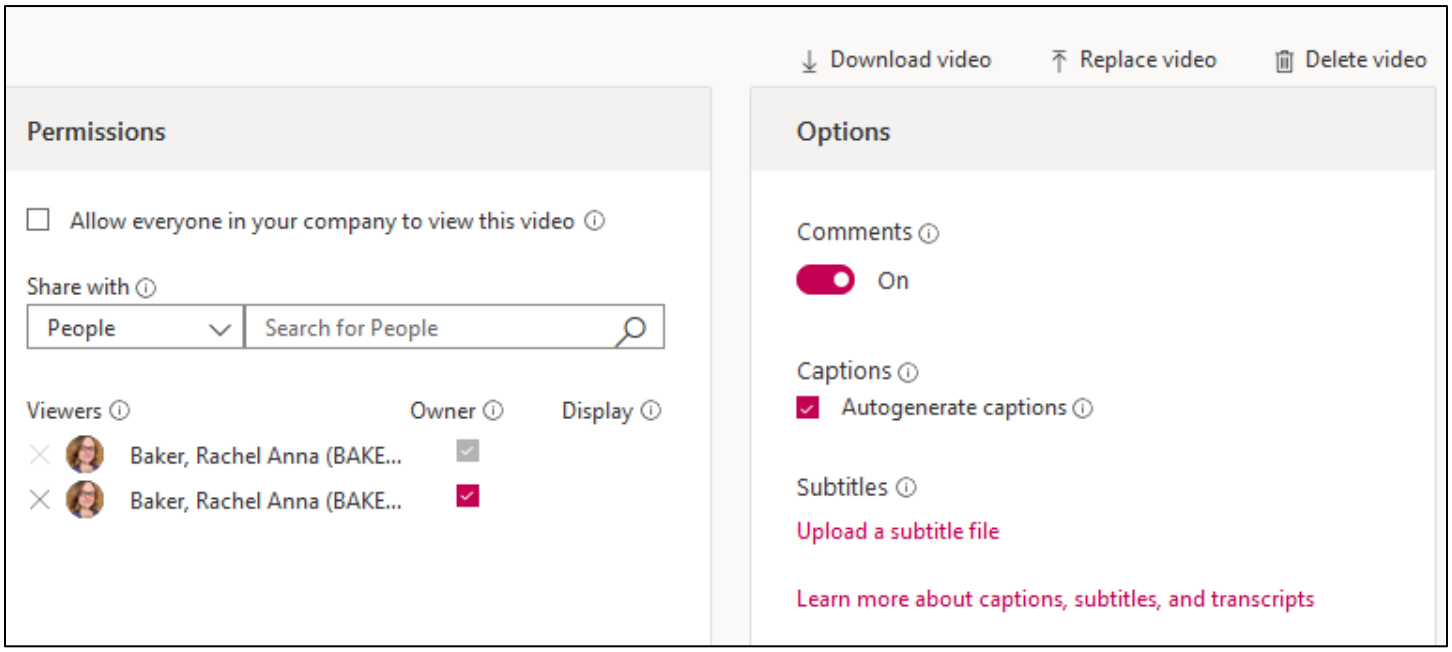
Below the video are options for sharing and editing (more instructions follow below).

Within the three-dot menu, you will see these options:



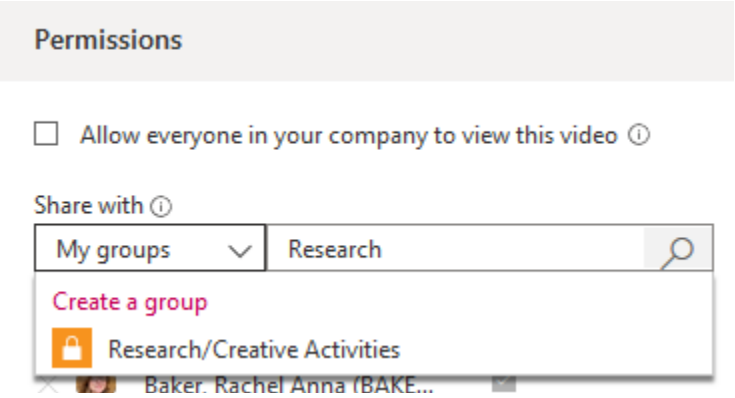
You can use these options to rename the video ("Update video details"), take off unnecessary length from the beginning or ending of the video ("Trim video"), and other things.

One important thing that should be done is to "Update video details" to change the viewing permissions:



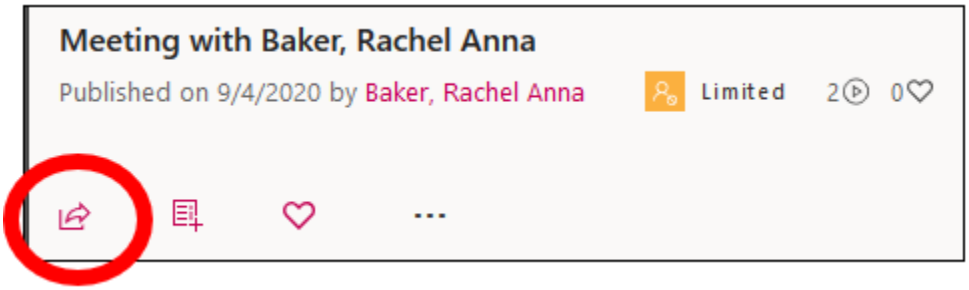
The easiest thing is to select the option to "Allow everyone in your company to view this video." This will make the video public to anyone within ECU who decides to view it, and will make it easier to link to in the minutes or other areas.

There may be times when you would want to restrict the video to just the committee (for example, if you took video of the discussion for decisions in awarding grants, and wanted to share it with other members who were not at the meeting). If this is the case, then you will want to click on the menu for “Share with”, and select “My groups”. In the search bar, you begin typing the name of the group and the name of your Team should come up:

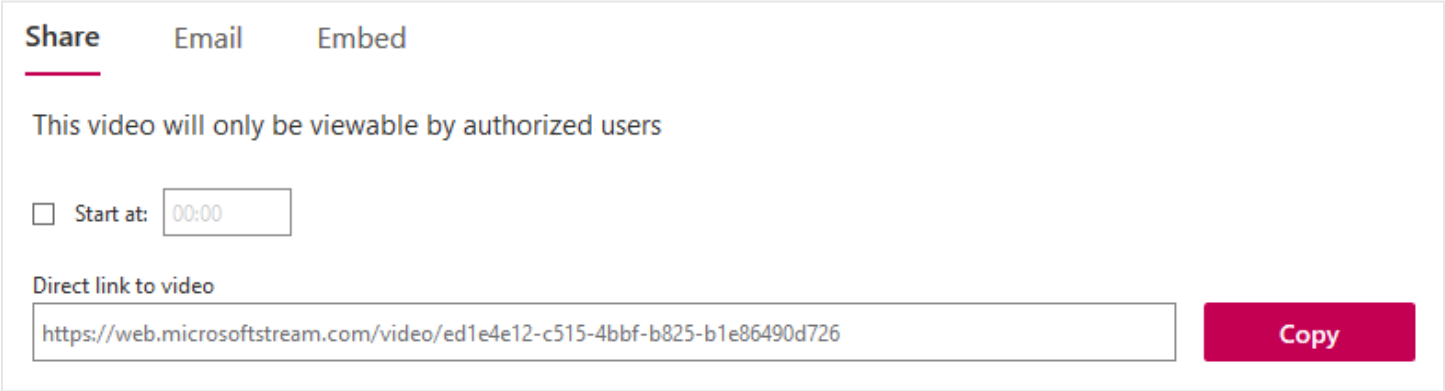


Once you have edited the details of the video as necessary, you select the “Share” button.

If you want to send a direct link to the video, then in the menu underneath the video, you click on the share icon:



This will take you to a section where you can copy the link to share via an email or in a chat, etc.:



Note the information that says the video will only be viewable by authorized users. The authorized users are set in the permissions that were adjusted when you updated the video details. If you don’t adjust them to either allow all users at ECU or your Team, then people may not be able to view the link when you share it.

You can also email the link to the video by selecting the email option, and you will need to search for the group(s) and select them to send the video: