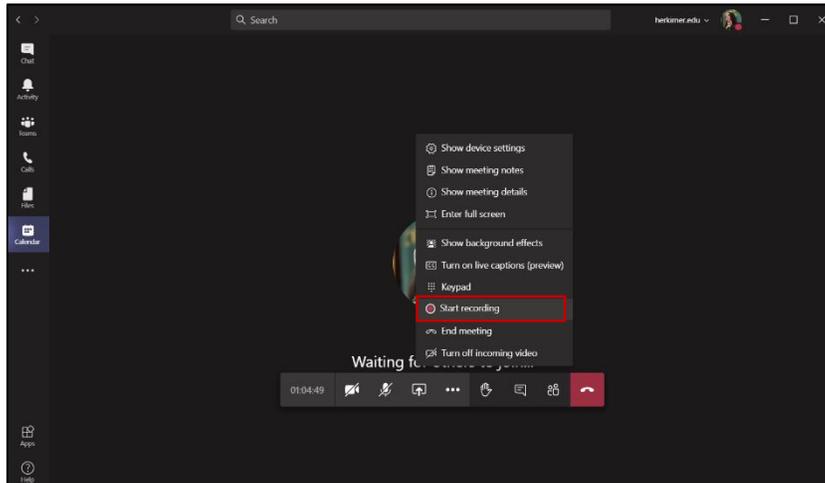


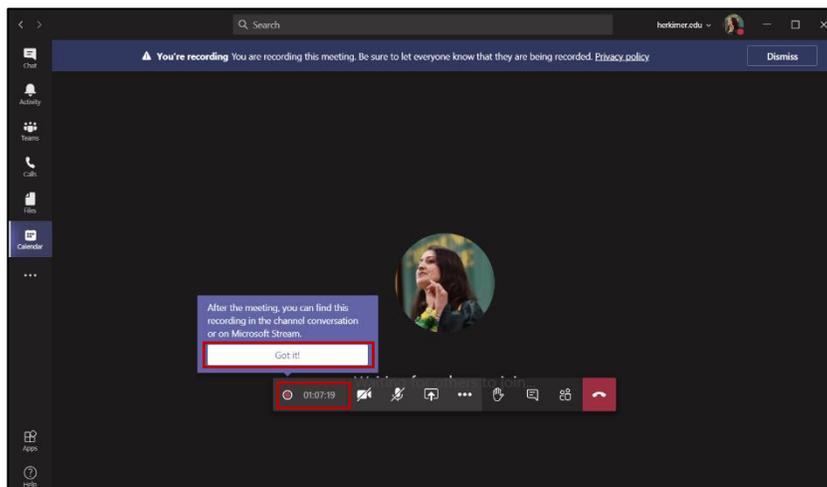
How to Record a Meeting in Microsoft Teams?

If you are the organizer of the meeting or the organizer has provided you with organizer permission, you will be able to record the meeting.

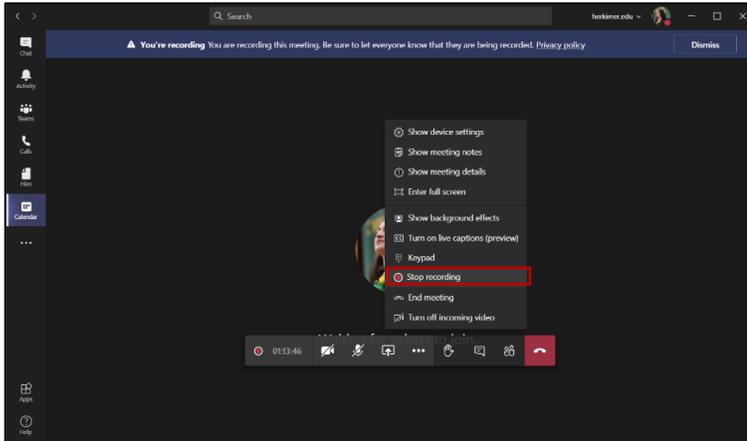
1. From the meeting window, hover your mouse pointer over your picture in the middle of the screen and the meeting toolbar will appear. Click the three dots ...



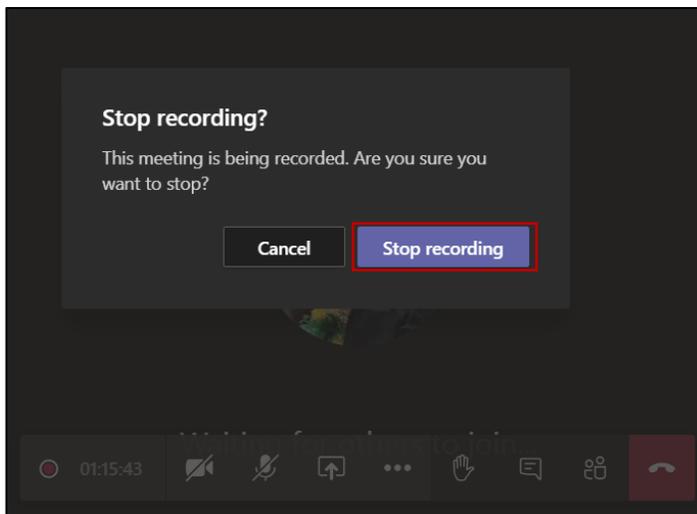
2. The recording will start, and you will see a message box indicating that you can find the recording in the meeting chat history, click **Got it** to close it. You will also see a red circle button on the left of the screen indicating your recording has started.



- When you want to stop the recording click on the three dots ... button and click **Stop recording**.

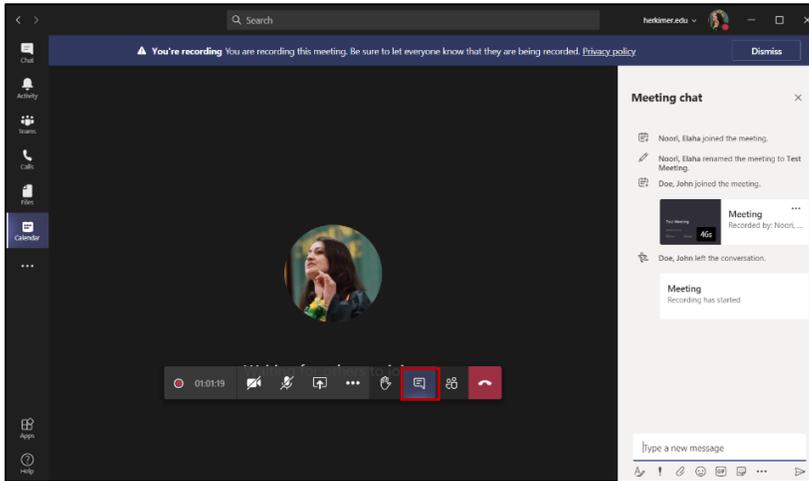


- Click **Stop recording**, in the message box to confirm.

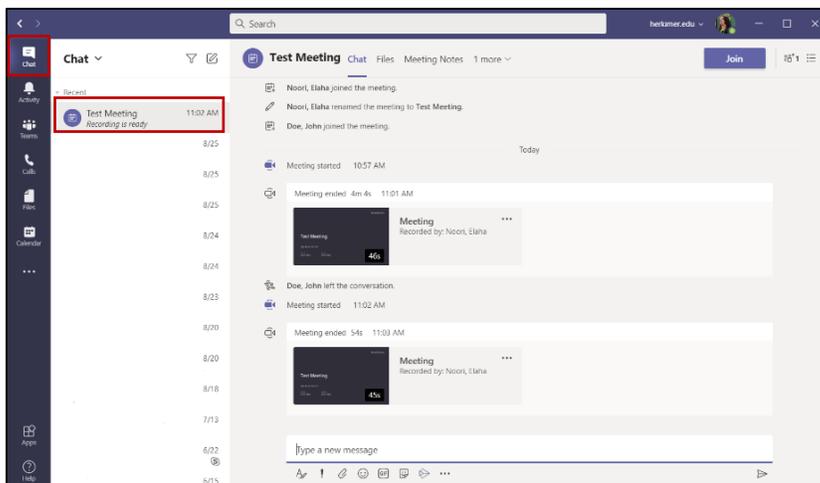


How to Retrieve a Teams Meeting Recording?

1. If you are still in the meeting, after the recording has finished processing, you can access it from the meeting Chat window. Click the message icon button on the meeting toolbar to open the Meeting chat pane. Meeting recordings are stored in Microsoft Stream. You will also get an email from Microsoft Stream that your meeting recording is here in Microsoft Stream with a link to the recording.



2. If the meeting has ended, the meeting recording will show up in the **Chat** tab of teams under the **Recent** section.



We are always here to help, in case of any questions or further assistance please contact our IT Help Desk at help@herkimer.edu or 315-866-0300, extension 8555.