

Pre-recording using Microsoft Teams

QuickStart Guide

Teams Webinar and Meeting Functions

Microsoft Teams is a collaborative platform allowing people to meet, chat, call and collaborate in one place. Teams meetings or calls can be recorded to capture audio, video, and screen sharing activity. The recording happens in the cloud, and it is saved so you can share it securely across your organization.

For the purpose of pre-recording your presentation, you may use Teams functions to record your presentation.

Installing and Logging in to Teams

We recommend recording your presentation on a desktop computer or laptop to ensure quality video, audio and screen share capabilities.

Installing Teams on a personal computer

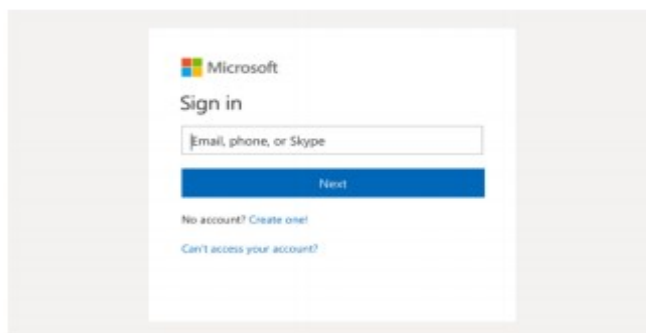
If you have a Microsoft Windows PC computer, the Teams application may already be installed. Please see below instructions on how to open and login to the application:

Sign in

In Windows, click **Start**  > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)



If you need to download Microsoft Teams application, follow the below instructions:

1. Visit <https://www.microsoft.com/en-us/microsoft-teams/download-app>
2. Choose 'Download for desktop' to download the Microsoft Teams installer. Save the file and run the installer.
3. Teams should open automatically once the installation is complete. If not, you can start it from the 'All Programs' menu on a PC, or the 'Applications' folder on a Mac.

Creating your Teams Account

If you do not have an existing Teams account, you will need to sign up for your own free account.

1. Visit <https://signup.microsoft.com/create-account>
2. Enter your email address. You will then receive an email from Teams
3. Open this email in your inbox and click **Activate Account** and you will be directed to your Microsoft Teams account page

How to Start a Teams Meeting

You will need to start a Teams' Meeting in order to record your presentation.

Starting a video meeting

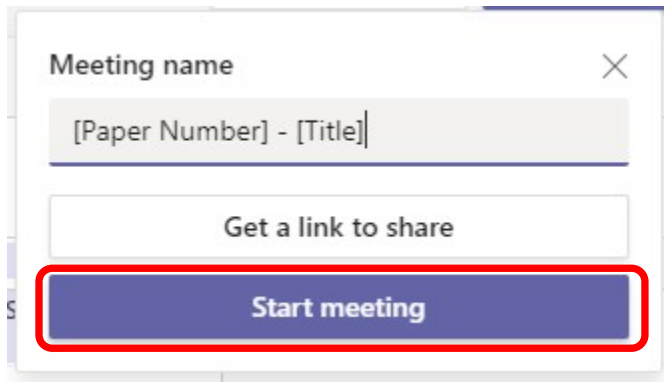
To start a meeting, follow the below instructions to schedule a meeting.

1. Select the '**Calendar**' icon on the toolbar on the left side of your Teams screen.
2. Then select the '**Meet now**' icon on the top right side of your calendar screen.

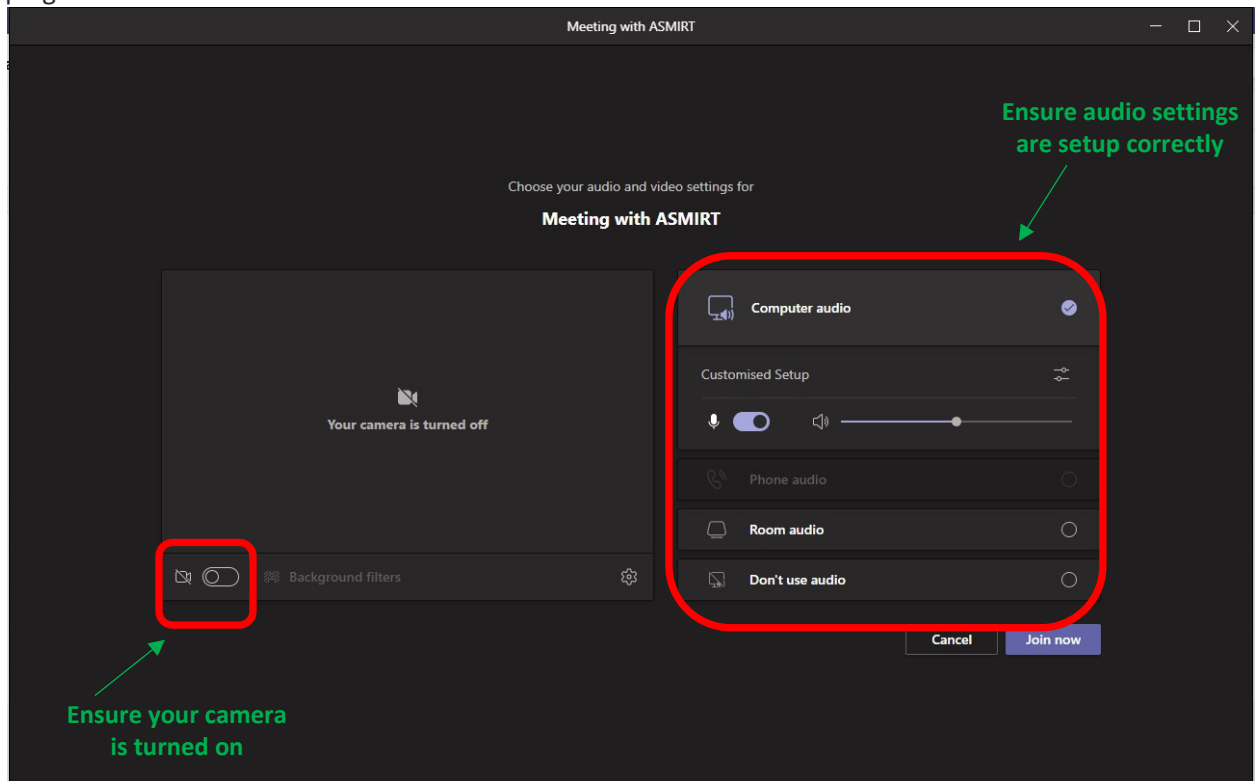


3. Then select '**Start meeting**' in the pop-up window





4. You will then be directed to a new meeting screen and will be asked to set up your video and audio settings. Please ensure you turn on your camera and select the correct audio mode i.e. Computer audio or customise to your preferred audio device like a headset or microphone plugin.



5. Once your camera and audio settings are set, click '**Join now**' and your meeting will begin.
6. If you require further reading on Microsoft Teams' Chats and Meetings functionalities, click [here](#).



Screen Sharing

To ensure your presentation slides are displayed whilst recording your presentation, you will need to share your screen at the meeting. The toolbar located on the top of the meeting window allows you to see several control options including screen share.

To share your screen:

1. Open your presentation files or applications you want to share your slides on (ie. PowerPoint, Prezi, Canva, etc.).
2. Click on the '↑ / Share Content' icon in your tool bar at the top of the screen.



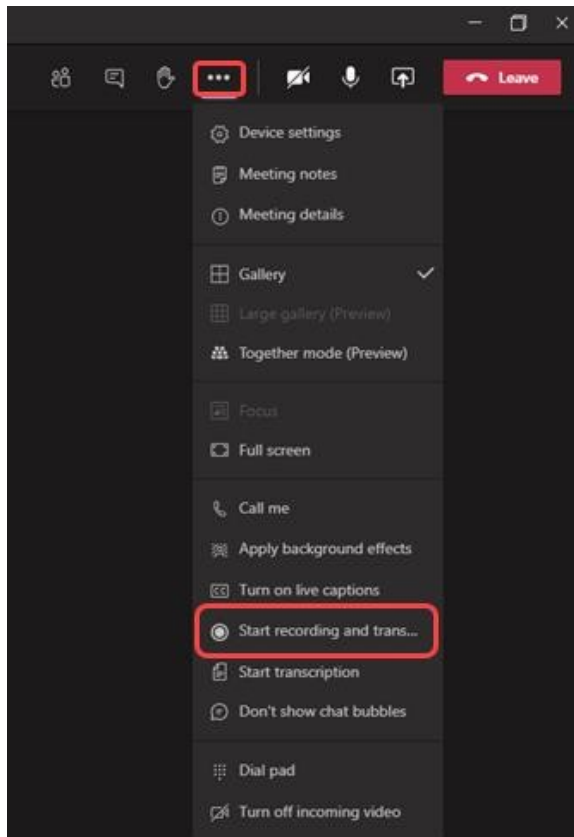
3. You can then select which screen you wish to share. You can choose to share your entire desktop which will show exactly what you are doing even if you switch windows, or you can choose to share just a specific app or browser.
4. To stop sharing, click the square button in the tool bar and select the “stop sharing” option.
5. Click [here](#) to view a video and further instructions on how to share your screen.

Record your Teams Meeting

You can record your meeting once it is in progress. Follow the below instructions to record:

1. Ensure your meeting has started and you have joined correctly as per the above instructions (refer: '**How to start a Teams Meeting**').
2. To start recording, go to the meeting controls and select '**More options / ... > Start recording**'.





3. To stop recording, go to the meeting controls and select '**More options / ...**' > '**Stop recording**'.
4. The recording is then processed and saved to SharePoint if it was a channel meeting, or OneDrive if it was any other type of meeting.
5. The meeting recording shows up in the meeting chat—or in the channel conversation if you're meeting in a channel. The recording does not expire.
6. For more information surrounding how to record your meeting, click [here](#).

Play your meeting recording:

The recording will be available after the meeting was scheduled to end (so not necessarily when it actually ends).

If you were part of a scheduled meeting, go the Details tab of the meeting event in your calendar and select the recording.

If it was a channel meeting, go to the channel conversation and select the recording.

You can also select '**... / More**' actions on the meeting recording and choose Open in OneDrive if it was a chat meeting, or Open in SharePoint if it was a channel meeting.



To find more information surrounding how to play and share your meeting recording, click [here](#).

Download your meeting recording:

At this time, anyone who can view a meeting recording stored in OneDrive and SharePoint can also download a copy of it. Go here to learn more about downloading files or folders from OneDrive or SharePoint.

To access your files and folders on OneDrive or SharePoint, click [here](#).

