

LEARNING WITH TEAMS: ESSENTIALS

RECORDING YOUR TEAMS GROUP SESSION

You can save and share your Teams sessions by recording it. It will be available in the meeting/channel chat to all attendees/members. This guide shows you how to record using Teams and locate the recording file.

▶ Recording Your Session

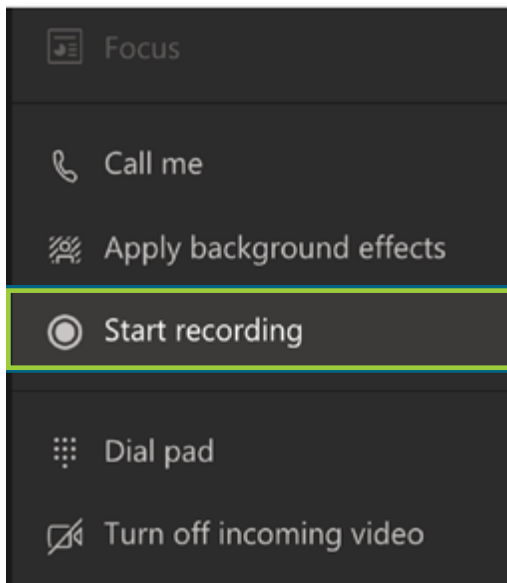
01

Once you've started your session in Teams, choose the ellipsis (...) on the top icon bar of the session screen.



02

Choose **Start recording** in the dropdown.



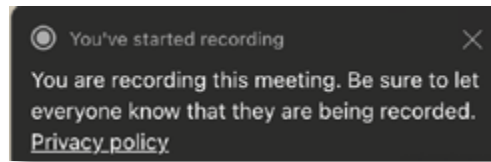
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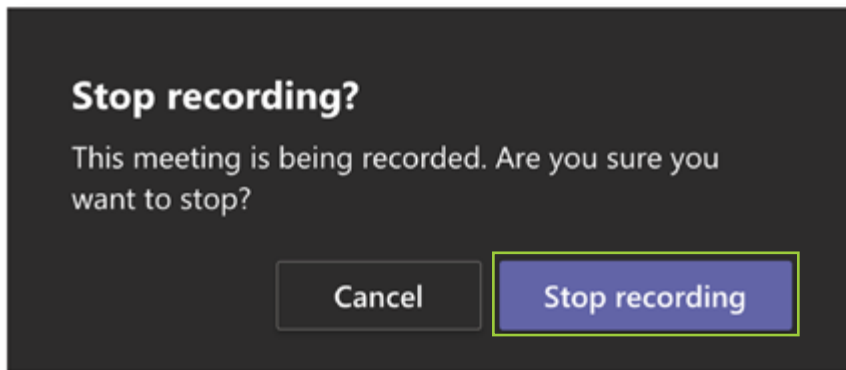
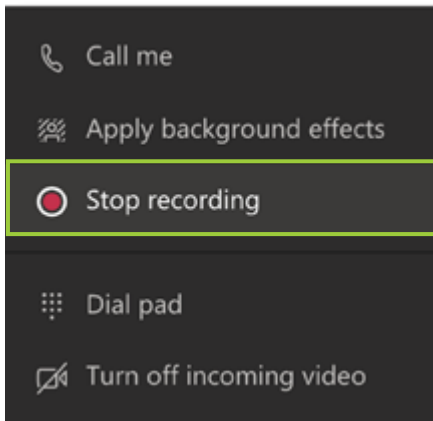
03

You'll know the recording has begun when you see the message stating **You're recording**. Everyone in the group will receive a confirmation that the recording is in progress. Teams will record from the perspective of the person who started the recording.



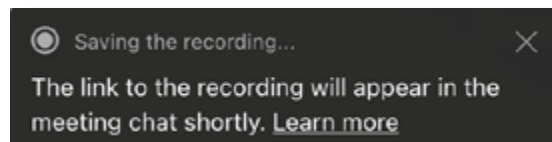
04

When you're ready to end the recording, go back to the ellipsis (...) dropdown and choose **Stop recording**. You'll get a warning to proceed or cancel.



05

Once the recording has stopped, you'll see the message **Recording is being saved**. You will download the recording from the chat history or from the "Files" tab at the top of the channel page in Teams. Additionally, the recording is saved in your OneDrive folder.



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