

Figure 1

This is the interface where we enter a meeting in MS Team. The “ Start recording” button is shown as in Figure 1.

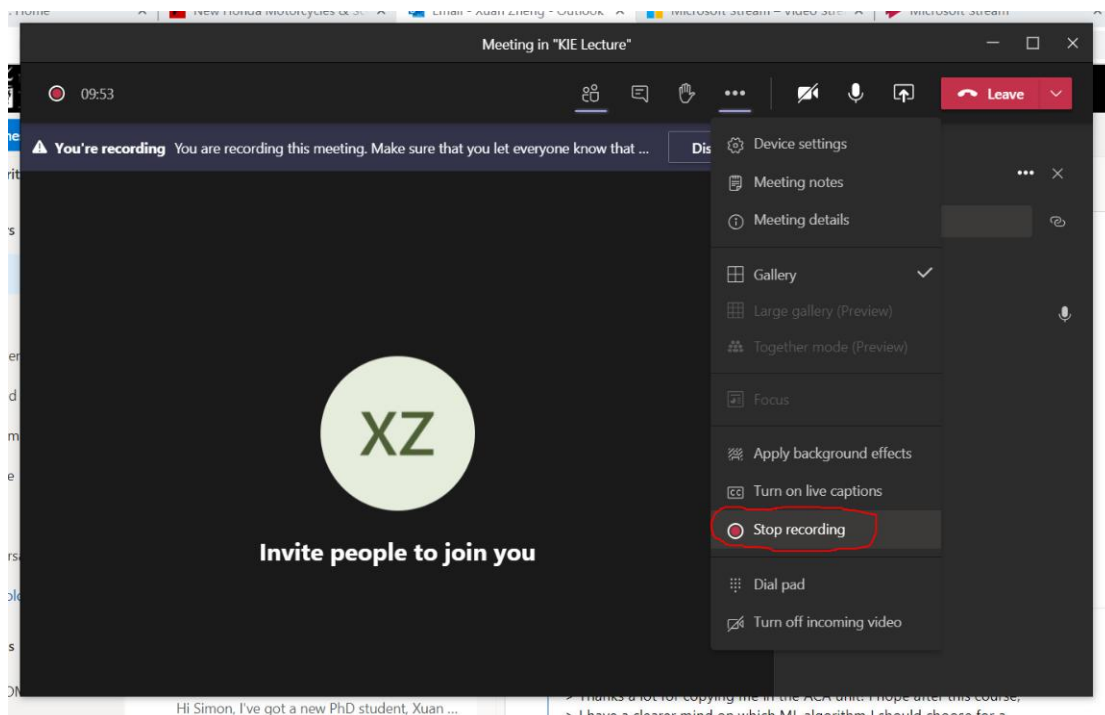


Figure 2

Once the meeting is recorded, you can stop recording as shown in Figure 2.

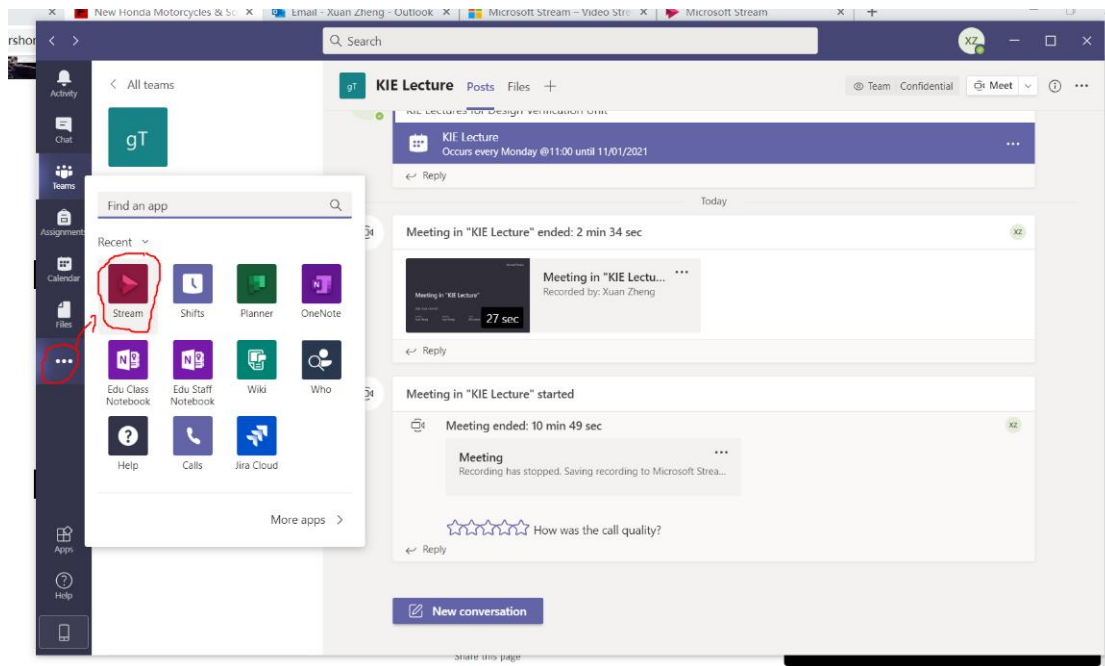


Figure 3

The saved recording can be found in Stream. Figure 3 is the interface of MS Team. Clicking the icons in the order of from start of arrow to then end of arrow. This will lead you to Figure 4.

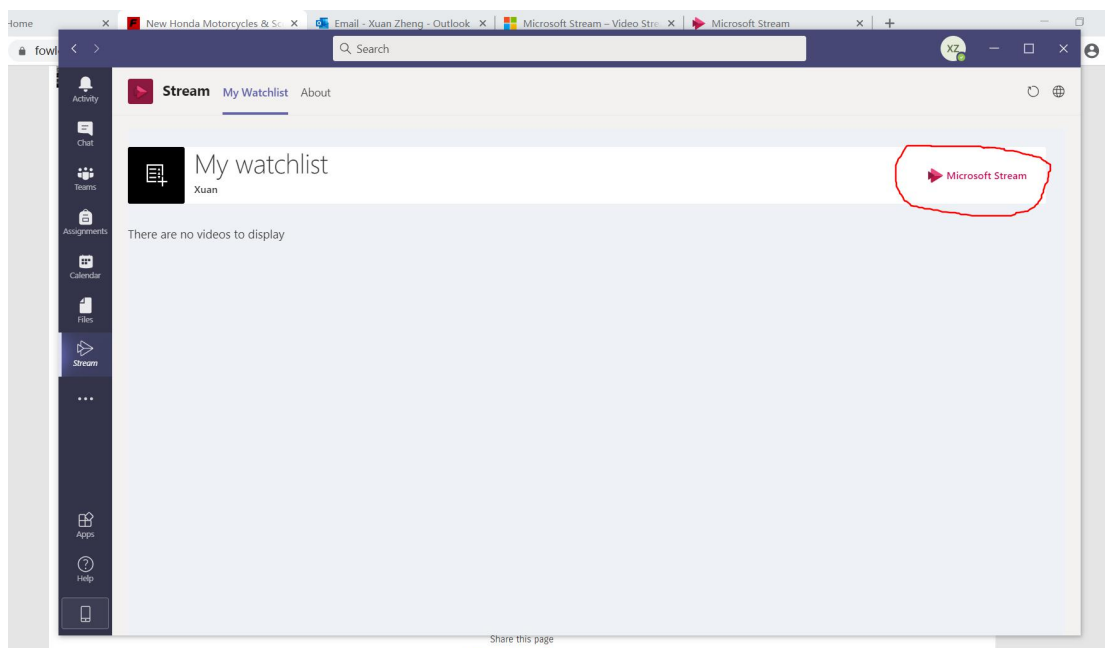


Figure 4

Click the button as it shown in Figure 4.

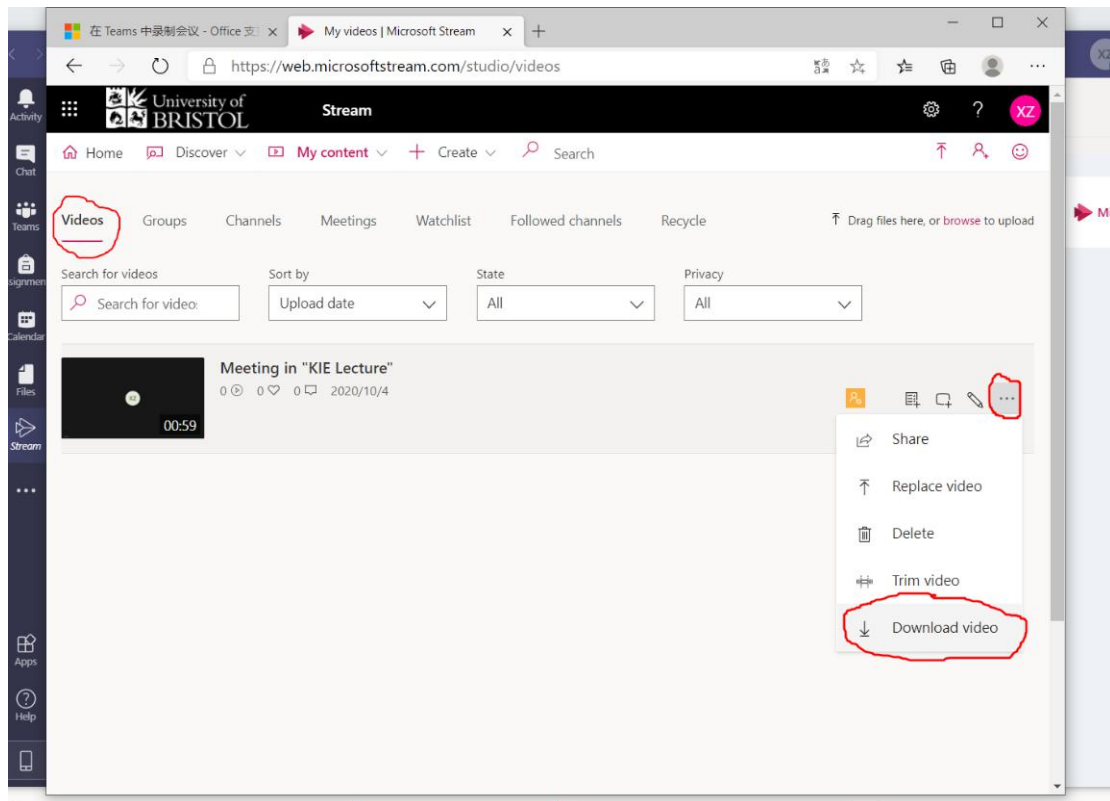


Figure 5

Finally, you can find the recording by clicking the Videos icon and the download it as shown in Figure 5.