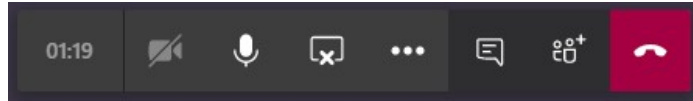



# Recording group presentations with Microsoft Teams.

## Recording with Microsoft Teams:

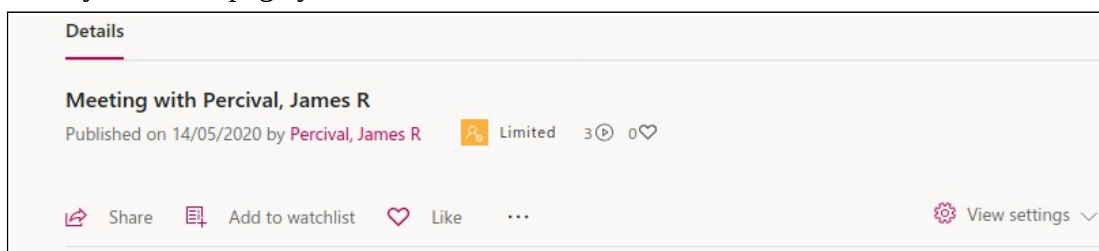
- Group presentations can easily be recorded via a group call or meeting in Teams.
- Options are controlled via the call menu bar.



- Presentation slides can be shown in near full screen using the screen share button 
- If you share your entire desktop screen, rather than just Powerpoint, your cursor will be visible in the final video and used as a pointer if needed.
- The video can be recorded by selecting the “Start recording” option from the “...” button.
- This will place a red circle beside the meeting time in the menu bar.
- The recording saves the video feed of the meeting just as someone watching it would see it, including the group audio, webcams and any slides presented.
- Now you can progress through your slides as you would in a live presentation.
- You are free to run your presentation as you like, If multiple team members are presenting, we recommend that you mute microphones when not speaking, and that a single computer is used for the slides, with the speaker indicating verbally when to switch slides.
- When the meeting ends, or the “stop recording” option is chosen from the “...” button, then the video is uploaded to Microsoft Stream and a link to it is placed in the meeting chat.  
**This can take up to half an hour to complete.**

## Sharing your video with Microsoft Stream

- When your recording is uploaded, the video owner (i.e. the person who clicked “Start recording”) should follow the link in your meeting to the Microsoft Stream video page.
- If not using Teams, you should upload your video directly to Stream
- From your video page you can watch, trim and share the final result.



- The trim option is available under the “...” menu in the details box. This lets you crop the beginning or end of your video if needed. This is *not* required for ACSE 4.4.
- When you are happy with the video select “Add to group/channel” from the “...” menu. On the pop-up which appears, enter your team channel name in the “Share with > My groups” box and select it from the drop-down menu. As in the example below, the name should appear in the list with the ‘Display’ box checked. Click save to submit.

**This will ensure that all other team members and the judging panel can see it.**

