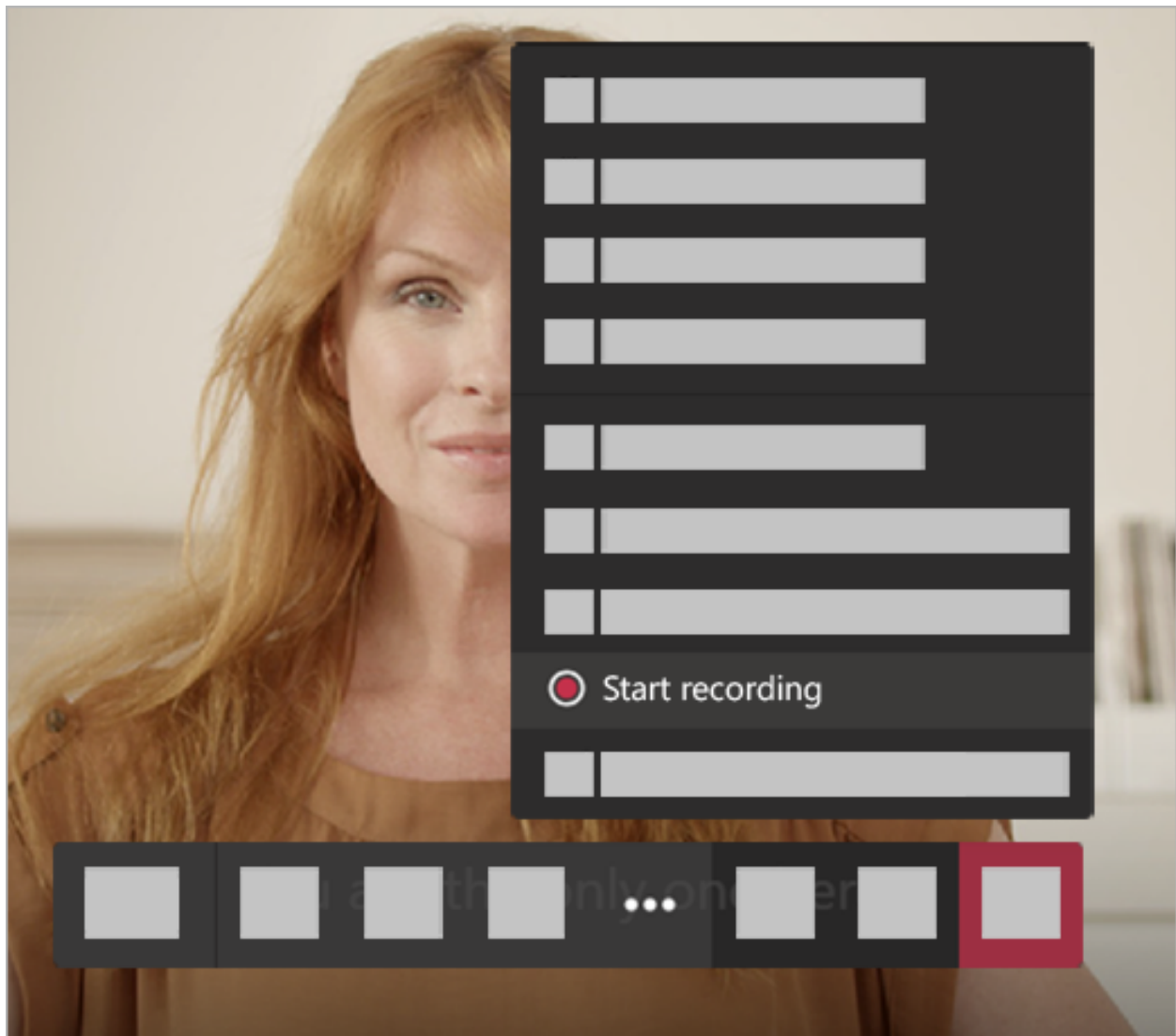
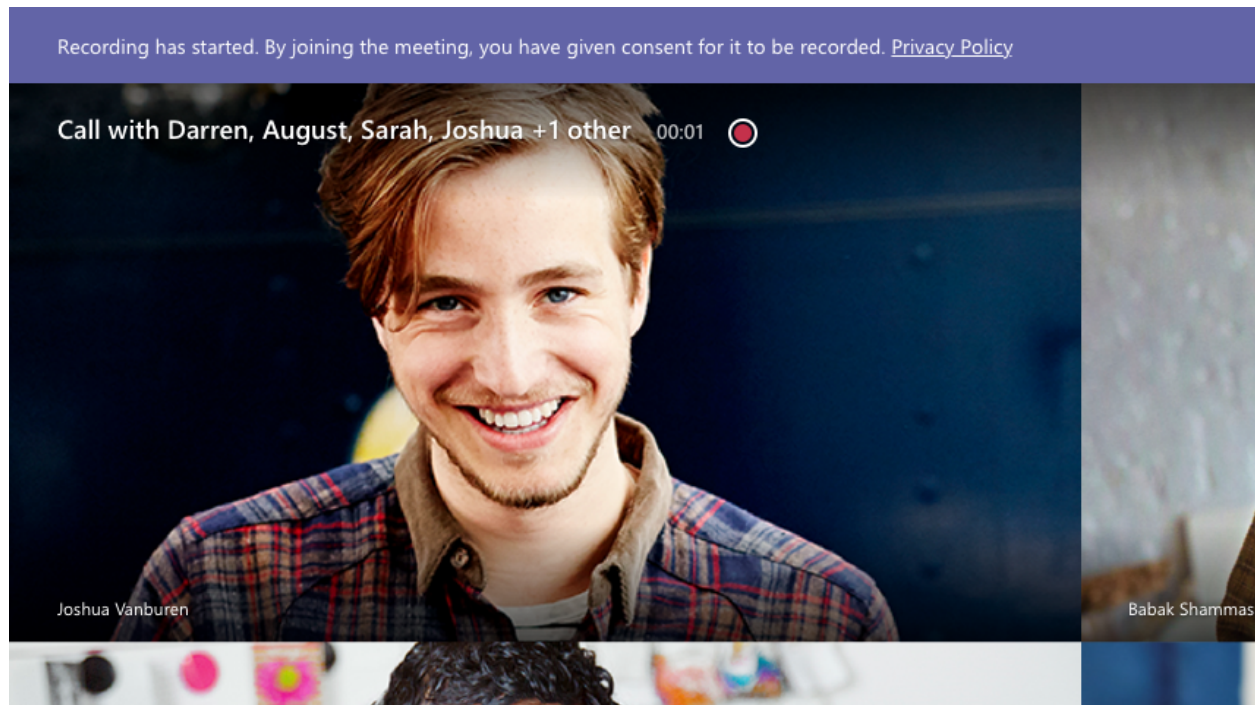


## Record your meeting or videoconferencing hearing

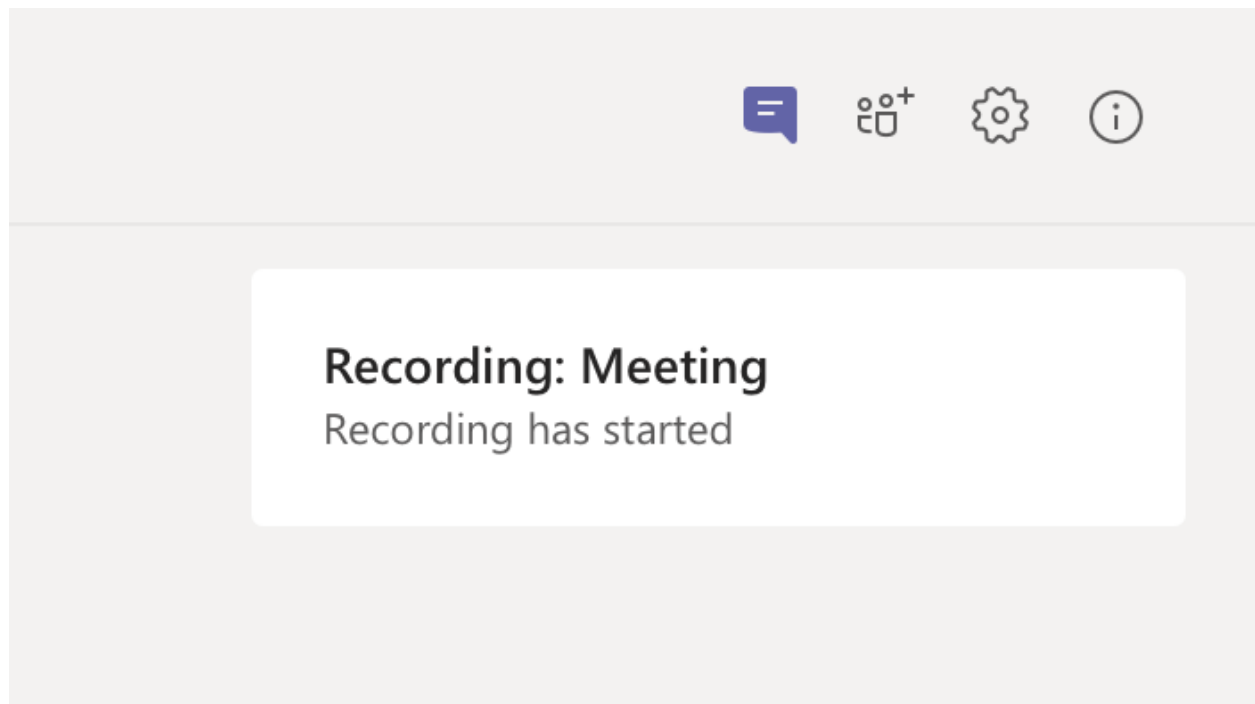
1. Start or join the meeting or videoconferencing hearing
2. To start recording, go to the meeting controls and select **More options** \*\*\* > **Start recording**



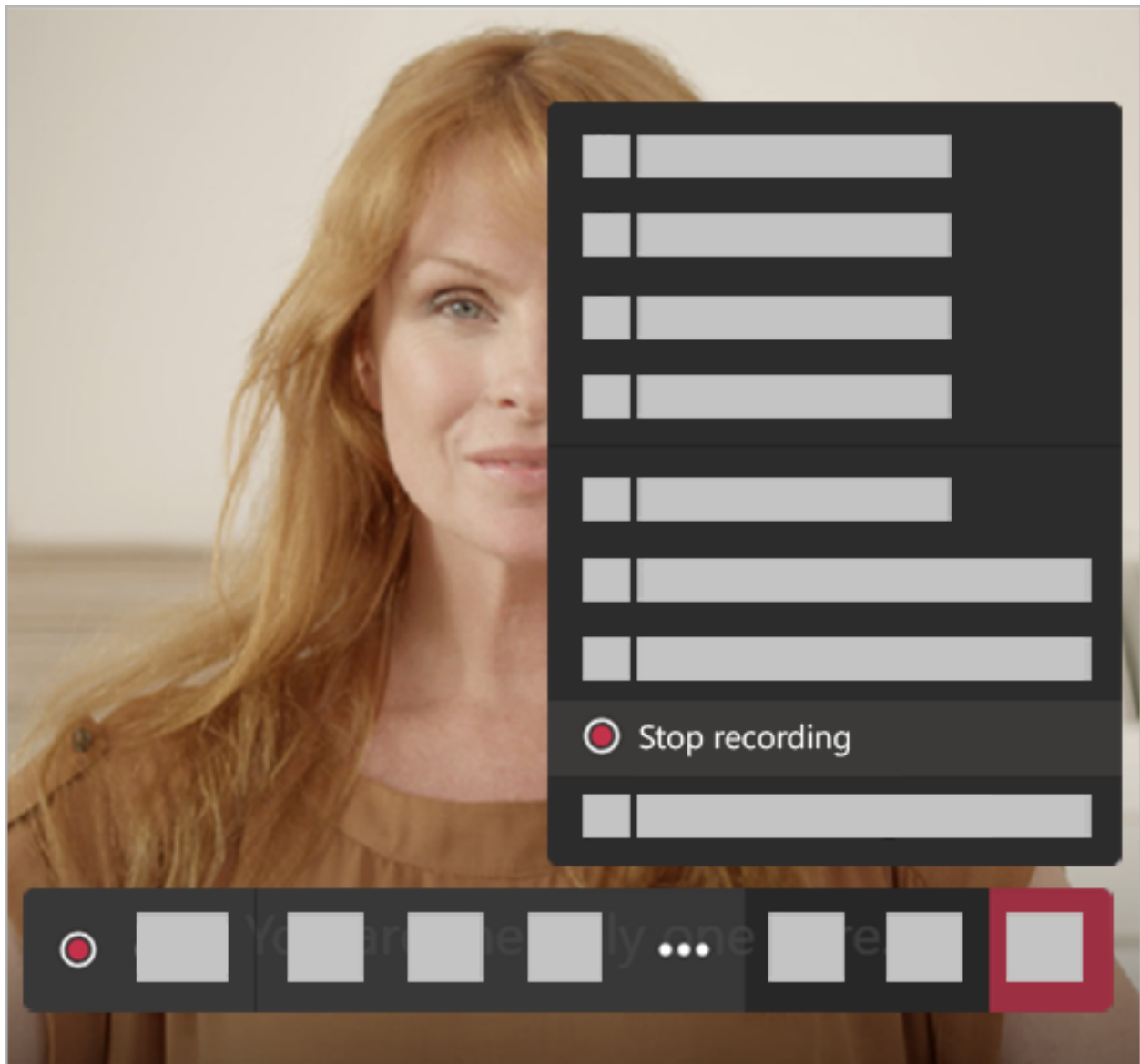
Everyone in the meeting will be notified that recording has started.



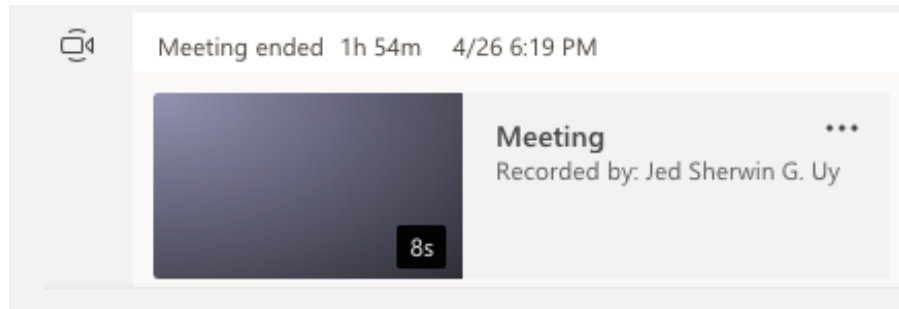
The recording notification will also be posted to the meeting's chat history.



3. To stop recording, go to the meeting controls and select **More options** **...** > **Stop recording**

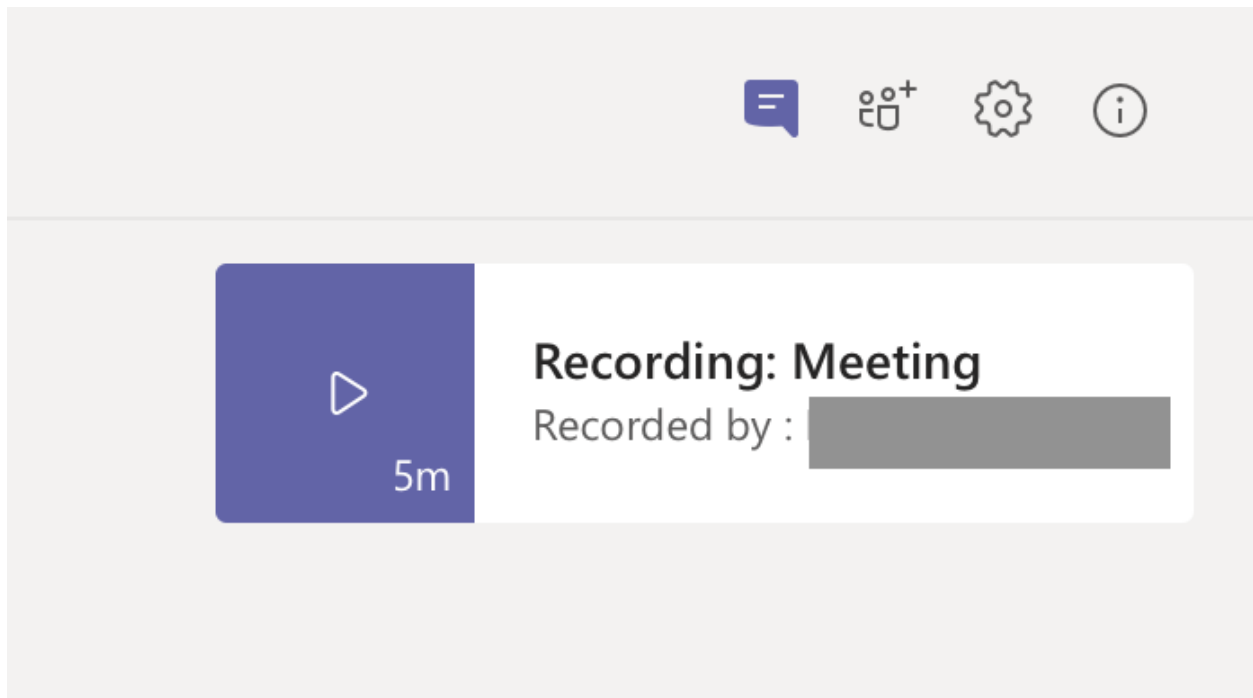


- a. The recording will then be processed (which could take a while depending on the duration of the recorded meeting/videoconferencing hearing) and saved to Microsoft Stream.
- b. The person who started the recording will receive an email from Microsoft Stream when the recording is available. It will also show up in the meeting chat (or in the channel, if you're meeting in a channel).



## **Play the recording**

To play the recording, go to the **chat history** in Teams and select **Play** to play the meeting recording directly in Teams.

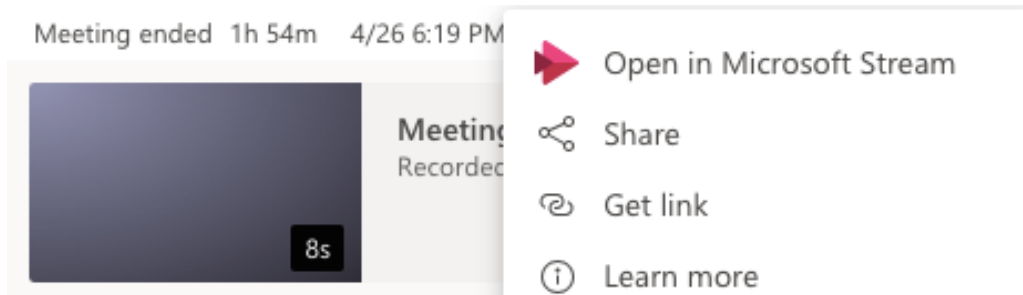


### ***Note:***

- To turn on closed captions, select **CC** in the player.
- If you need to edit the closed captions, see [Edit the recording transcript](#).

## Download the recording

1. Once the recording is already available, select **more options** **⋮** > **Open in Microsoft Stream**



2. On Microsoft Stream, navigate to the video on the list you wish to download and select **more actions** **⋮** > **Download video**

