

How to Record a Microsoft Teams Video

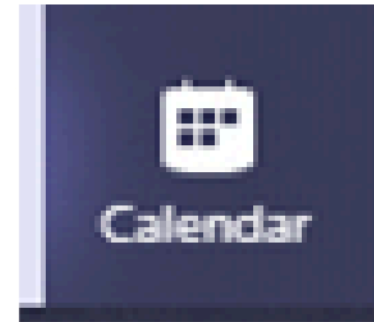


Setting up with Microsoft Teams

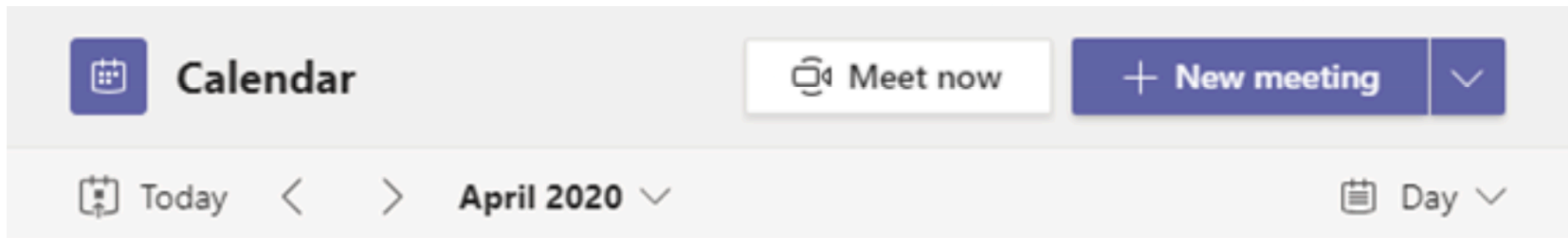
1) Login to your Microsoft Teams account



2) Click on the Calendar tab

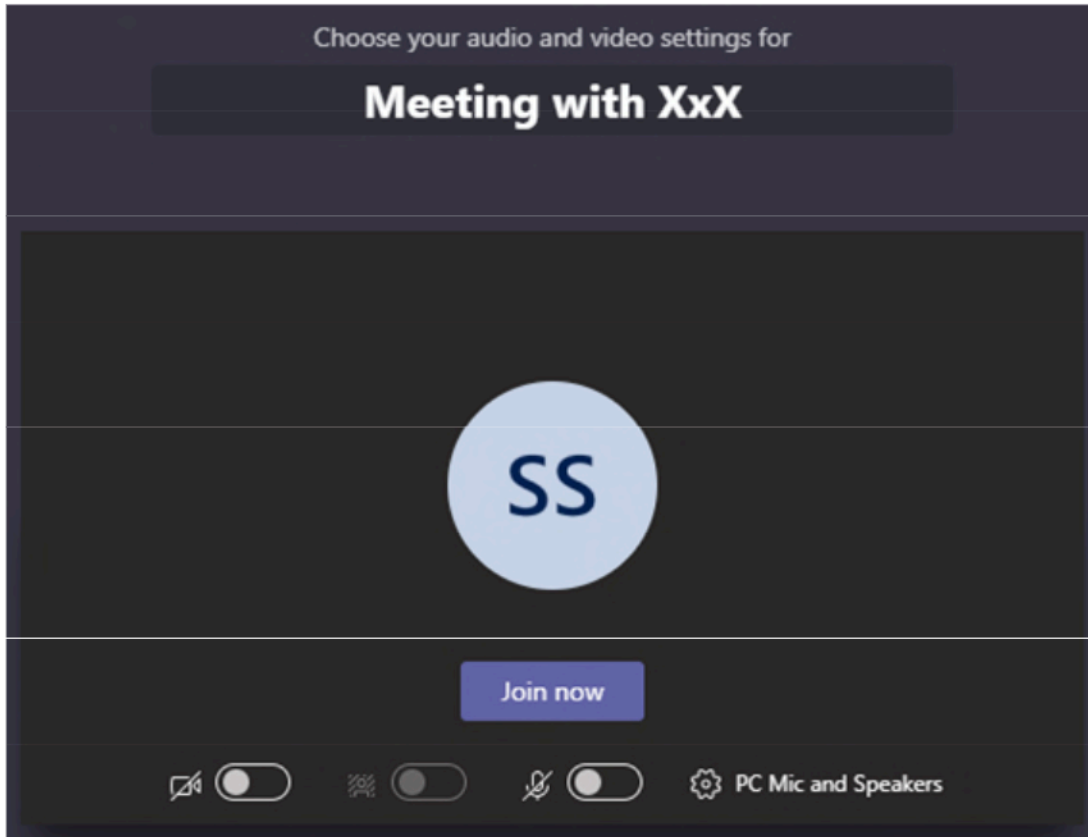


3) Click on 'Meet now' button on the top right hand corner of the calendar screen



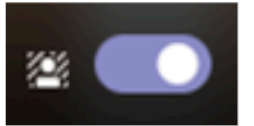
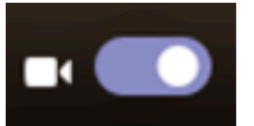
Video Settings

4) Name the title of your video (E.g Meeting with Prof XxX)



5) Check your video settings

- Ensure the video is switched on
- You may choose to blur your background
- Ensure the microphone is switched on



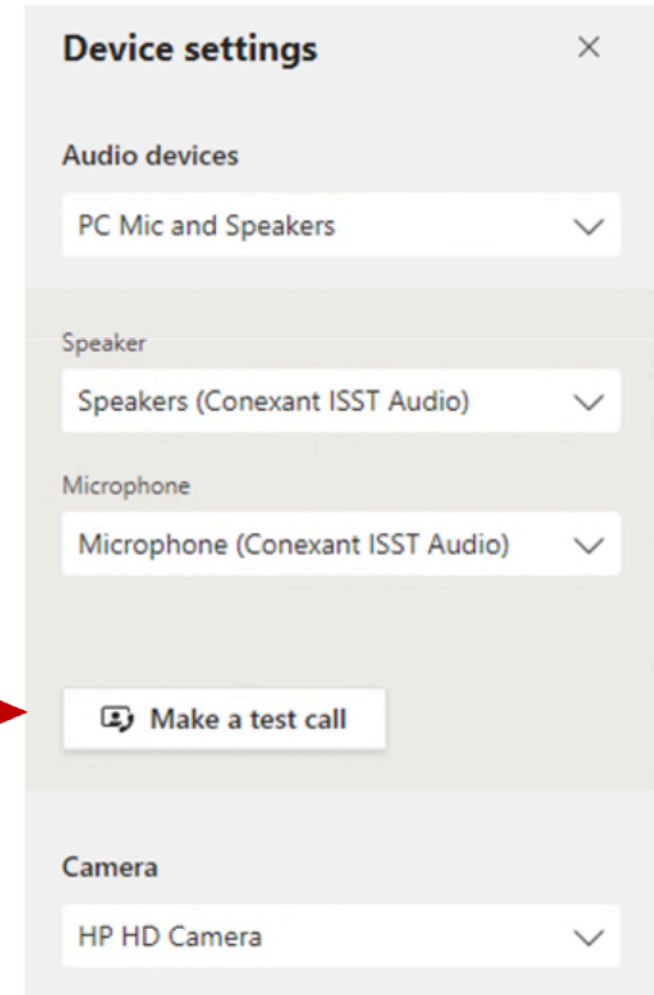
Device Settings

6) Click on the gear icon to access

your device settings

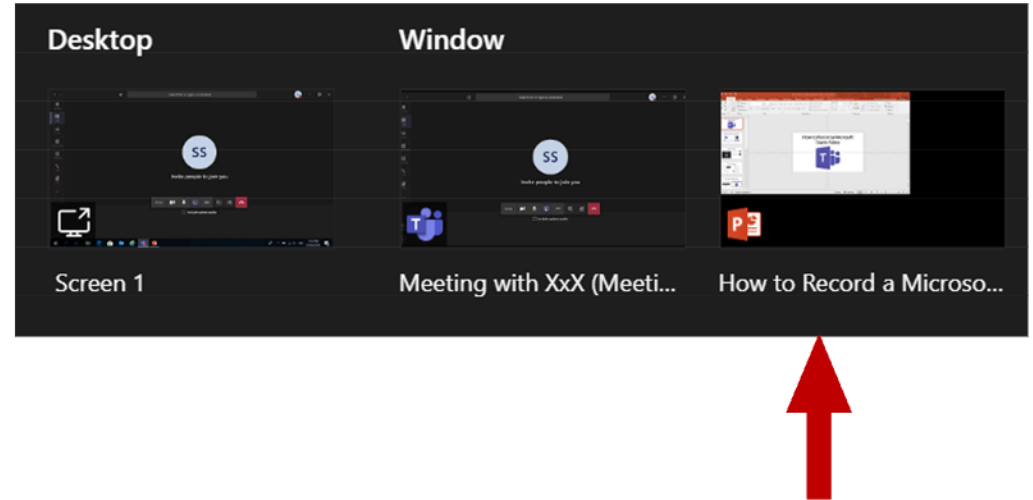
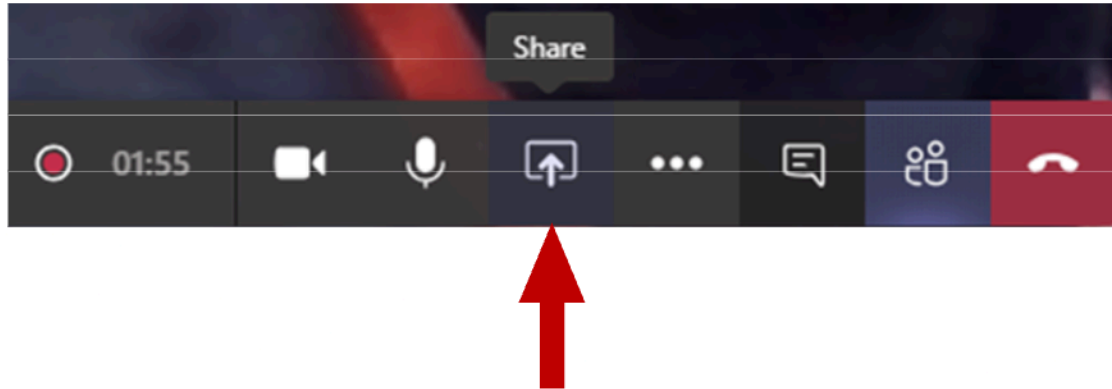


- Select your desired speaker, microphone and camera option
- Make a test call to ensure that your settings are correct



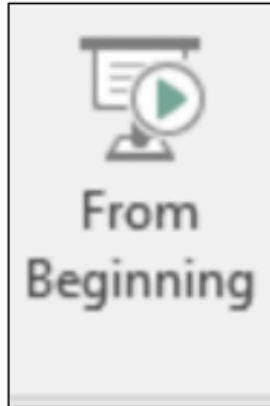
Sharing the Presentation

7) Click on the 'Share' icon and select your presentation slides



Presentation Slide Show

8) Once you have shared the presentation window, remember to start the slide show (Shortcut: Fn F5) so that viewers can see the presentation in full screen



Full screen of PowerPoint Slide Show

Setting the Timer

9) Before you begin the recording, you must set a countdown timer to 3 minutes in order to adhere to the 3MT guidelines.

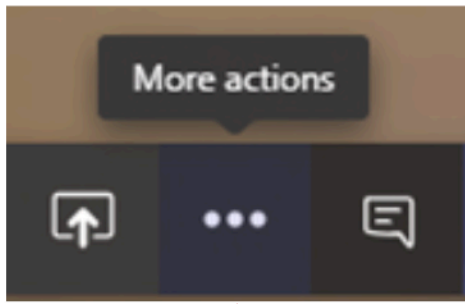
“Presentations are limited to 3 minutes maximum and competitors exceeding 3 minutes are disqualified.”

Start the timer as you begin the recording.

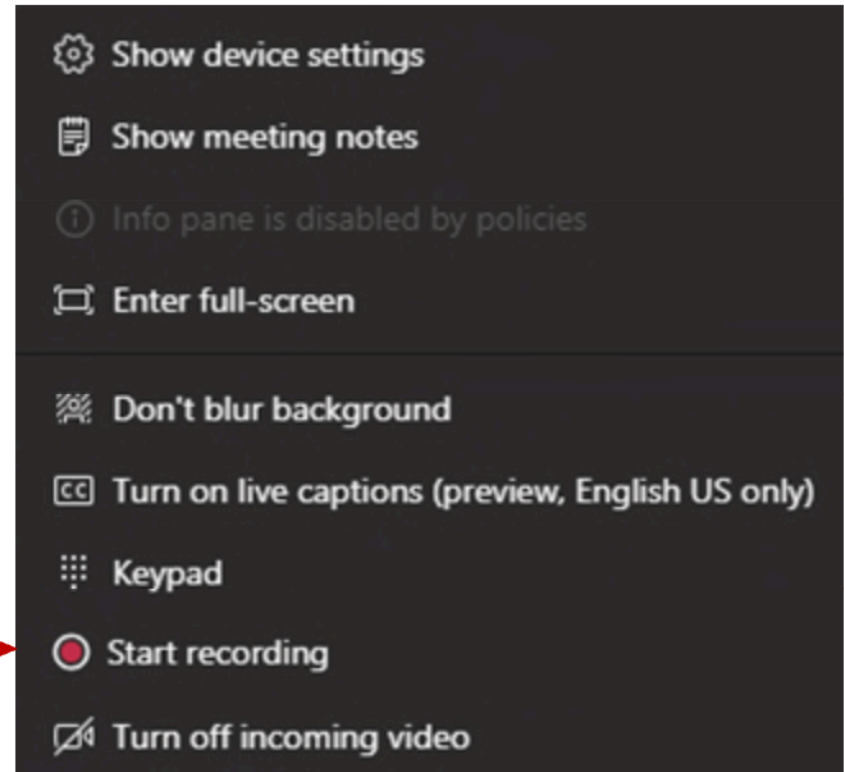


Begin the Recording

10) Click on the 'More actions' icon

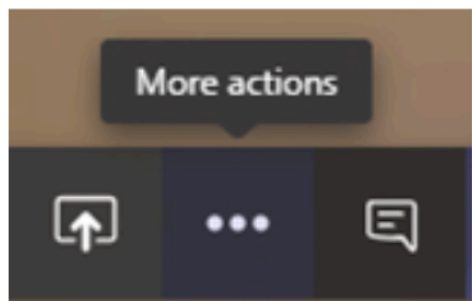


11) Click on 'Start Recording'

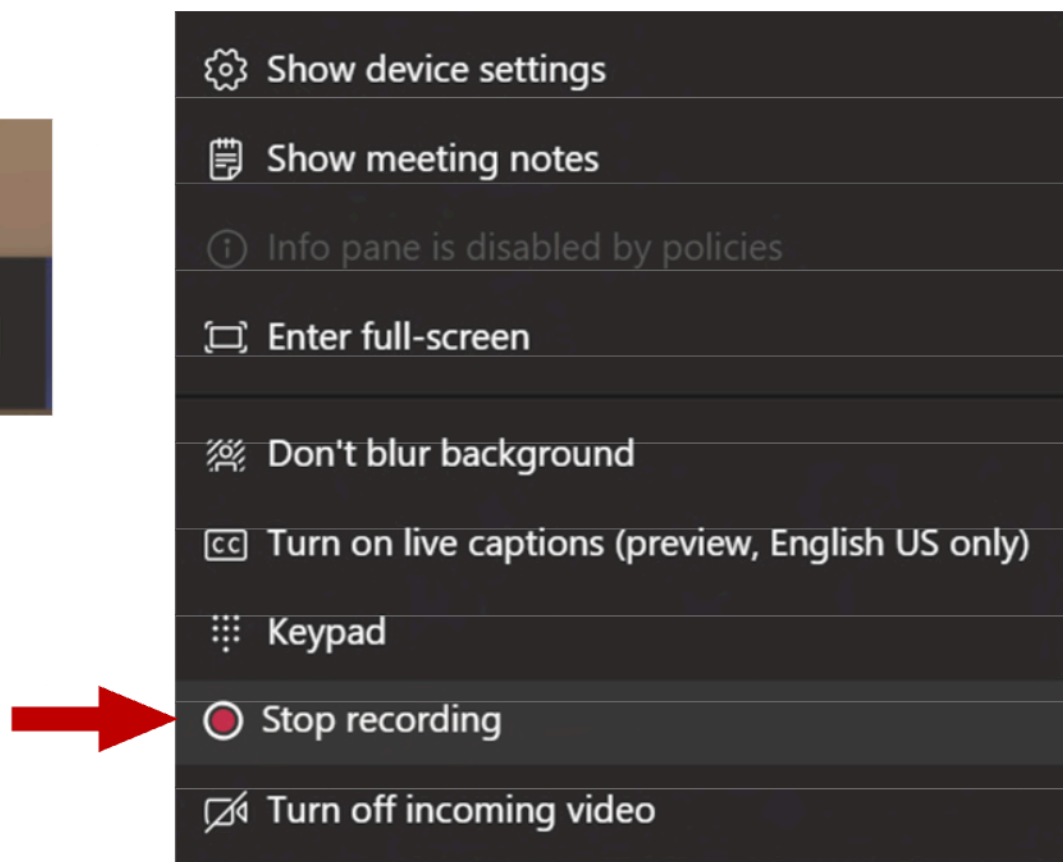


End the Recording

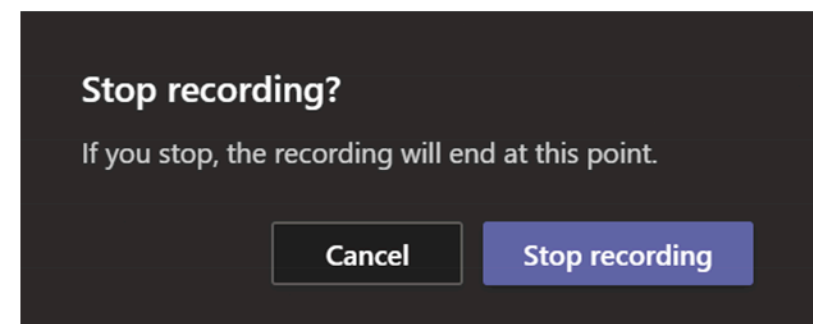
12) Click on the 'More actions' icon



13) Click on 'Stop recording'

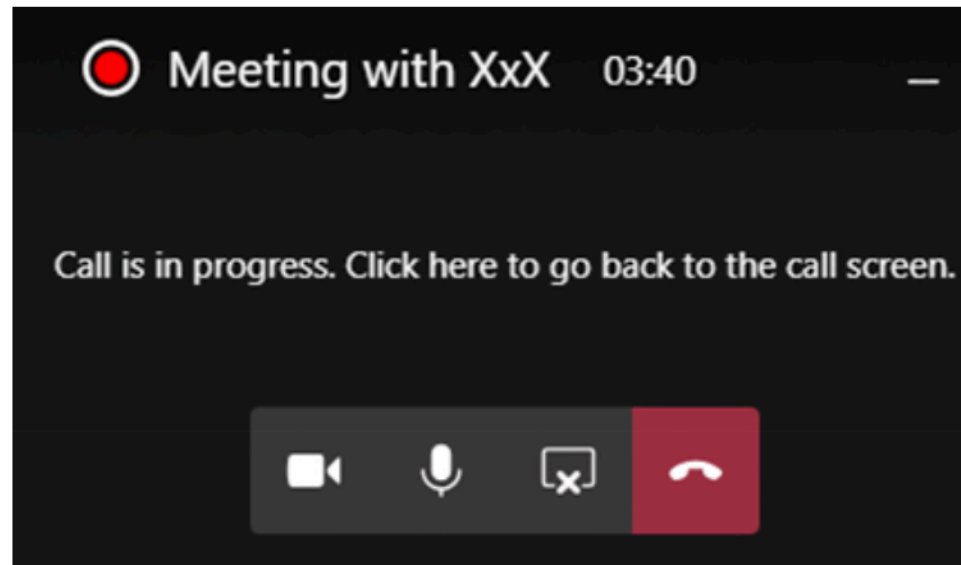


14) Click on 'Stop recording'



End the Meeting

15) Click on the red 'Hang up' icon to end the meeting



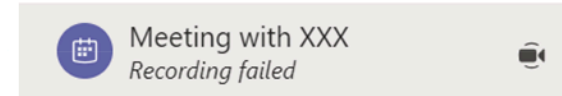
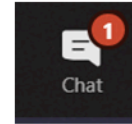
Saving the Video

16) The recording will be made available in your Teams meeting chat

 **Recording is being saved** Once the recording is processed and saved in Microsoft Stream, it will be added to the meeting chat.

17) To access the recording:

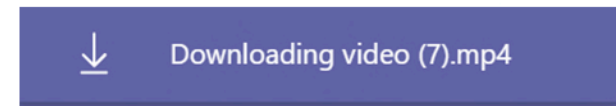
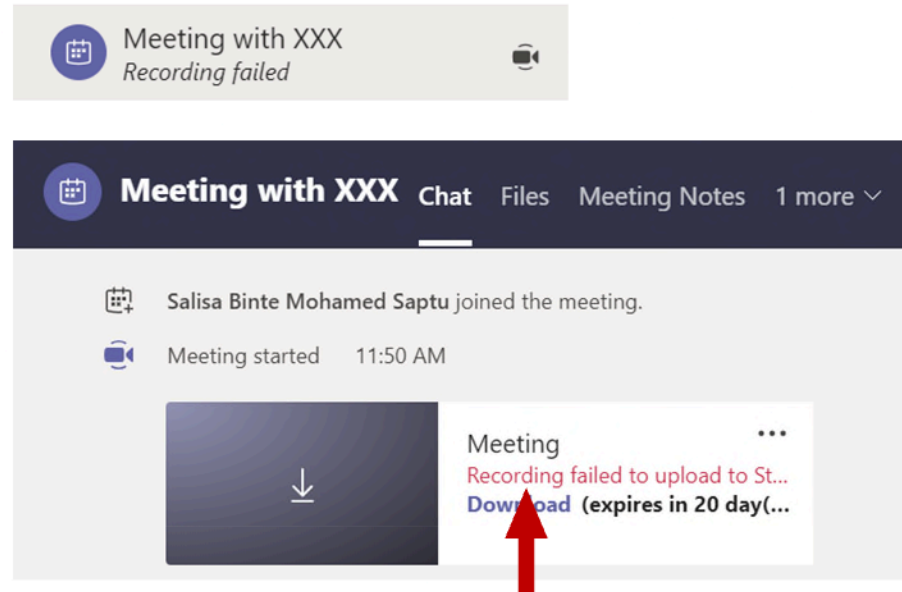
- Click on the 'Chat' tab in Microsoft Teams
- You will see the title of the meeting as a chat entry
- Do not be alarmed by the note that says 'Recording Failed'.
- It only means that the recording was not uploaded and made available online on Microsoft Stream.



Downloading the Video

18) To download the recording:

- Click on the chat entry
- Click on the download button
- The recording will be downloaded to the 'Downloads' folder of your computer
- You may now proceed to share this video to your respective schools



Video Recording

19) The video recording will appear as below with the presentation slides as the main view and the speaker video in the bottom right hand corner.

