

Using MS Teams Recordings

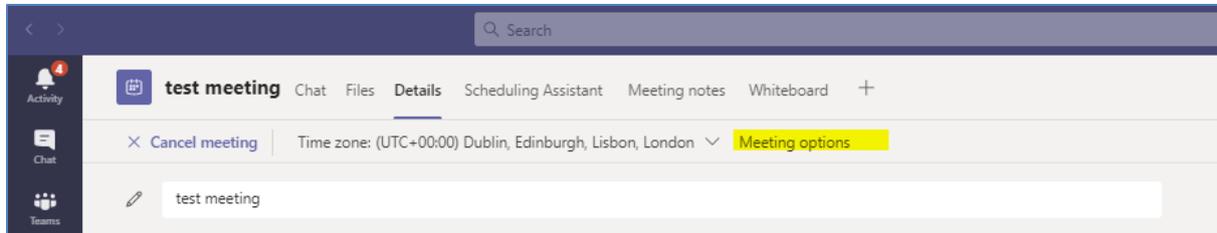
You can record yourself and or meetings that you attend or create within Microsoft Teams. The attendees of the meeting can also record these sessions, however when they do, you and the rest of the meeting will be notified at the top of the screen so you will know if they have not requested your permission to start the recording. If the participants will not need to share a presentation with the meeting you can disable their function to record quite easily when you are setting the meeting up.

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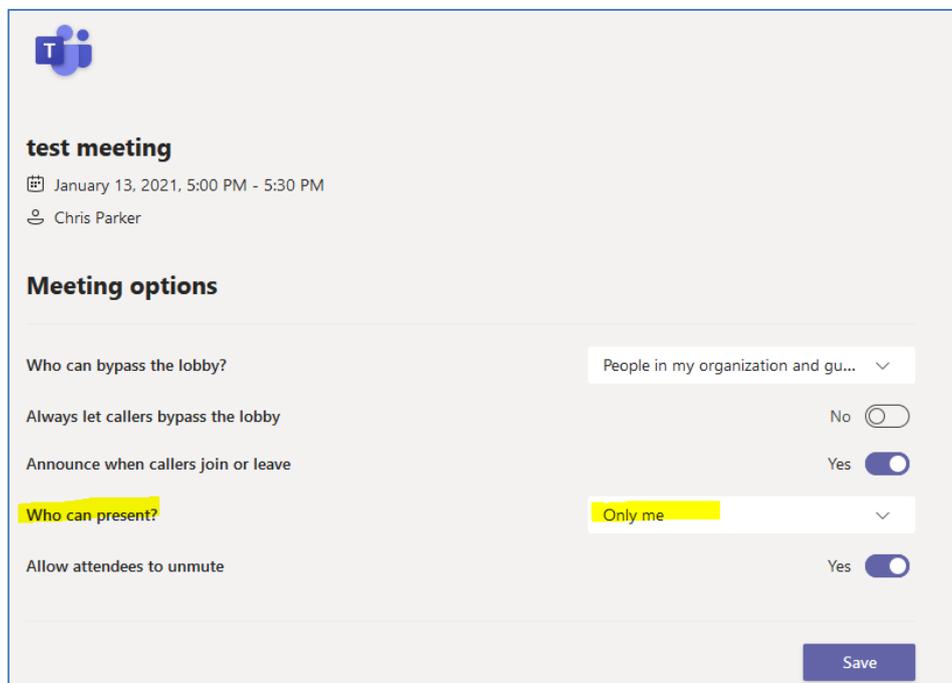
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Disable Present/Record in Teams.

1. Click **“Meeting Options”** when scheduling a meeting within the Team/Channel or via the calendar.



2. Choose **“Only Me”** or **“Specific People”** under **“Who can present”**.



By changing the option for “Who can present” to “Only Me” or “Specific People” all other people will be “Attendees” which means they will not be able to present or record the meeting.

[You can read more on this by visiting the Microsoft support site.](#)

Finding and using recordings you have created

Microsoft have recently updated where Teams recordings are stored. They are no longer stored in Stream – the information below details how to use a recording made via Teams.

Recordings made within channel meetings:

If you record a channel session on Microsoft Teams from within the channel, it will automatically be saved to the SharePoint area for that Channel. The owner(s) of the channel will have access to this SharePoint. You can find the SharePoint area within the shared libraries section in your OneDrive. A link to the video will also be placed within the channel removing the need to share the video to the channel.

Recordings made outwith the channel:

Recordings made during a one to one or group meeting will be stored in the OneDrive of the person who clicked record - in a folder called recordings.

Share a video recording via a link (e.g. in Moodle):

First find your recording in OneDrive or the Teams SharePoint site

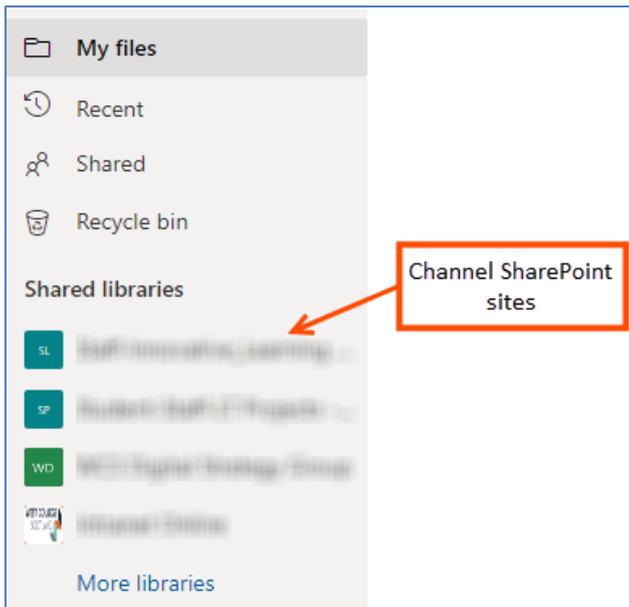
1. Sign into <https://www.office.com/> and choose **OneDrive** from the apps pane.
2. Click on **App launcher** at the top left-hand side of your screen:



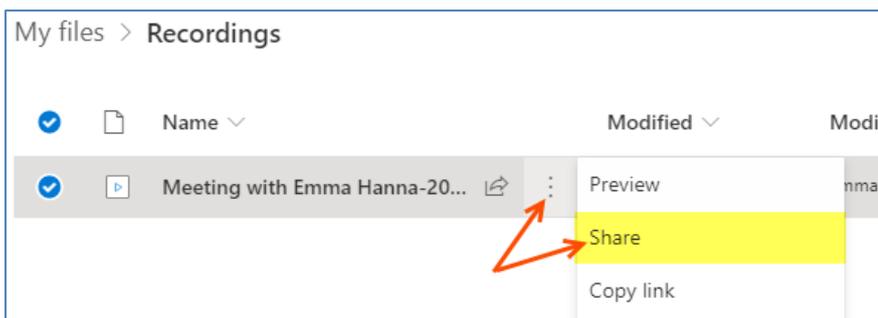
3. Choose **OneDrive** from the list of apps



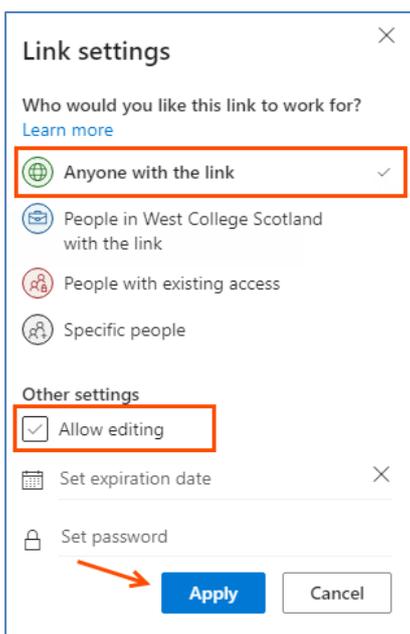
4. If the recording was made within a Teams channel it will be stored in the SharePoint site for that channel. Otherwise it will be in a folder called **recordings**. To find the SharePoint site look under Shared Libraries:



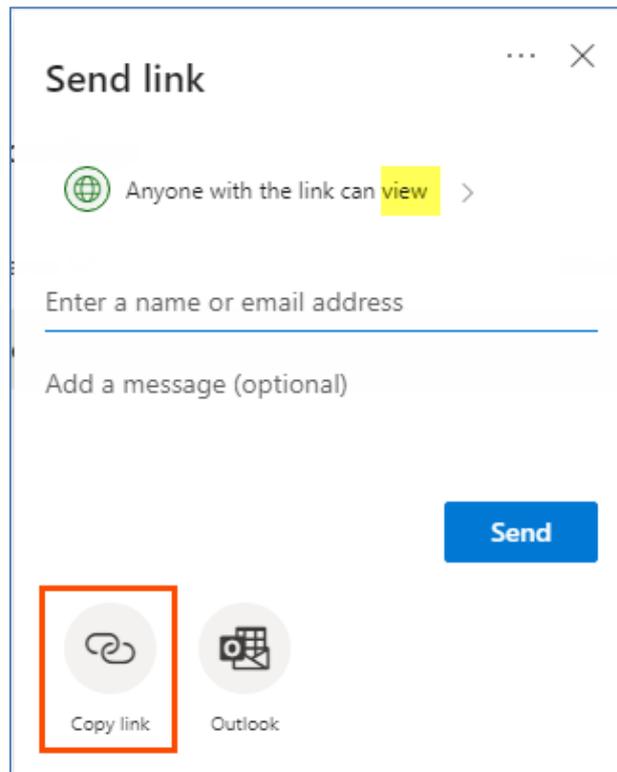
5. Once you have found the recording you want to share click on **Actions** (3 dots) then **Share**:



6. To ensure the people you are sharing with cannot edit the, video click on “Anyone with the link can edit” and **untick** Allow editing:



7. Click **Apply**
8. You will notice that the message now says, "Anyone with the link can **view**". Click **Copy Link**.



This link can now be added to Moodle or anywhere that you are sharing the video.

Upload your video into Moodle

1. In your chosen Moodle course **Turn editing on.**

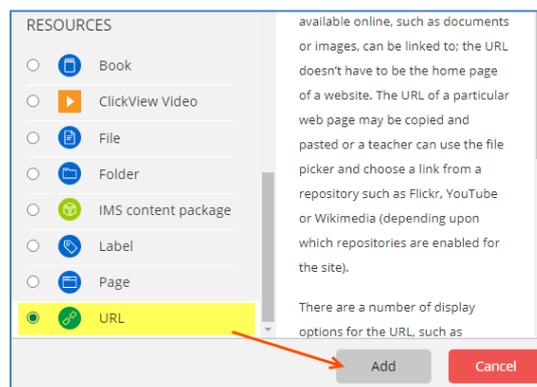


2. Choose the **topic** where you wish to add the video link.

3. Click **Add an activity or resource**



4. Choose **URL** from the list of resources and click **Add**



5. Give the Video a **title** in the name text box
6. **Paste** the URL copied earlier for OneDrive
7. Under Appearance
 - a. Choose **In Pop-up** (to show the video in a window where can decide on the size). This will require students to allow pop-ups.
 - b. or **New Window** to open in a new window.