

# How to Access Class Recordings in Brightspace

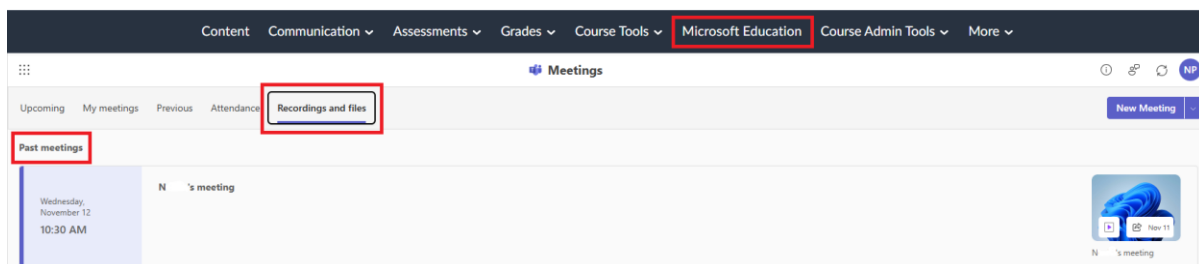
**NOTE:** Ensure you are logged into Microsoft 365 account with your GBC credentials. Download the MS Teams app to get the most robust experience and access to features.

## Access Teams Meetings app in Brightspace

1. Log in to Brightspace and open the course where the Teams meeting was scheduled.
2. Select Microsoft (MS) Education from your course navigation bar.

## Find Recordings

1. From your Meetings app, select the Recordings and files tab.
2. Under Past meetings, locate the meeting you want.



3. If the meeting was recorded, you'll see a recording thumbnail next to the meeting details.
4. To preview or share the recording:
  - a. Select the play button on the left to preview the recording. (You will see this button if you are the organizer of the meeting).
  - b. Select the share button on the right to share the recording with others. (This will open the recording in Clipchamp).

