

How to Record a Meeting in MS Teams

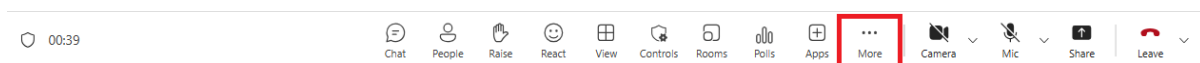
NOTE: Ensure you are logged in to Microsoft 365 account with your GBC credentials. Download the MS Teams app to get the most robust experience and access to features.

Start your meeting

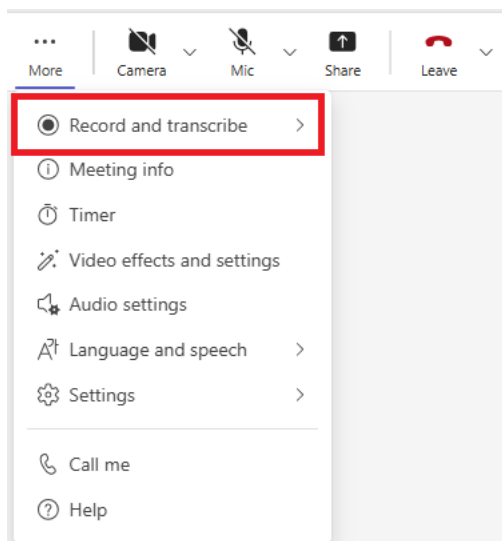
1. Join your scheduled Teams meeting for your class in Brightspace.
2. Once you're in the meeting, move your cursor to reveal the toolbar (usually at the top or bottom of the screen depending on your device).

Access More options

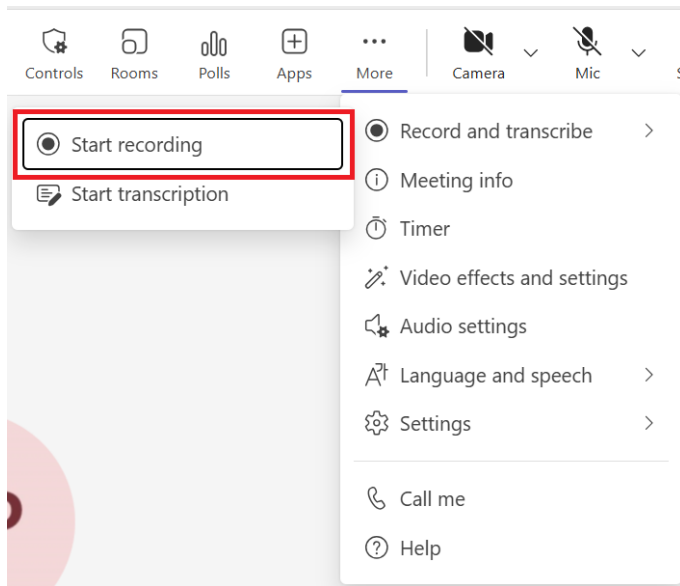
1. Locate the More button represented by three dots (...) in the toolbar and open it.



2. From the dropdown menu, choose Record and Transcribe.

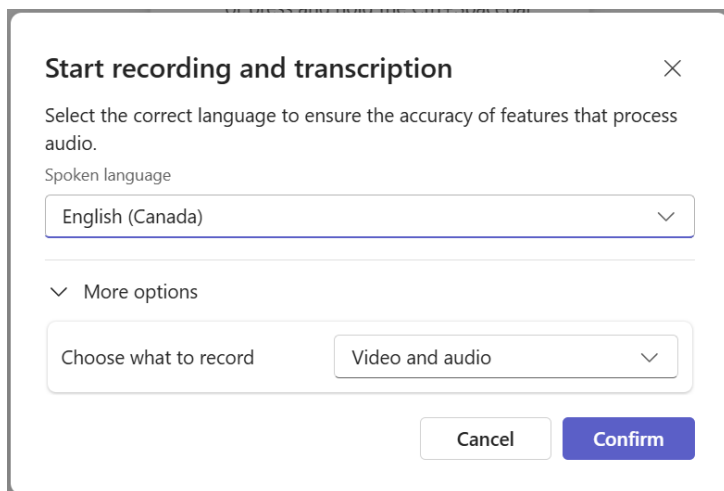


3. Select Start Recording. (This will include transcription).



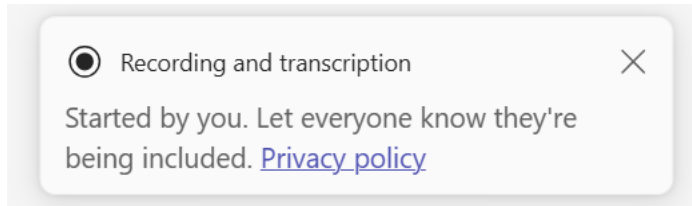
Confirm settings

1. Choose the language from the dropdown menu.
2. Choose what to record, e.g. video and audio.
3. Select Confirm.



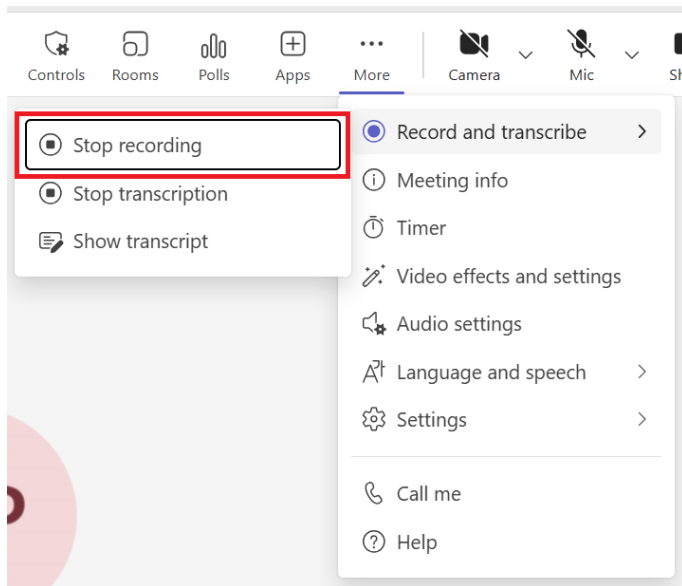
Notify Participants

1. Teams automatically displays a banner informing everyone that the meeting is being recorded.



Stop Recording When Finished

1. Return to the More button and choose Record and Transcribe.
2. Select Stop recording. The recording will then process and save.



3. Select Stop from the pop-up dialog box.

