How to Record a Teams Meeting

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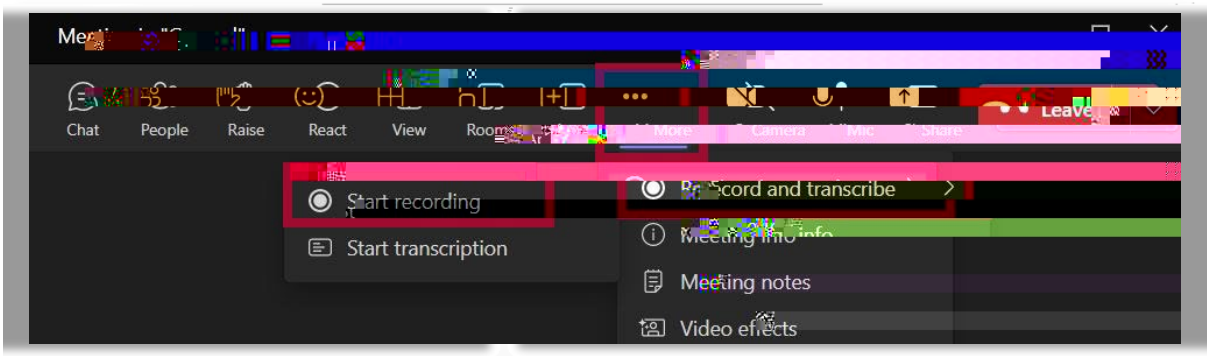
Recording a Teams Meeting

Any Teams meeting or call can be recorded for future viewing. The recording captures audio, video, and screen sharing activity, that can be shared securely.

Start a Recording

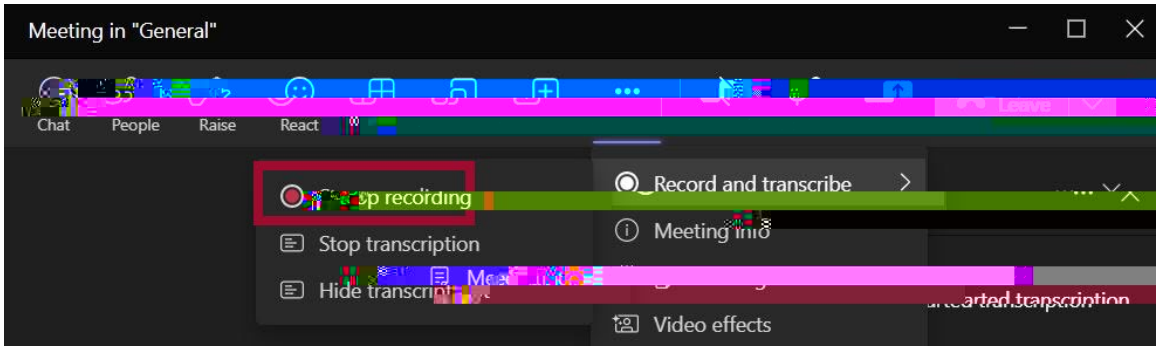
When you start recording a meeting, you also turn on live transcriptions, and everyone in the meeting gets notified that recording and transcription have started.

1. First, start or join a meeting.
2. Go to the meeting controls and select **More actions** [. . .], **Record and transcribe**, and **Start recording**.



Stop a Recording

1. Go to the meeting controls and select **More actions** [. . .], **Record and transcribe**, then **Stop recording**.



Downloading a Recording

Teams recordings can be downloaded by the meeting recorder or the meeting organizer as MP4s using the Download link in Stream.

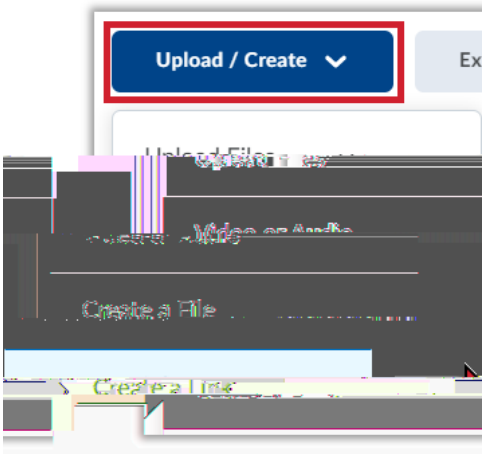
1. Select **More options** [. . .], then click **Download**.

2. You will receive a notification that content such as the Transcript, Chapters or Comments will not be included in the download. Select **Download** to proceed. Save the recording in a secure location on your computer hard drive or in OneDrive.

Sharing a Teams Recording Link in BlazeVIEW

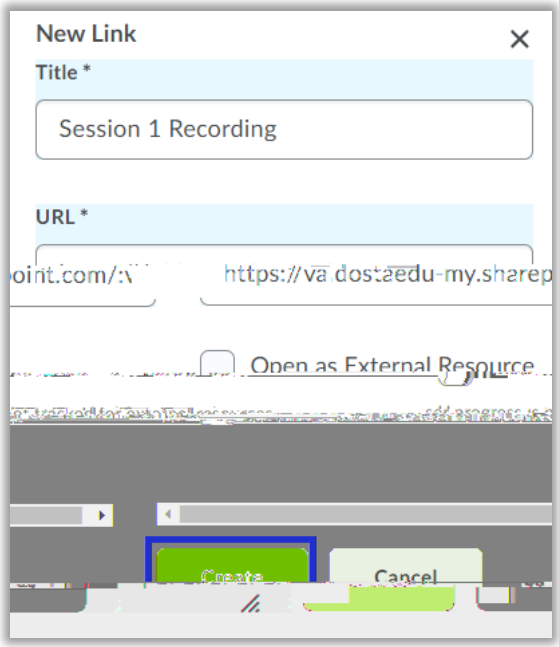
Follow the steps to add a link to the recording in your course.

1. Open your BlazeVIEW course.
2. Select **Content** on the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.
3. In the module, click **Upload / Create**, then select **Create a Link** from the dropdown menu.



4. Type in a unique title for your recording in the Title field and paste the link to the recording in the URL field, then click **Create.**

   *Optionally, you can click the box for Open as External Resource so the link opens outside of BlazeVIEW. However, user progress will not be tracked if it is opened externally.



For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.