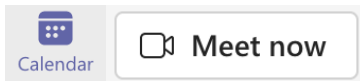




How to Record and Share a Video with MS Teams and MS Stream

Record a Meeting in MS Teams

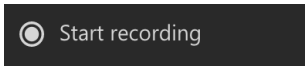
- In the "Calendar" tab, click "Meet Now" to start a meeting.



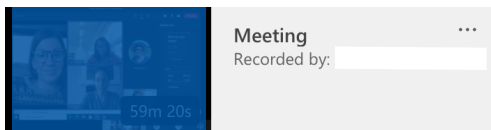
- Ensure your audio and video are connected.



- Click "...", so see more meeting options and click to start meeting recording.



- When you are finished recording, end your meeting. The recording will appear in the chat.



- Click on the "..." to get the link of your recording and share!

- Open
- Get link
- Learn more
- Report a problem

OR

Record or Upload an Existing Video Directly in MS Stream

- Sign into the MS Stream website using your JAC credentials or download the app!

web.microsoftstream.com

- Click the option to create which will allow you to either upload an existing video or record a new one!



- Once complete, all your videos will be listed under "My Content".



- Locate the video you want to share and click on "..." for options to either download or share the link!

