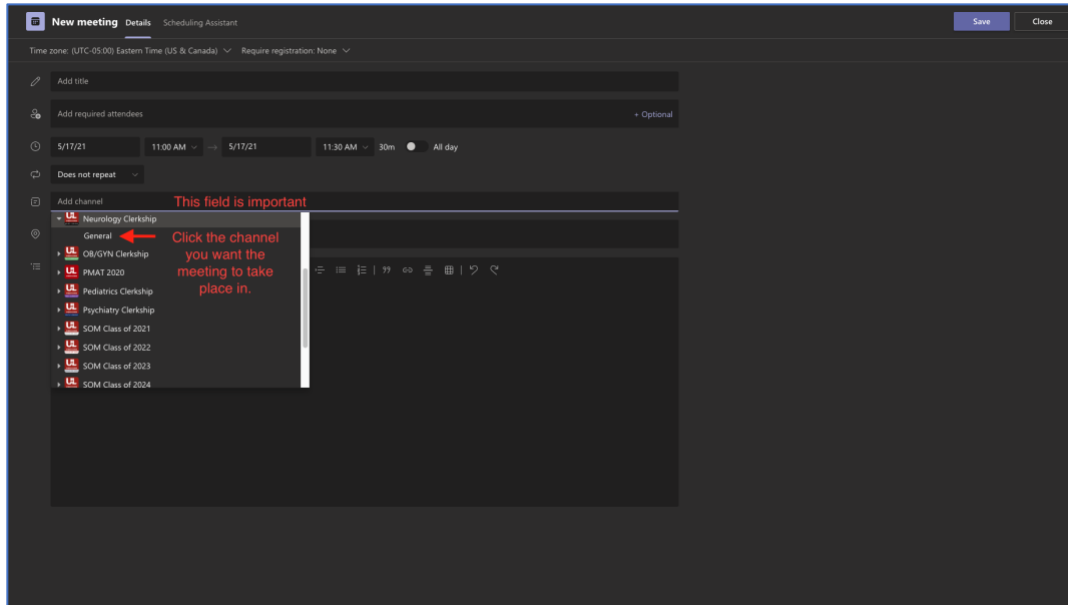


How to record and share meetings

Creating Meetings

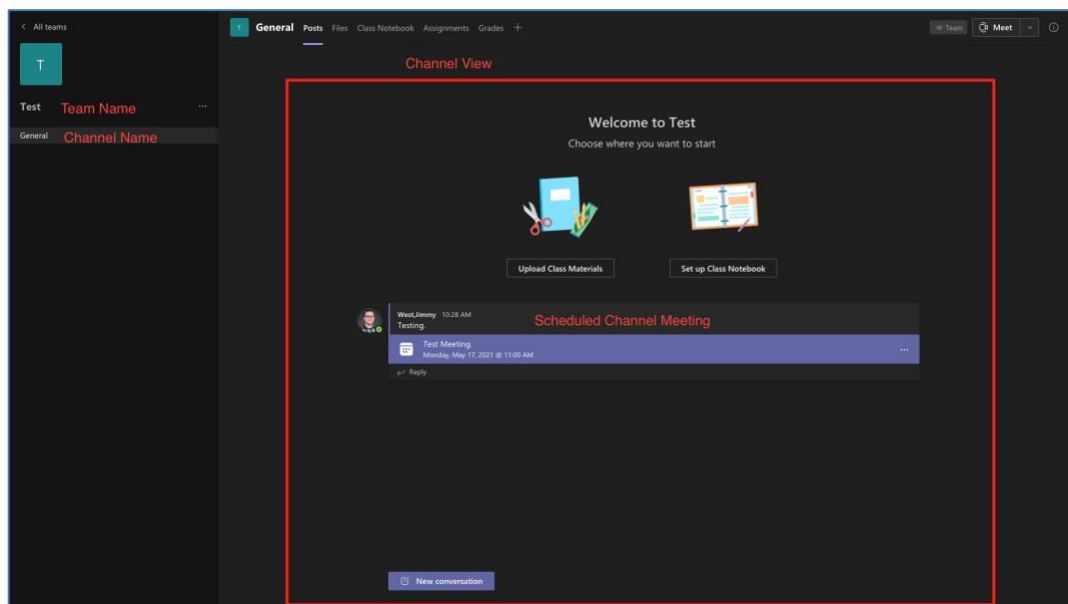
In Microsoft Teams there are two different types of meetings: **Channel**, and **Non-Channel**.

When creating any meeting in Microsoft Teams you are greeted with a screen that looks like this:



Whether or not you add a **Channel** to the meeting invite in the “Add Channel” field will determine if it is a Channel Meeting or a Non-Channel Meeting.

Channel Meetings are attached to a **Channel** inside of a **Team**. They appear like this inside of the team when scheduled:



How to Record a Meeting

Recording a meeting inside of Microsoft Teams is an easy, two-step process.

1. Locate the “3 dots” inside of the meeting. To pull down the settings menu.
2. Click on Start Recording. The recording will start.
3. After the meeting the recording will be processed for approximately 30-45 minutes. (Sometimes way less if the meeting was particularly short)

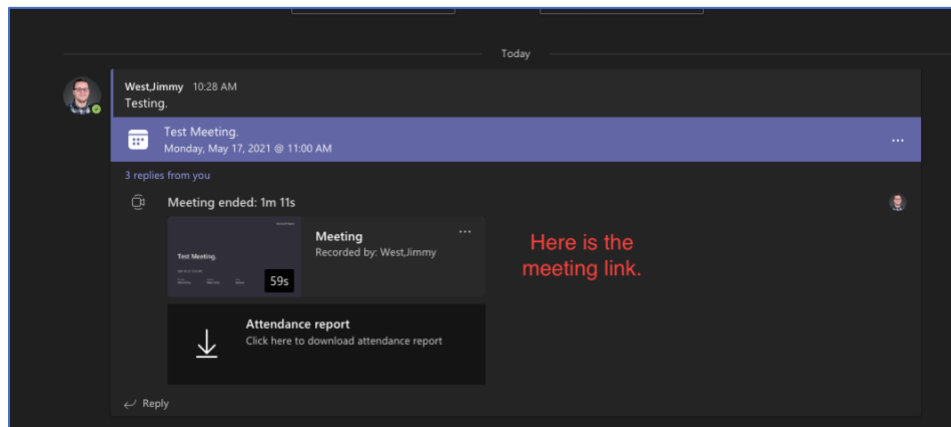
Where is your Recording?

This is why we stressed the importance of a **Channel** meeting and a **Non-Channel** meeting, as the location of the recording changes depending on the type of meeting.

Channel Meeting

In a **Channel Meeting**, your meeting link will be stored in a couple locations:

- In the Channel View (see picture above) for the channel you selected.
- In the Chat of the Meeting itself, you can access this from the Chat tab.

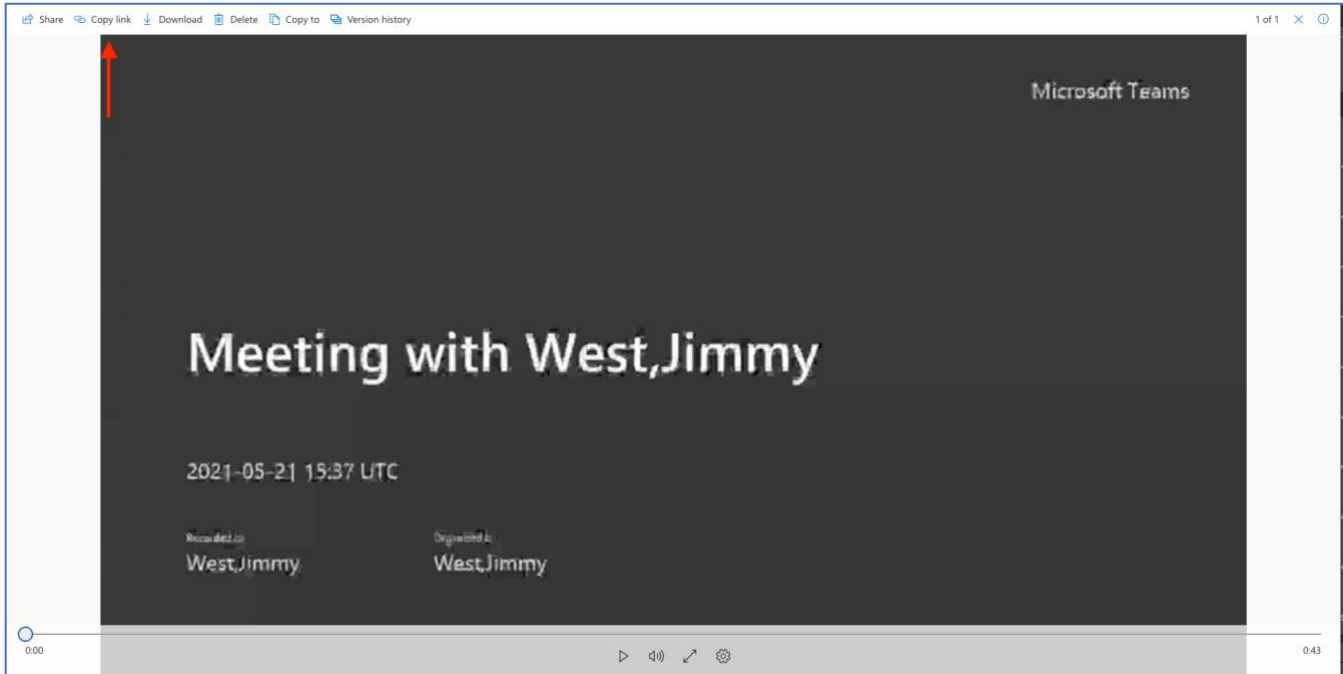


Non-Channel Meeting

In a **Non-Channel Meeting**, your meeting link will be stored in the following locations:

- In the root of the person who started the recordings *One Drive for Business* account there is a folder named *Recordings*. **All non-channel meetings that you start the recording are stored in this folder.**
- In the Chat tab you will see the link posted that will take you to the file in your one drive account.

How to Share a Meeting



Step 1: Copy the Link

Step 2: Share the Link with whoever needs to view the recording. By default they must be a UofL employee and signed in with their ulink account to Microsoft Teams.

In the top left corner of the recording (next to Copy Link) there is a **Share** menu where you can change who has permission to view the recording.

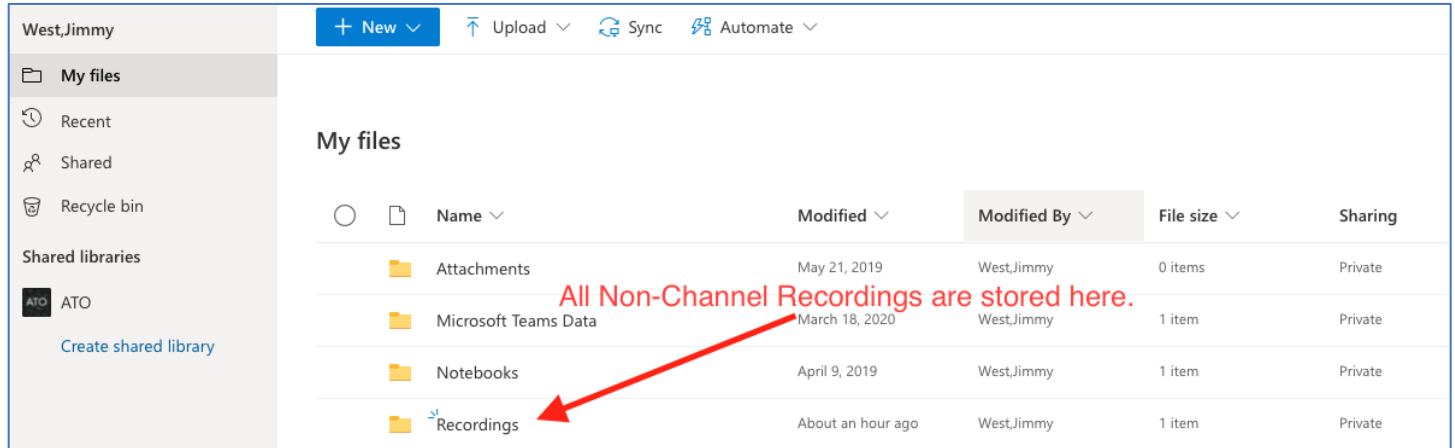
You can add people individually or you can make the meeting available to anyone who you've given the link to.

Use the latter option only in situations where the meeting does not contain any sensitive information that you wouldn't mind being shared publicly.

How to Navigate to Past Recordings (Non-Channel Meeting)

Step 1: Head to <https://onedrive.live.com/about/en-gb/signin/> and log-in using your uofl email address and ulink password.

Step 2: You will arrive at this screen:



The screenshot shows the OneDrive interface for user West,Jimmy. The left sidebar contains navigation options: My files, Recent, Shared, Recycle bin, and Shared libraries (ATO). The main area displays a table of files and folders:

Name	Modified	Modified By	File size	Sharing
Attachments	May 21, 2019	West,Jimmy	0 items	Private
Microsoft Teams Data	March 18, 2020	West,Jimmy	1 item	Private
Notebooks	April 9, 2019	West,Jimmy	1 item	Private
Recordings	About an hour ago	West,Jimmy	1 item	Private

A red arrow points to the 'Recordings' folder, with the text 'All Non-Channel Recordings are stored here.' overlaid in red.

Click on the **Recordings** folder and navigate to the meeting you need. You can follow the instructions above to share the link.

Continued Support

If any aspect of this seems confusing or you require additional explanation, please email atosupport@louisville.edu.

The Academic Technology Office is committed to providing exceptional support to faculty and staff on the UofL HSC campus.

We are located in the Instructional Building at B-231 and our office hours are 8:00 am to 4:00 pm M-F.