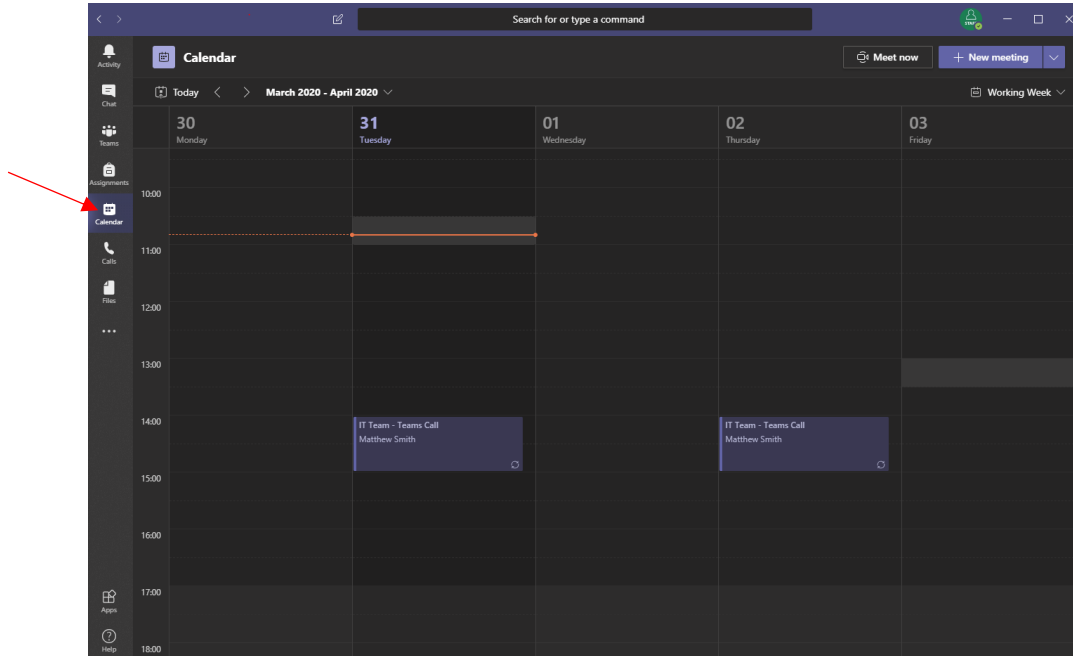
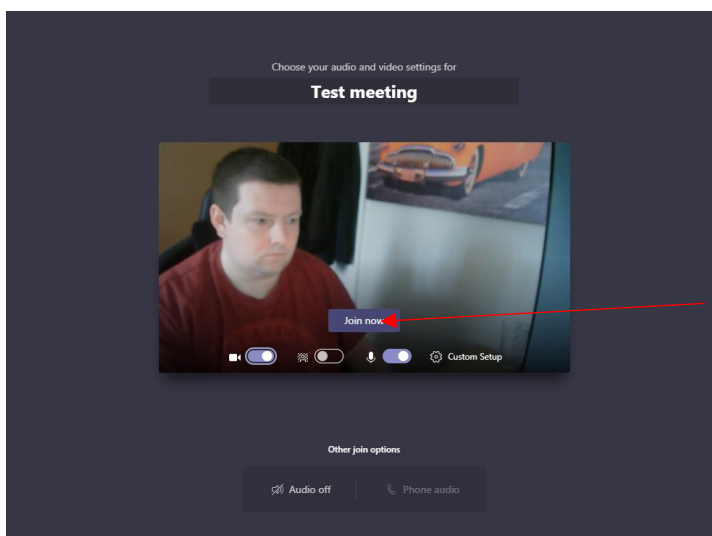
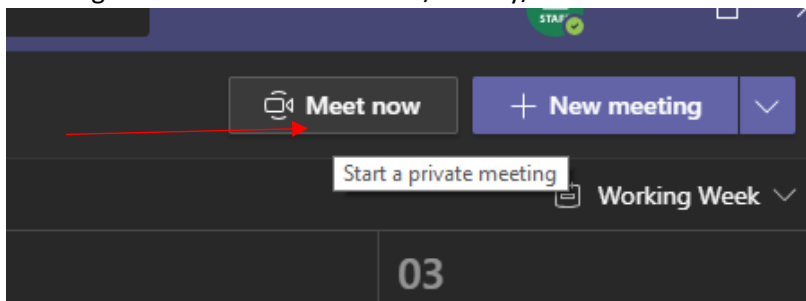


## Recording videos in Teams to use in assignments later

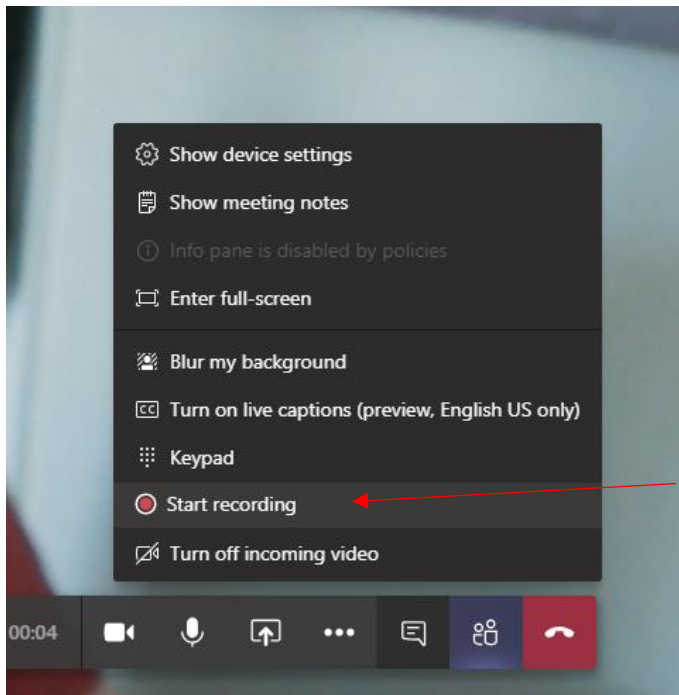
1. Click on 'Calendar' on the left-hand side. On mobile it will be in the navigation bar at the bottom.



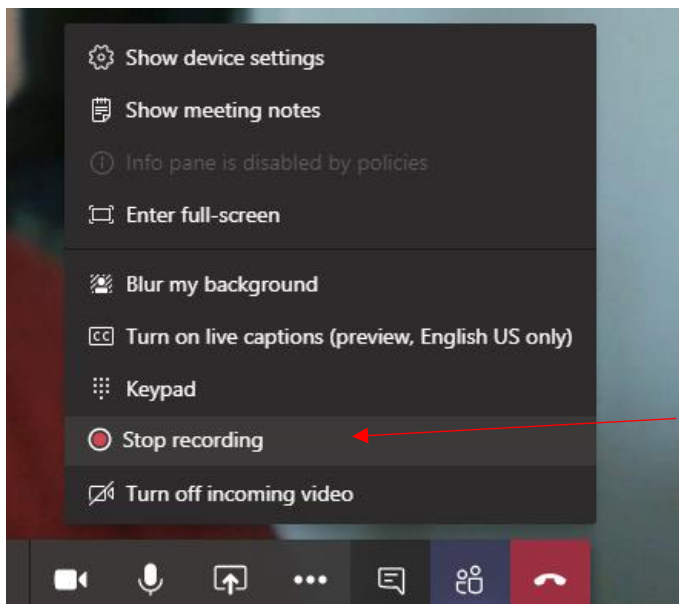
2. Click on 'Meet Now' (you're only meeting with yourself at the moment) – you can name the meeting with the title of the lesson/activity/etc.



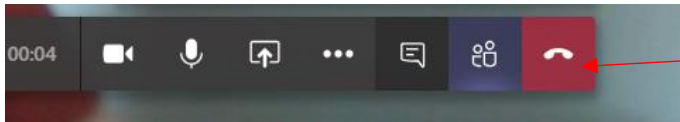
3. Click on the 3 dots to 'Start Recording'.



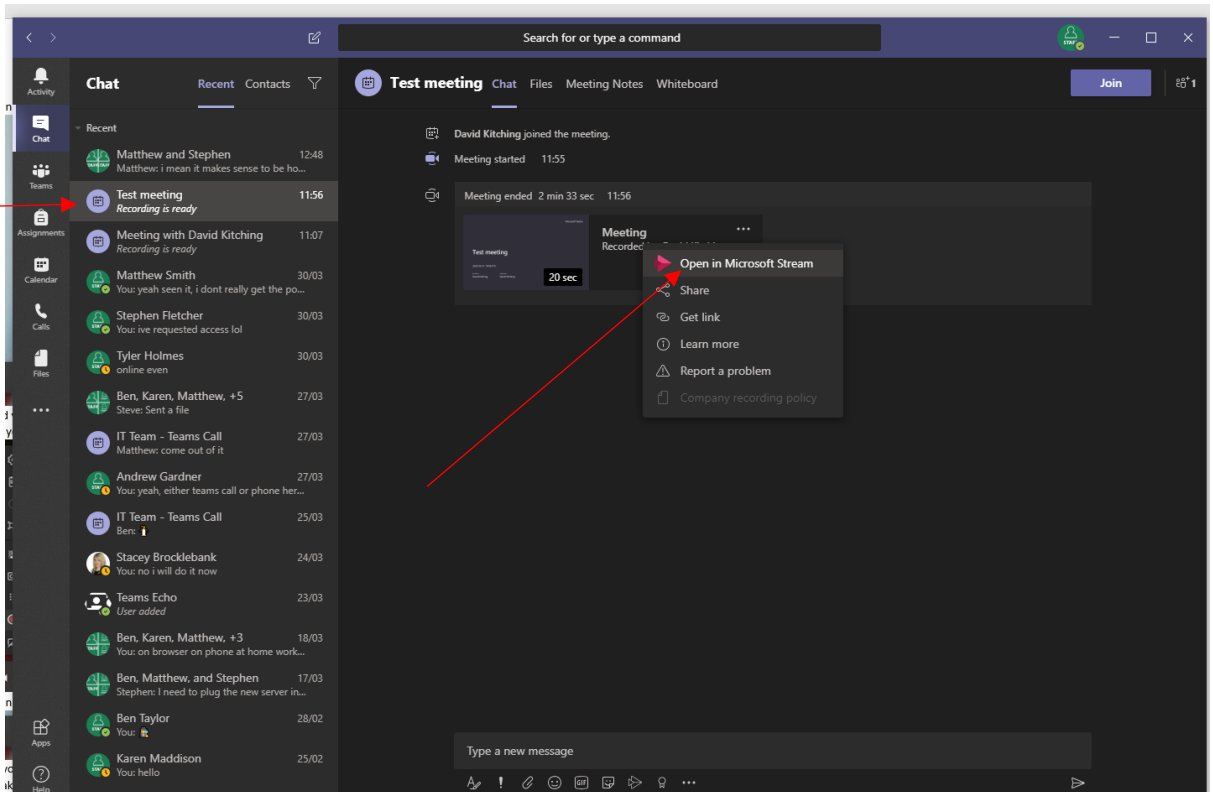
4. Record your video.
5. When you've finished click on the 3 dots again to 'Stop Recording'



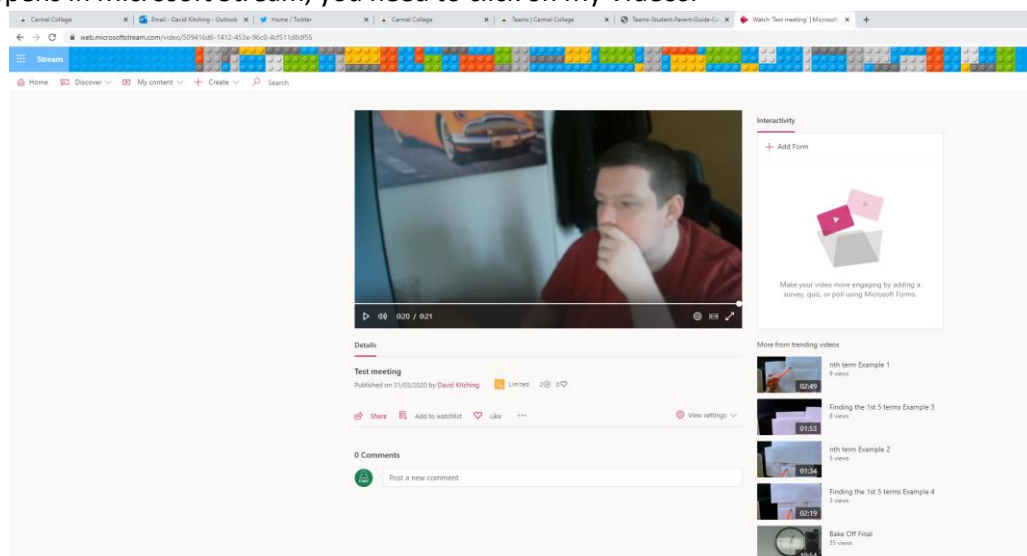
6. Click on the red telephone to end the meeting.



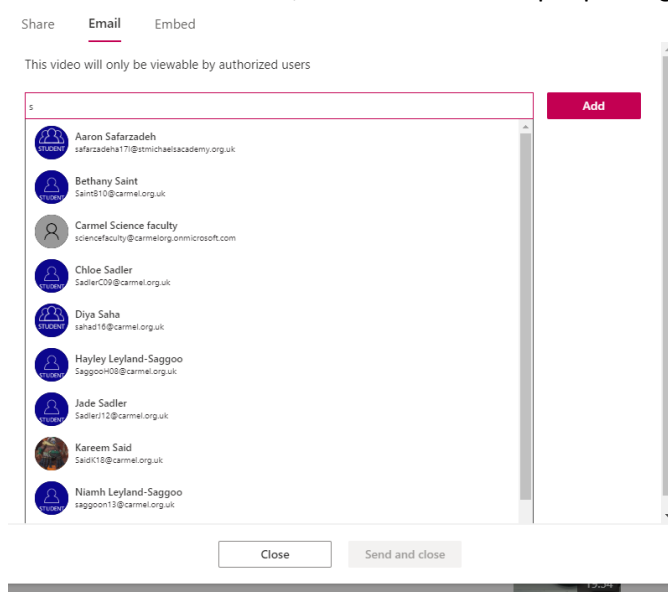
7. Once you've ended the meeting, the video will automatically save into Microsoft Stream (it may take a couple of minutes to do this!)
8. Once it's saved it will appear as a link in your general 'Chat' on the left-hand side – you need click on the 3 dots at the top of your meeting to 'Open in Microsoft Stream'.



9. The students will only have access if you share it with them in Microsoft Stream, so when it opens in Microsoft Stream, you need to click on My Videos.



10. The video you have just created will appear here – you need to click on share under the video and click on email, now search for the people or group you would to share it with.



11. Click back onto the Share tab and you will see a link to copy and paste, copy this and post it into the general chat area of your classes team back in Teams.

