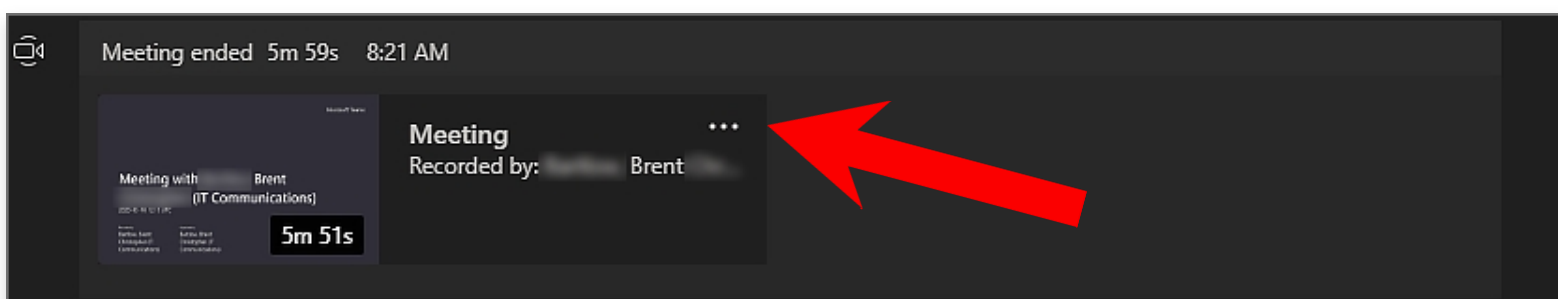


Sharing Recorded Meetings in Microsoft Teams

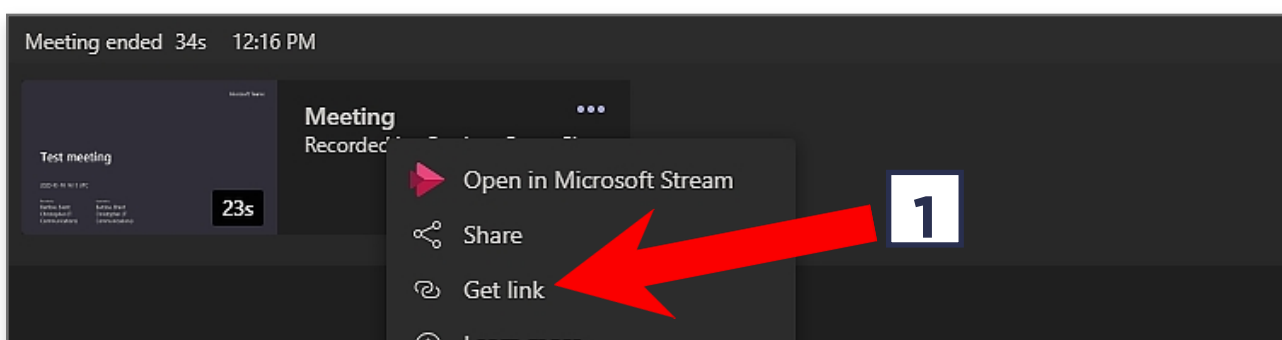
Once a recorded meeting has concluded, the recording will automatically upload and begin processing in the Microsoft Office365 cloud and will be available through Microsoft Stream. Users who were invited and/or attended the meeting will see the video recording in the chat thread. Please note that it may take up to 15 minutes to process your recording before it will become available to view or share.

Note: users will be able to locate and view the video recording in the meeting chat found in Microsoft Teams; *this only applies to those who were invited / attended the meeting.*



To share the recorded meeting from inside the Microsoft Teams app with those who attended the meeting:

Step 1: Click the three dot menu, then select **Get Link**.



Step 2: Click **Copy**, then paste the link where it is needed, such as in Canvas or an email.

