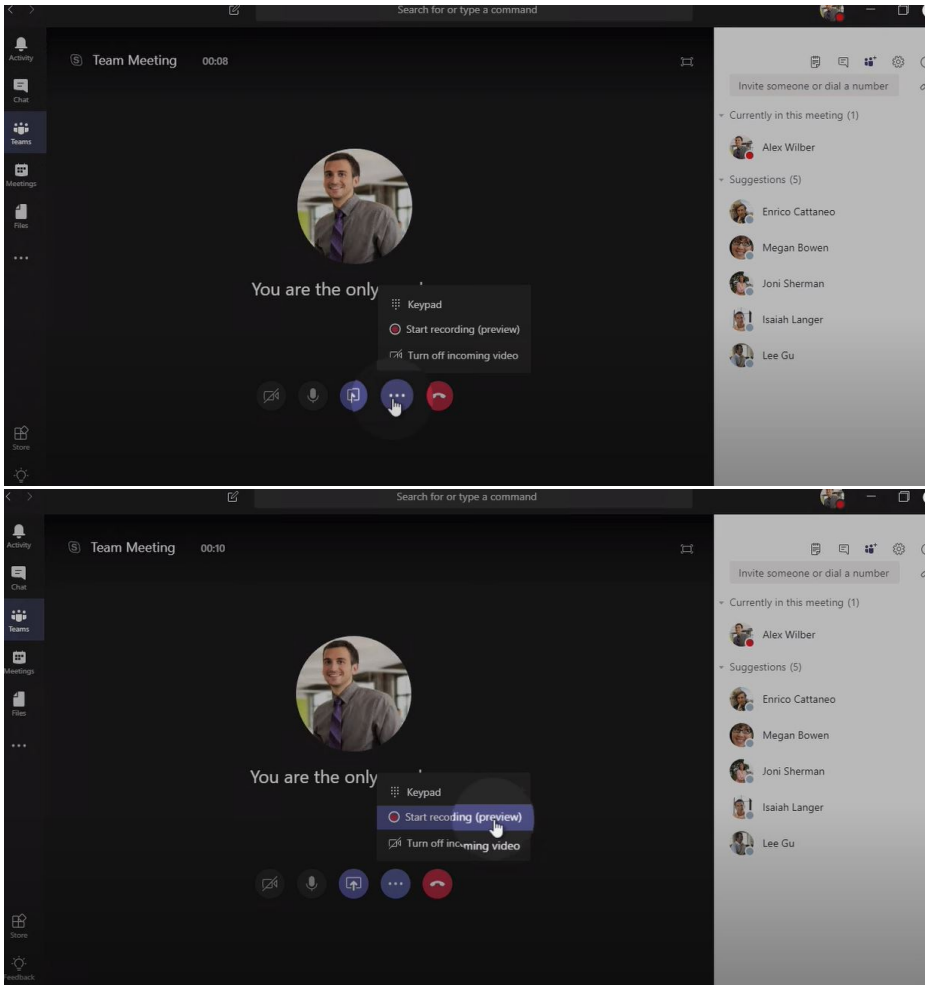


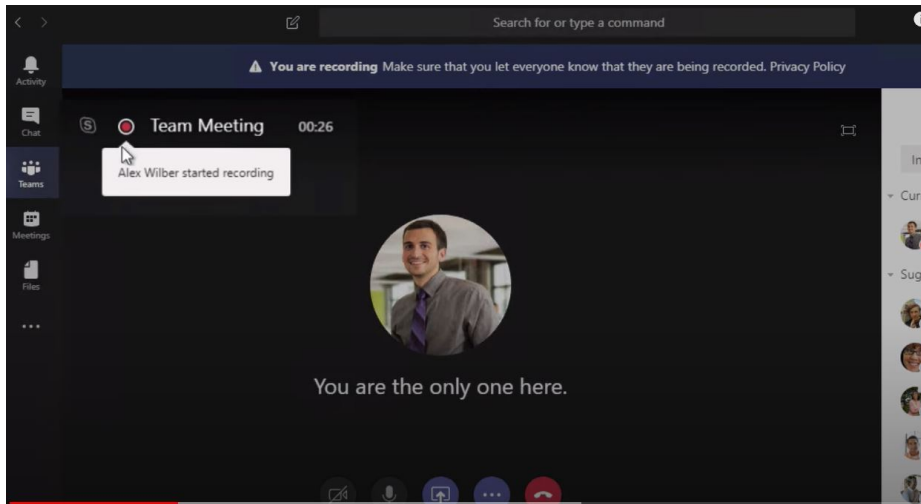
MS Teams Meeting Recording and Screen Sharing Best Practise

Meeting Recording:

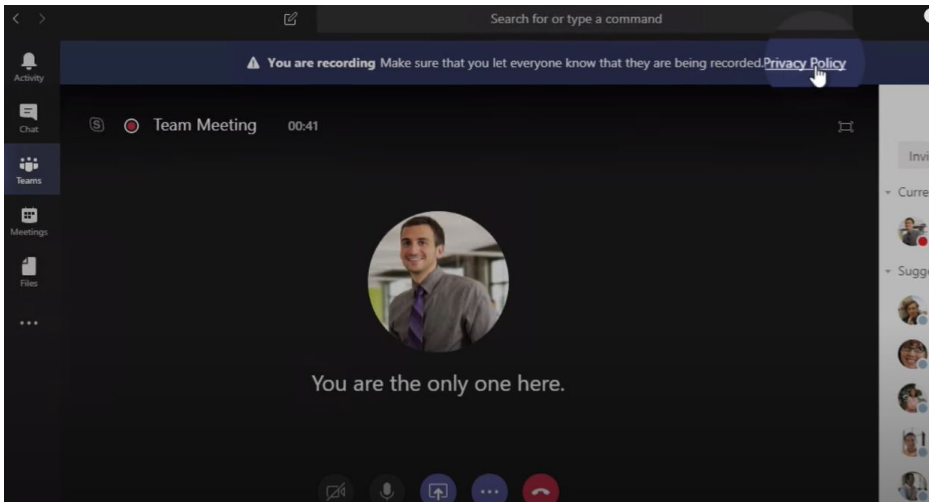
1. Organizer or Meeting host should conduct the recording to avoid any confusion later on. Once in a meeting, to start the reording, click on the ellipse button and click on "start recording"



2. After clicking on "start recording", user will see the recording button on the top part of the window. Meeting host needs to ensure that the **recording button is on** throughout the duration of the meeting that needs to be recorded.

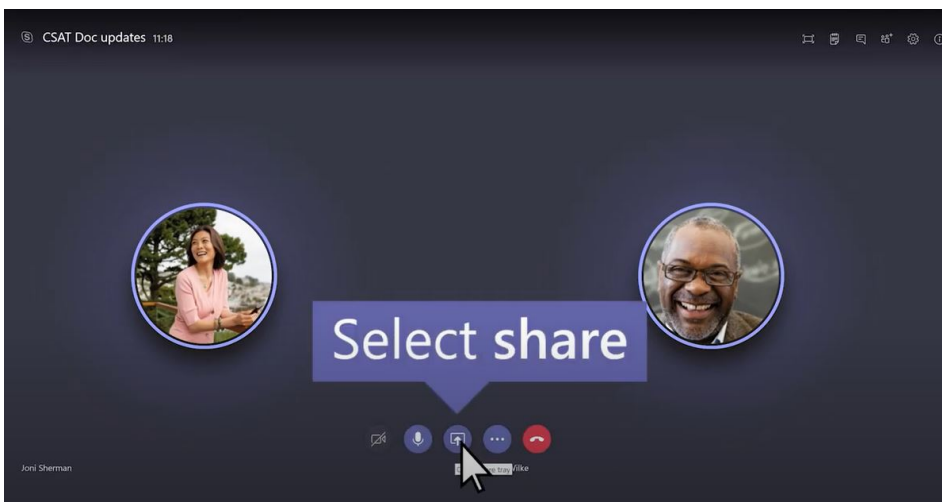


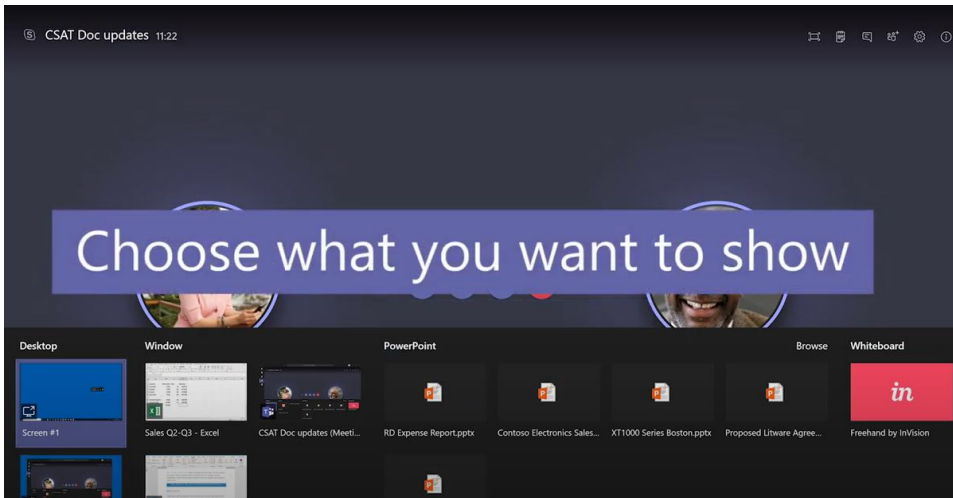
3. There is a banner on the top mentioning meeting is being recorded so everyone in the meeting is aware of that. There is also a link about privacy policy which can be viewed by everyone.



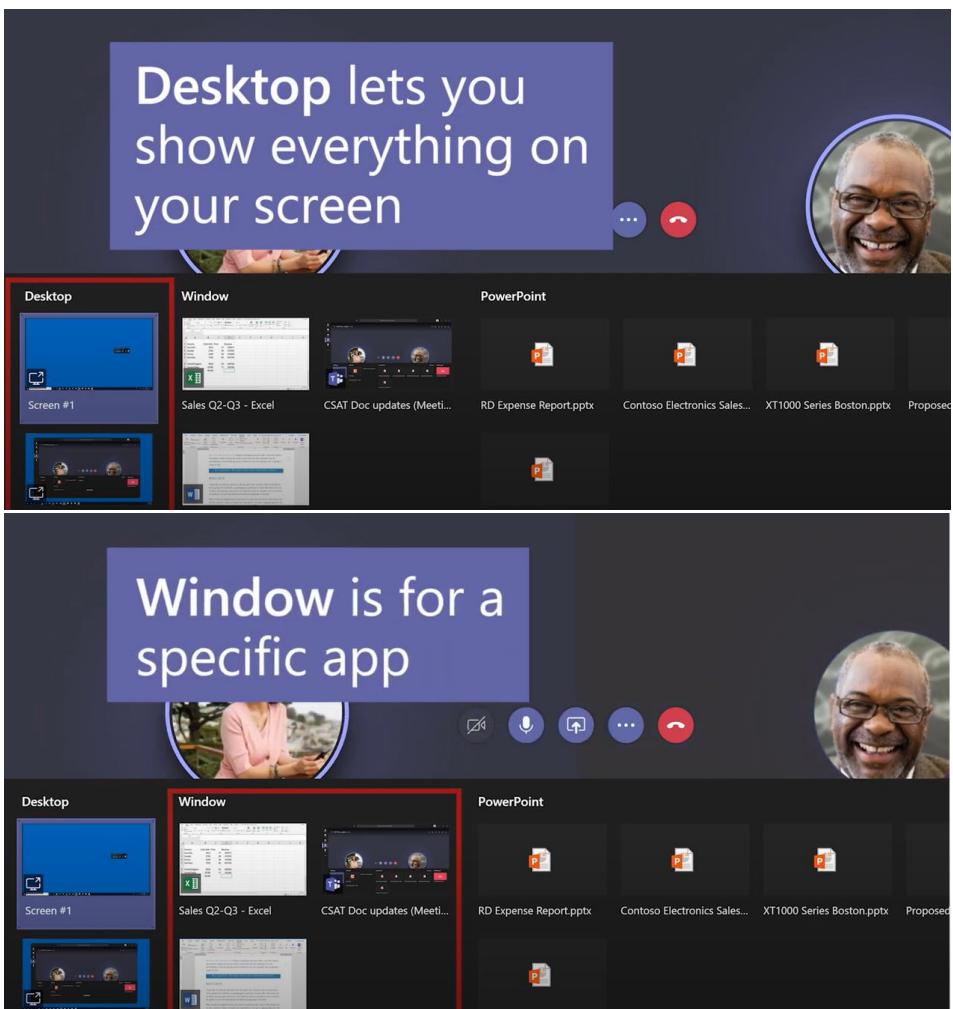
Screen Sharing While Recording:

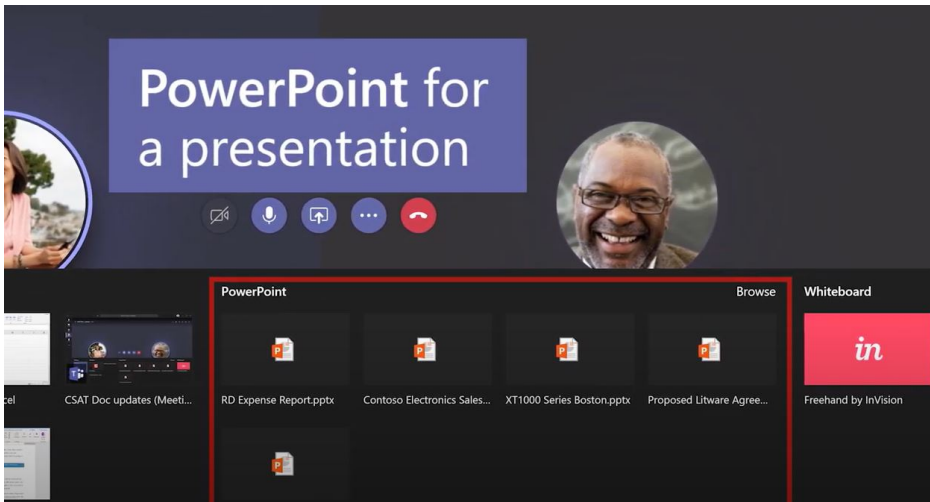
4. Select the "Screen Sharing" button which is next to ellipse button. It will give the users the option to share any of there open screens. If user wish to record whilst screen sharing, make sure that **recording button is on** prior to sharing your screen to ensure that the screen sharing portion of the meeting is actually being recorded.



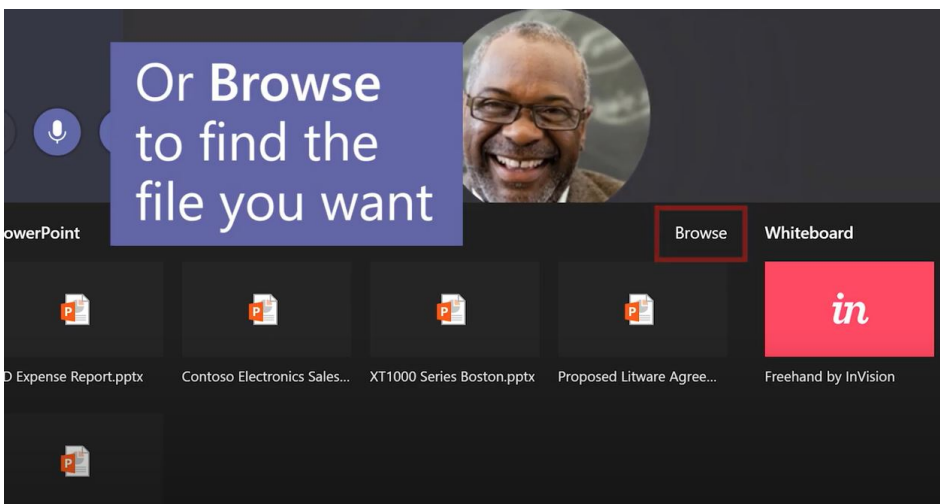


5. Desktop will let user show everything on the screen where as Window is for a specific app. Power point is for a presentation.

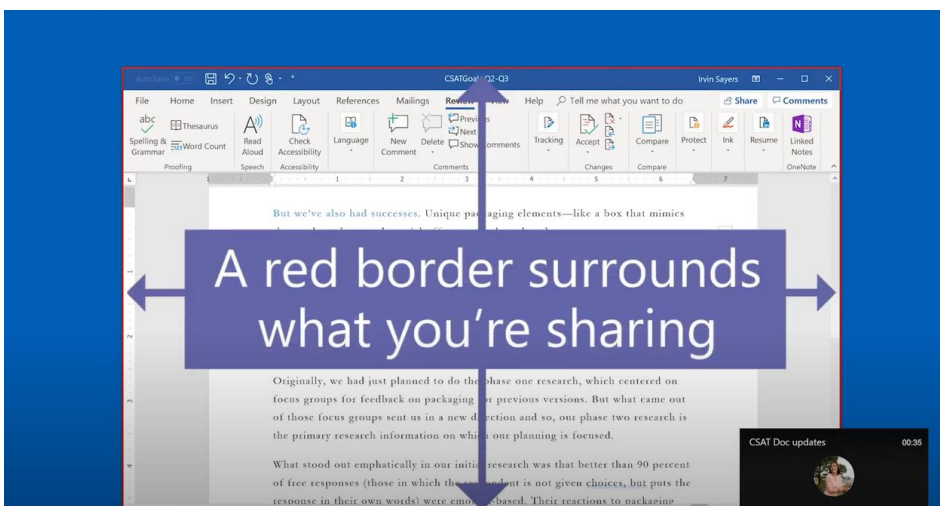




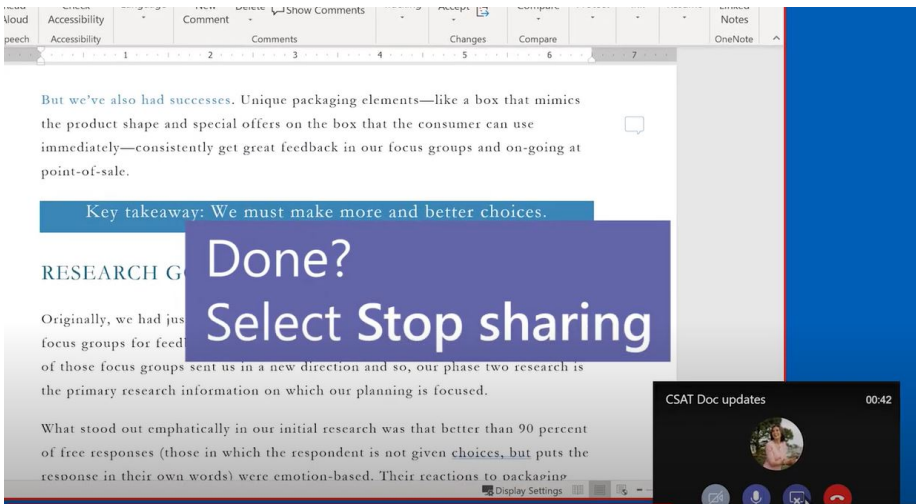
6. There is also an option to browse to find the content that user wants to share.



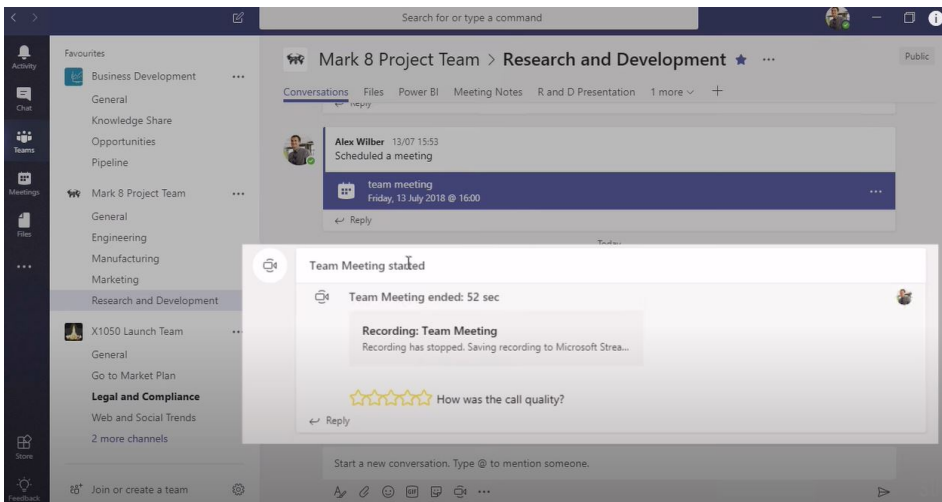
7. Once sharing content selected, a red border will surround on that sharing content confirming it is being shared. If the presenter using two different screens, **screenshare should be done from the same screen** where MS Teams is on to ensure recording.



8. After sharing completed, clicking "stop sharing" button will stop sharing that content and user will see meeting window screen.



9. When the meeting is finished and everybody hung up, on the conversation window in Teams, user will see the entry of the meeting and icon indicating that recording of the meeting is being saved in MS Stream.



10. Once saving is completed, user will see an icon from where that video can be run directly in Teams or link can be shared.

