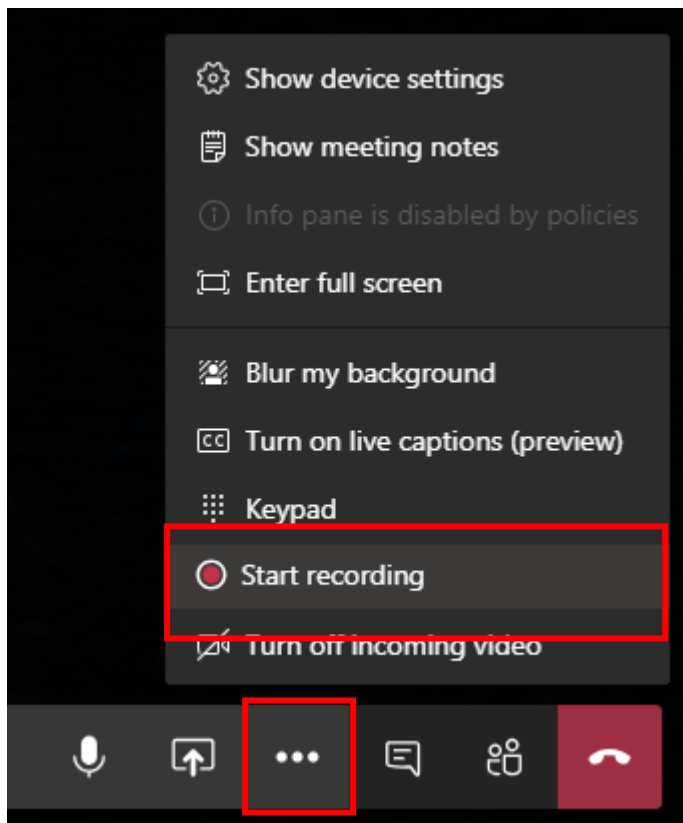


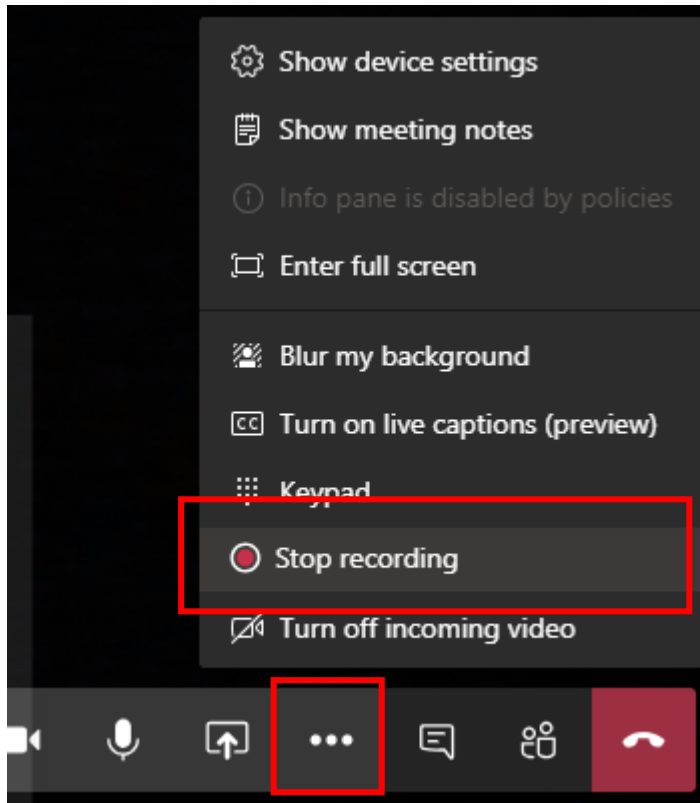
Recording a Teams meeting and sharing the link of the recording in Moodle

1. In a Teams meeting click on the three dots and choose option Aloita nauhoitus/Start recording

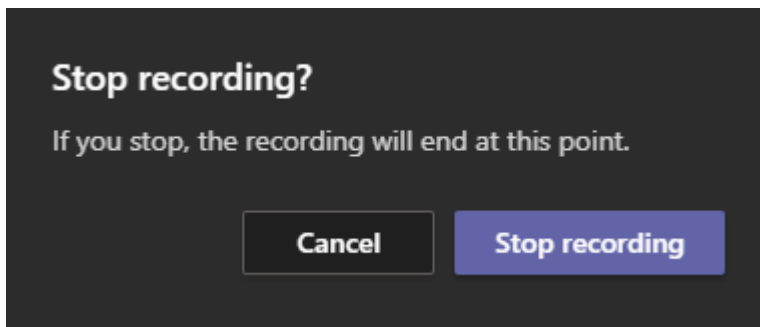


2. What you show in the screen and speak into the microphone will be recorded

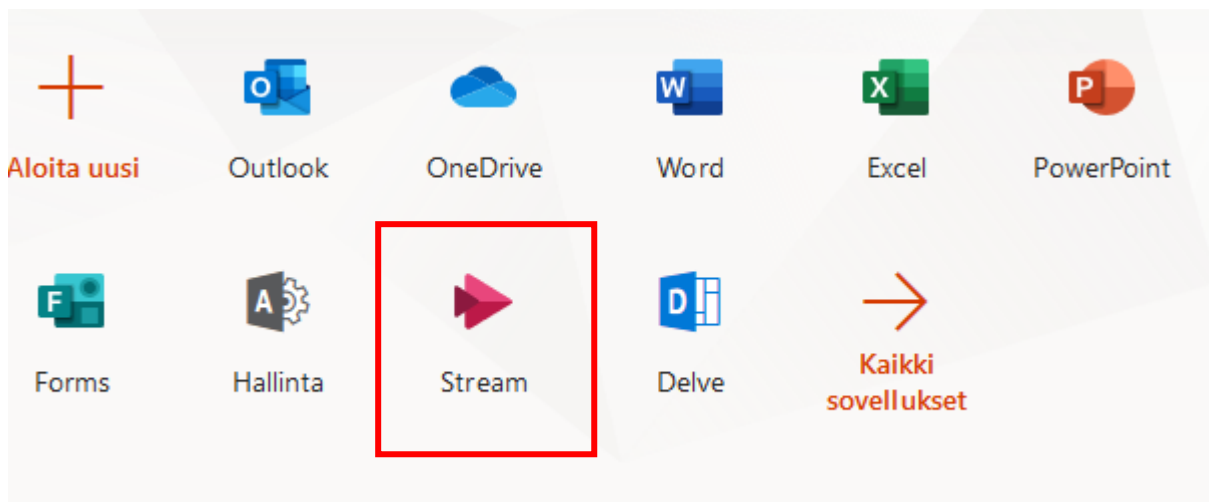
- When you are finished with the lecture, you can stop recording by clicking on the three dots and selecting Lopeta nauhoitus/Stop recording



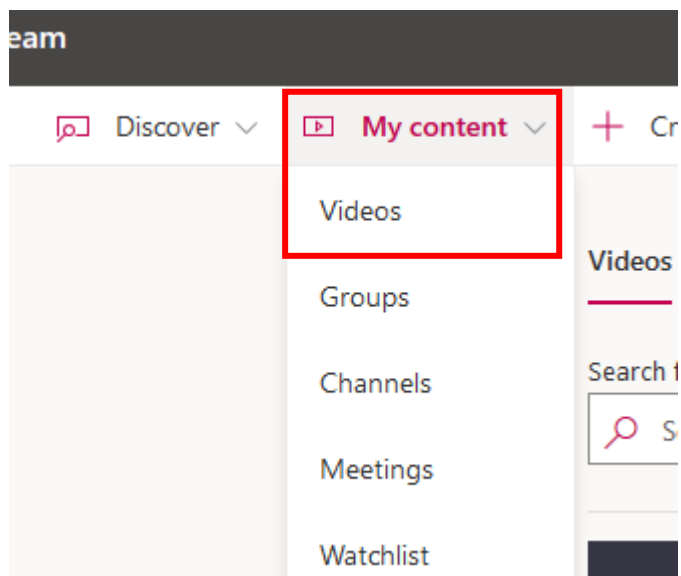
- Stop recording



5. The recording will be available in the Stream service. You can log in Stream for example through [Office.com](https://office.com)

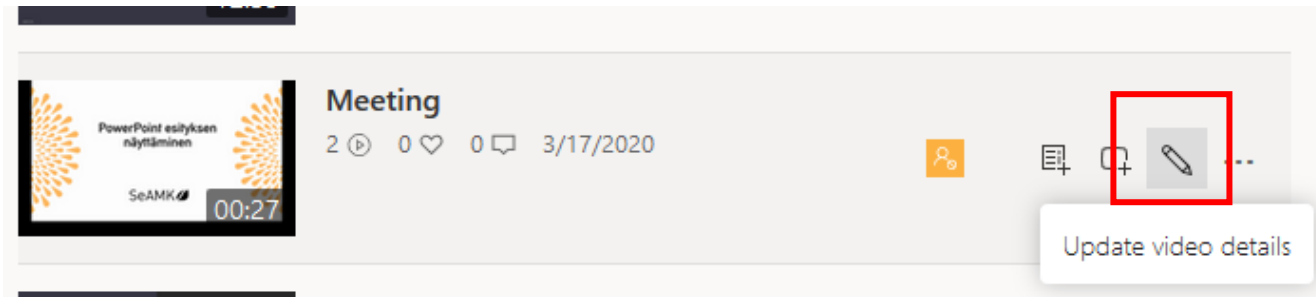


6. You can find the video you recorded at My content Videos

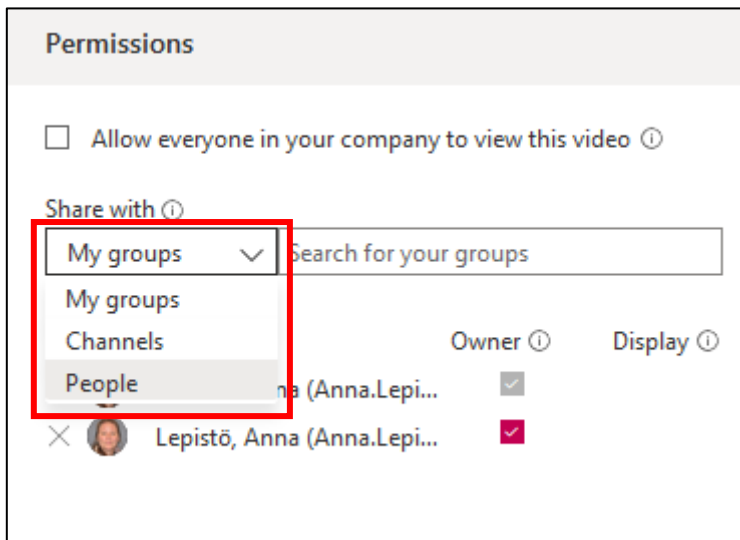


Next you need to add a permission to view the video

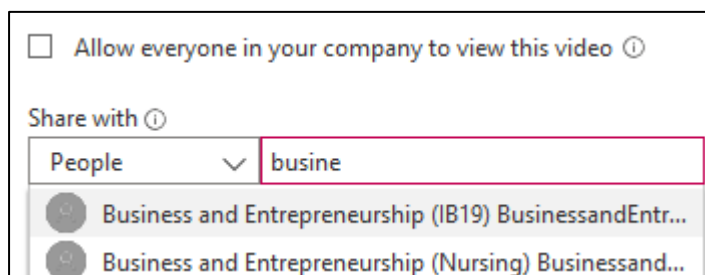
7. Click on the pen icon next to the video



8. If you wish to share the video with a specified group (mailing list), choose **people** in the pull-down menu.



9. Write the name of the mailing list and add it by clicking. You can also add individual users.







You can remove the rights if needed by clicking on a cross on the left.

Salli kaikkien yrityksessäsi katsoa tämä video ⓘ

Jaa seuraavien kanssa: ⓘ


Ihmiset ▾ Hae kohdetta Ihmiset

Katselijat ⓘ	Omistaja ⓘ	Näytä ⓘ
<input type="checkbox"/>  Lepistö, Anna (Anna.Lepist...	<input checked="" type="checkbox"/>	
<input type="checkbox"/>  Lepistö, Anna (Anna.Lepist...	<input checked="" type="checkbox"/>	
<input type="checkbox"/>  MPK14-opiskelijat, SeAMK ...	<input type="checkbox"/>	
<input type="checkbox"/>  Digipeda, Koulutus (Koulut...	<input type="checkbox"/>	

You can copy the link and then add it to Moodle.

.

10. Click on the Share button

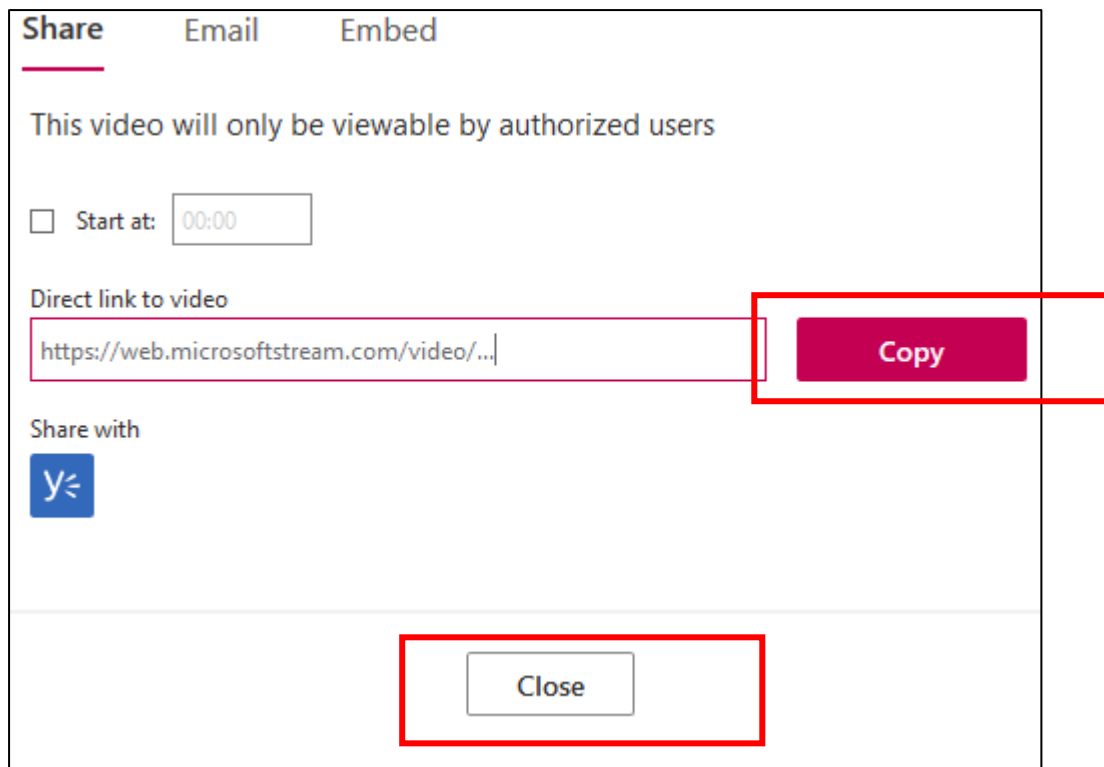
 Digipeda, Koulutus (Koulut...

Autogenerate a caption file ⓘ
No files have been added [Upload a caption file](#)

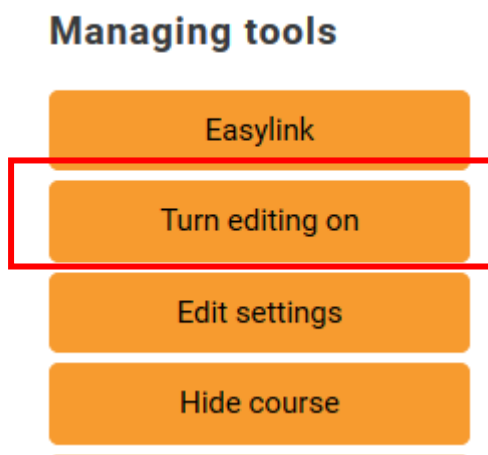
Subtitles ⓘ
No files have been added [Upload a subtitle file](#)

Some changes are not yet

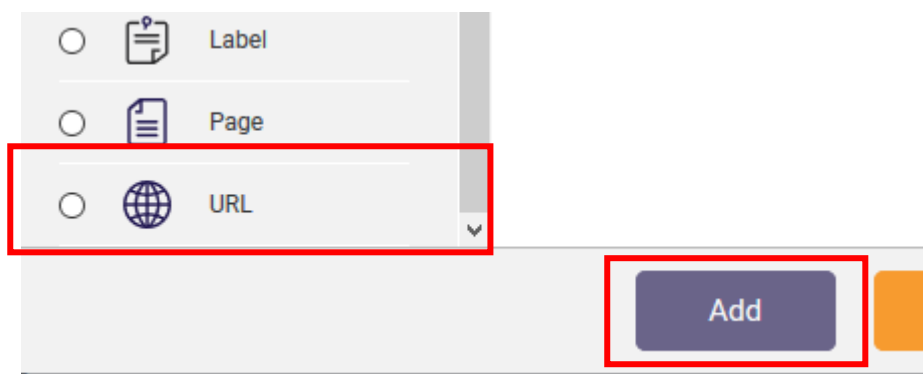
11. Click on the Copy button and then on the Close button..



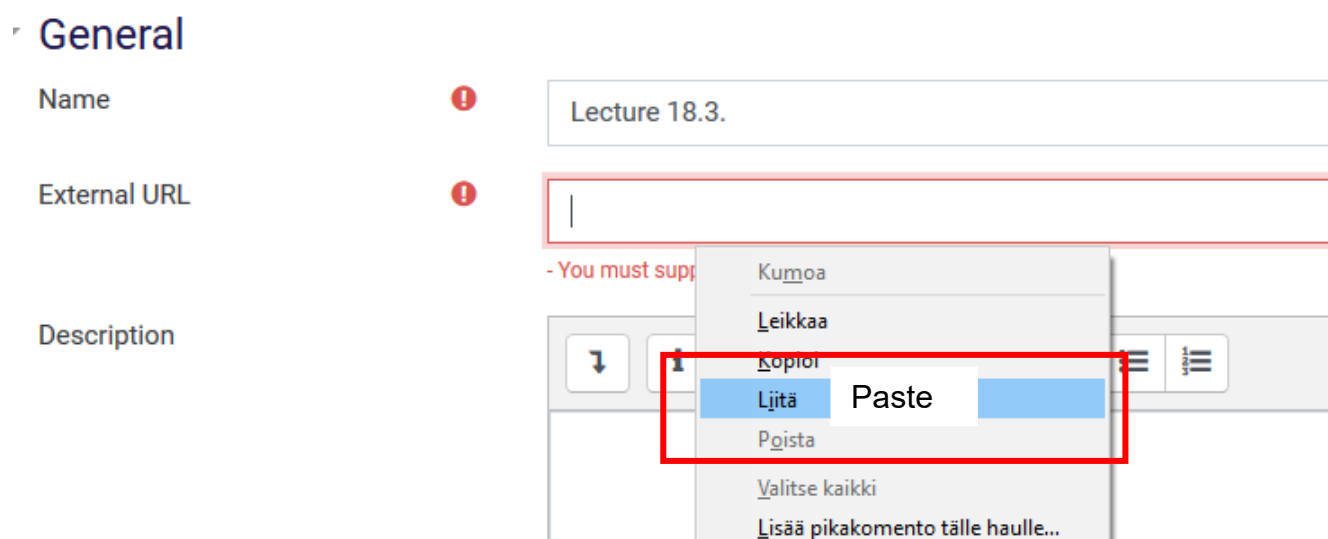
12. Go to Moodle and click Turn editing on.



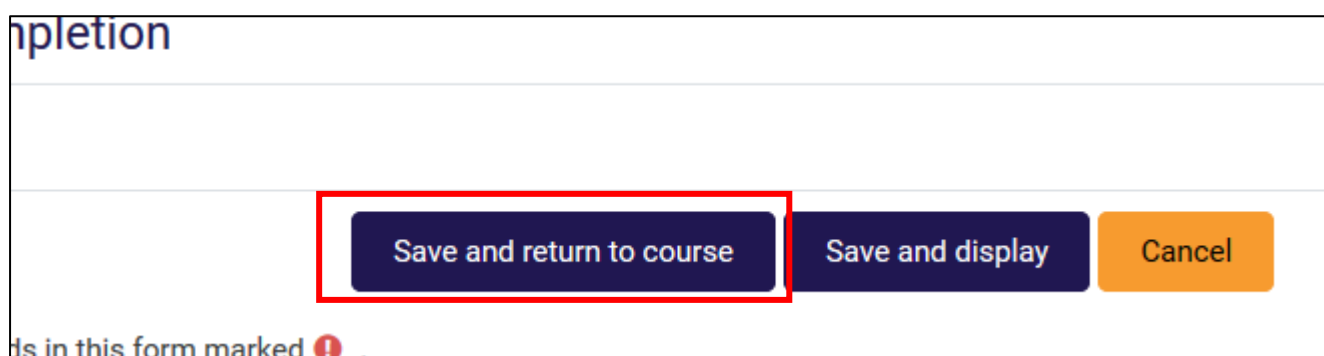
13. Add a new activity which is an URL to a location you wish.



14. Give the activity a name and paste the URL you copied to the field External web address (URL)



15. Click on Save and return to the course.



Remember that those students who you gave the rights to the link can join.