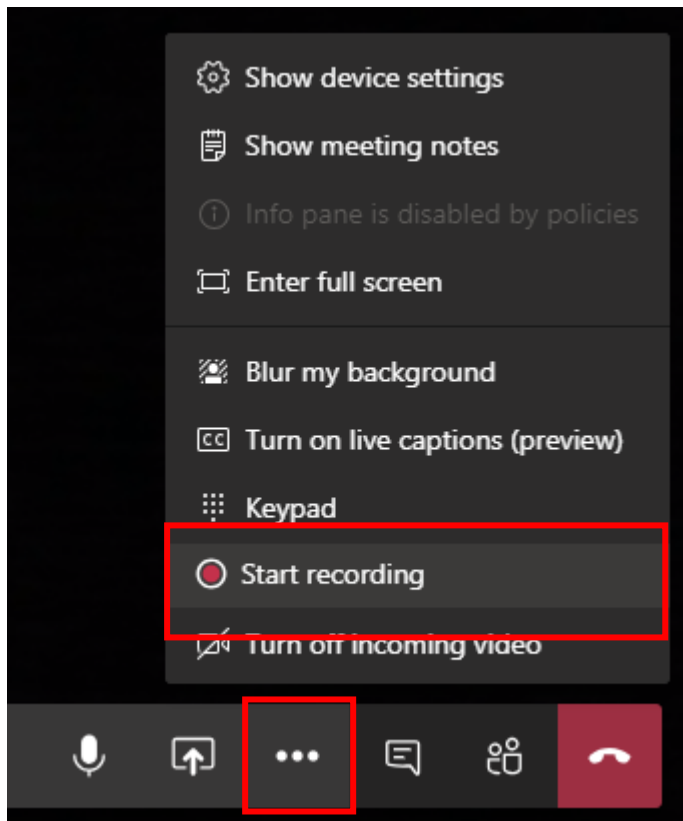


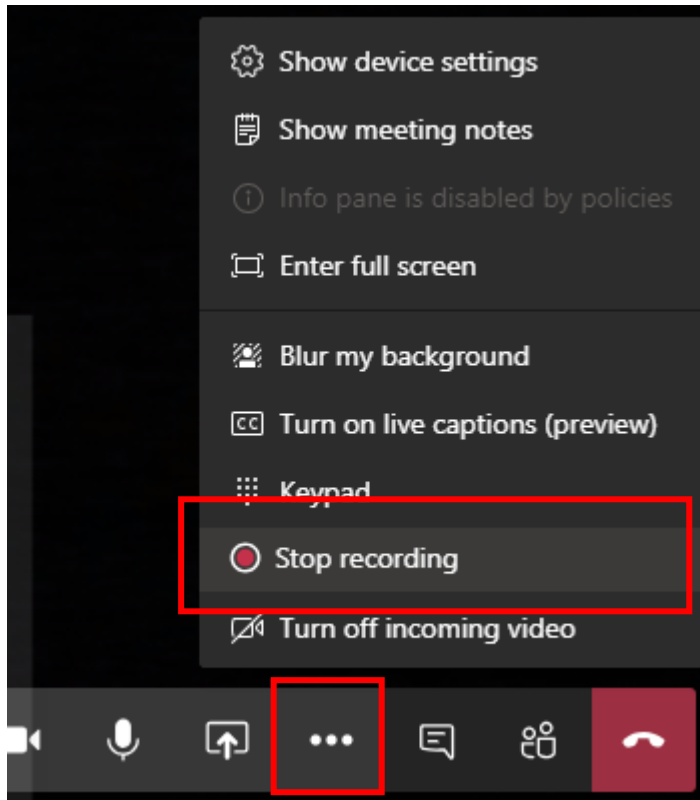
Recording a Teams meeting

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

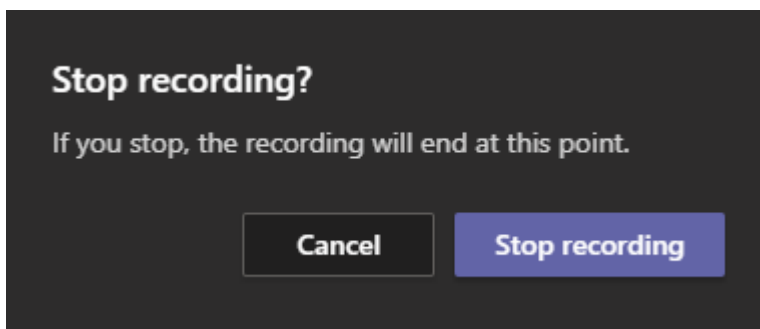


2. What you show in the screen and speak into the microphone will be recorded

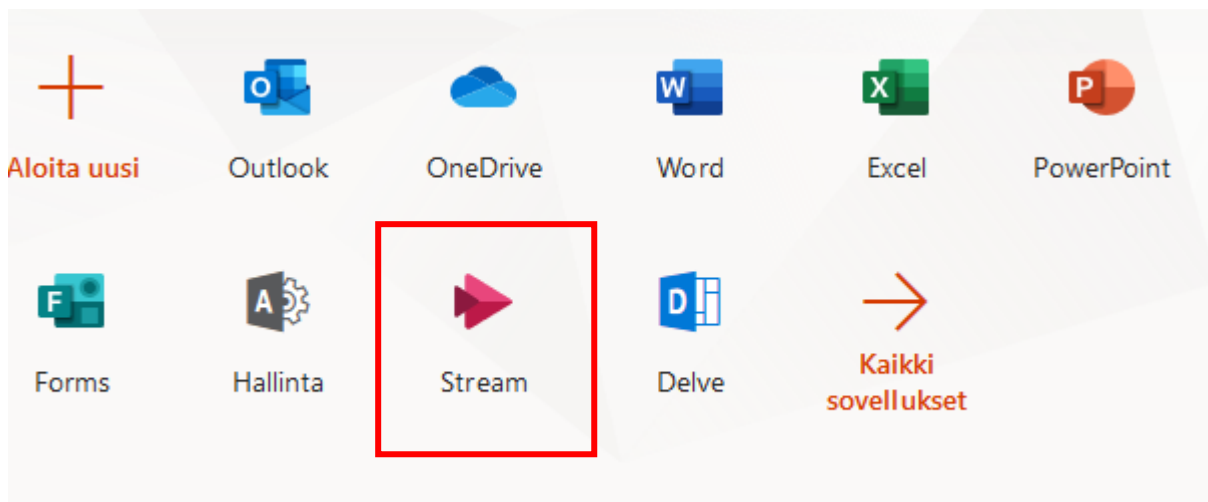
- When you are finished with the lecture, you can stop recording by clicking on the three dots and selecting Lopeta nauhoitus/Stop recording



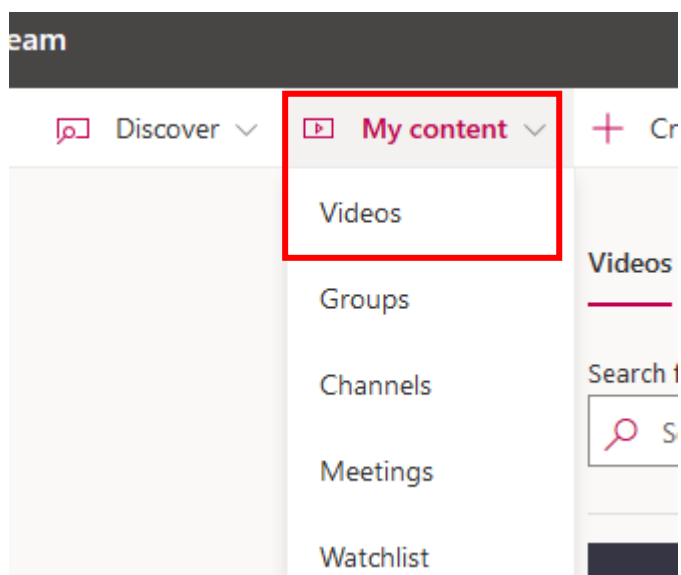
- Stop recording



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

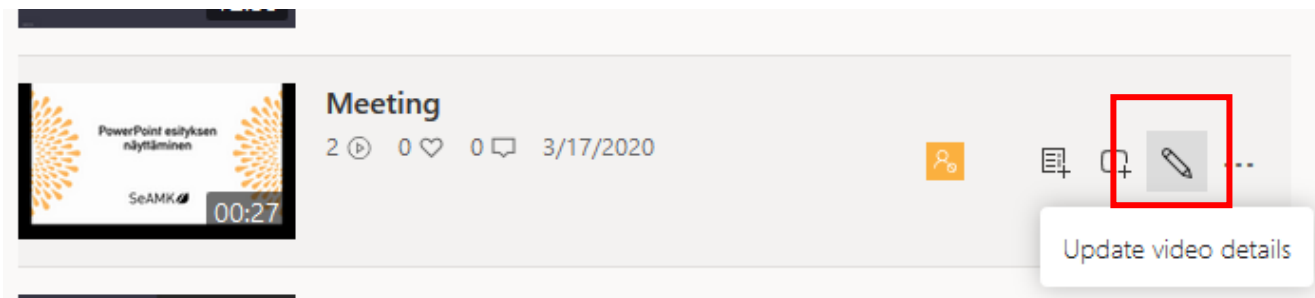


6. You can find the video you recorded at My content Videos

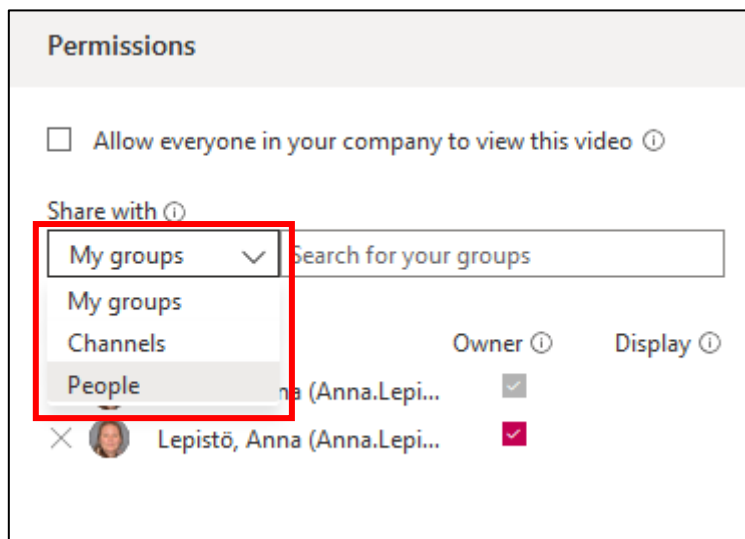


Next you need to add a permission to view the video

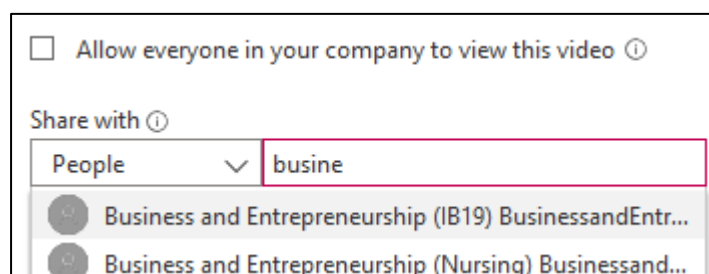
7. Click on the pen icon next to the video



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

You can copy or send the link.


.

10. Click on the Share button

✕  Digipeda, Koulutus (Koulut...

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

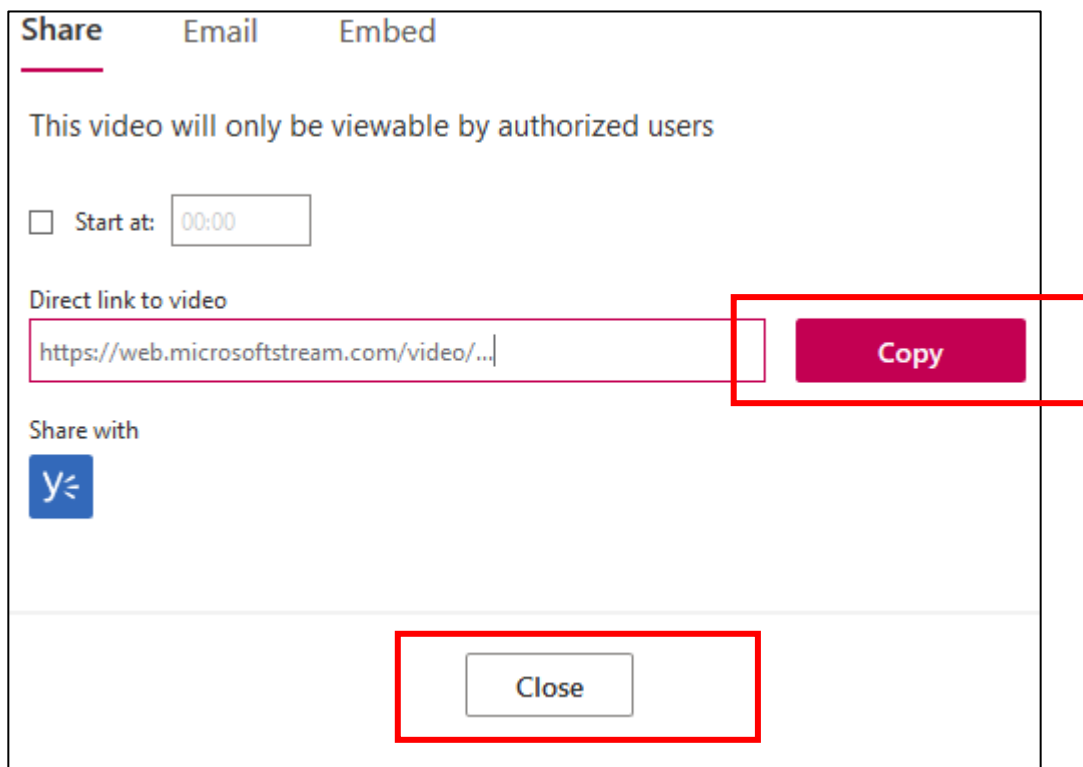
Subtitles ⓘ
No files have been added [Upload a subtitle file](#)

 Share

✓ Published

Some changes are not yet saved

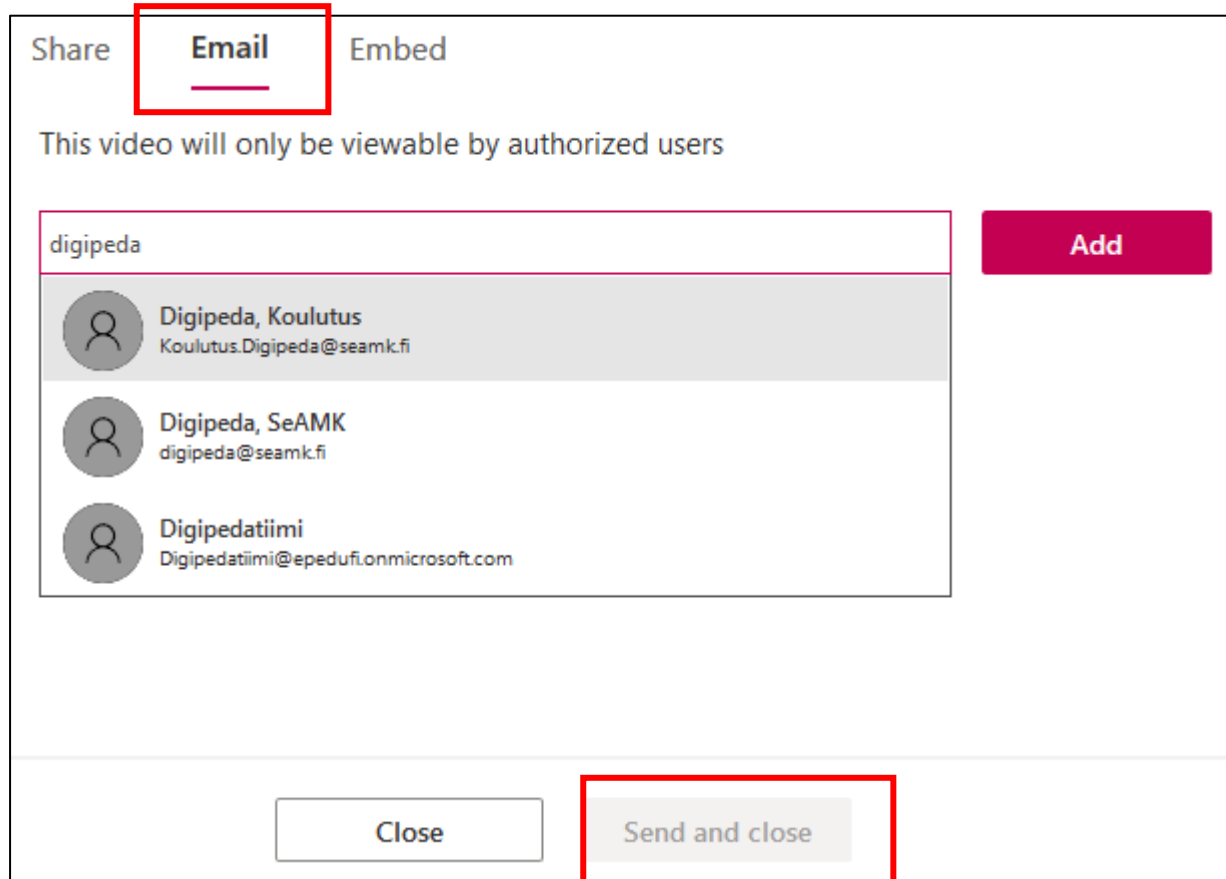
11. Click on the Copy button and then on the Close button..



12. Send the link for example in Outlook.

13. OR click the tab Email

14. Add the authorised user of the video from the list and click Send and close



15. Message sent.