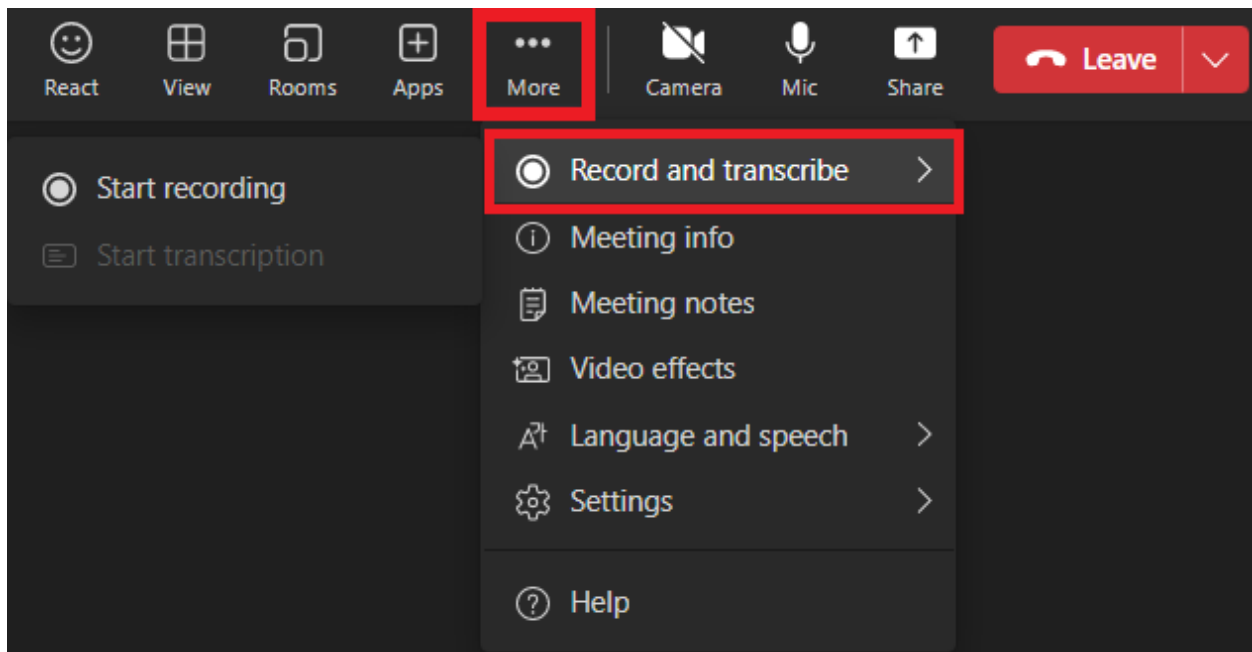
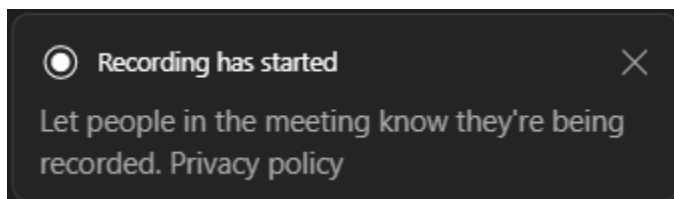


How to Record a Microsoft Teams Meeting

1. Click on the **3 dots** located above 'More' in the top menu.
2. Select **Record and transcribe** from the drop-down menu.



Participants will receive a notification that the meeting is being recorded.



Once the Teams Meeting has ended, the recording will be available in the meeting chat within the Teams app.