
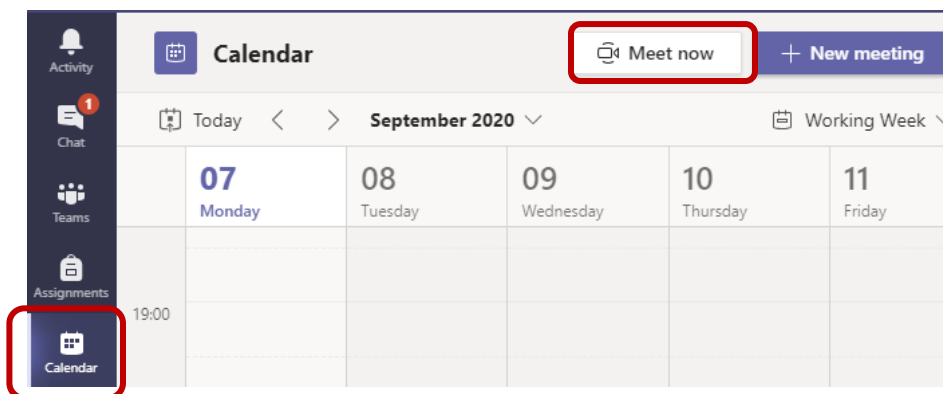


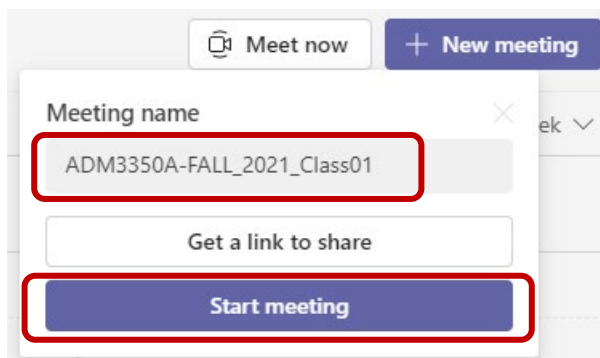
# How to record a lecture using MS TEAMS and share it with your students

## Recording a lecture in MS Teams

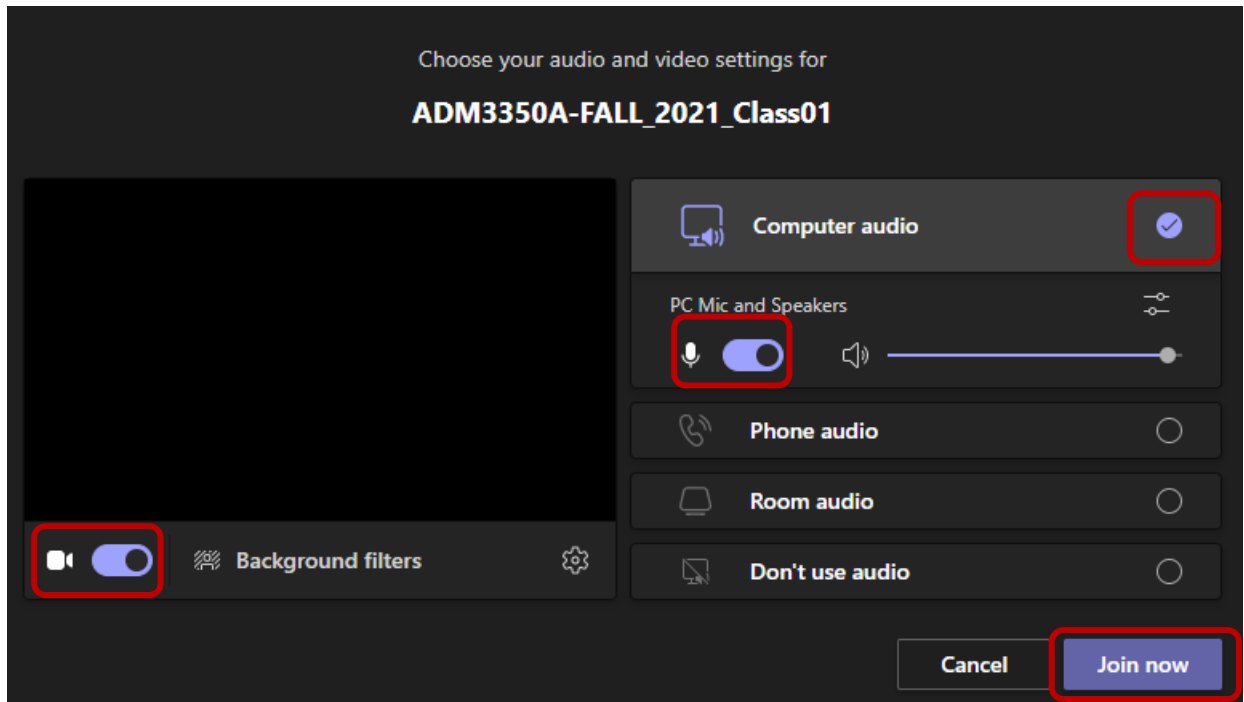
- In your computer, **open** the screens, windows and documents you would like to share during the recording.
1. In Windows, **click Start**  > **Microsoft Teams**. On Mac, go to the **Applications** folder and click **Microsoft Teams**.
  2. Click on the **calendar icon** on the left hand side bar
  3. Choose "**Meet now**" in the top right corner



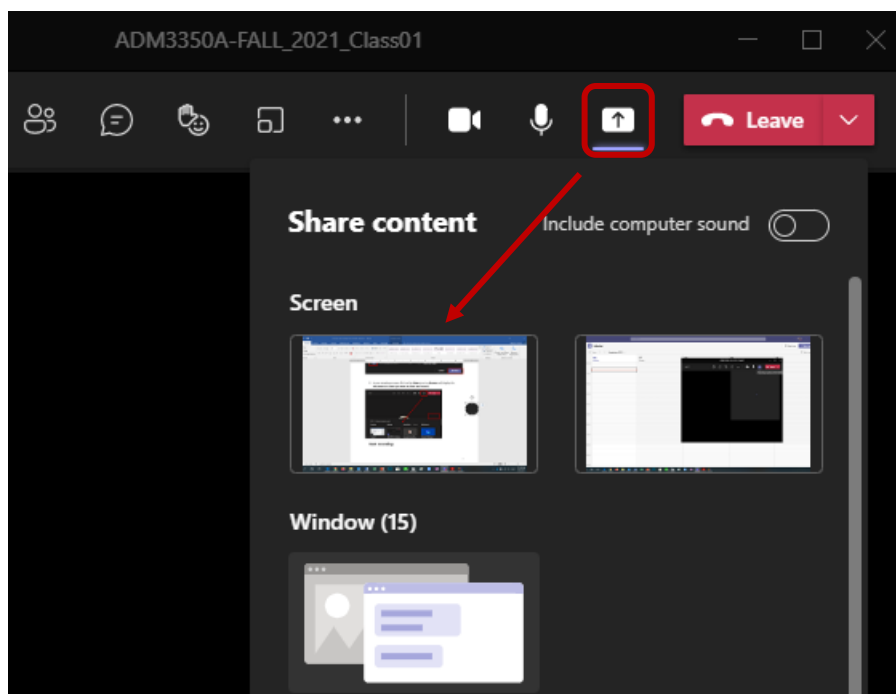
4. **Choose** a name for your recording. Click **Start meeting**.



5. **Check** your audio and video settings then click **“Join now”** to start.

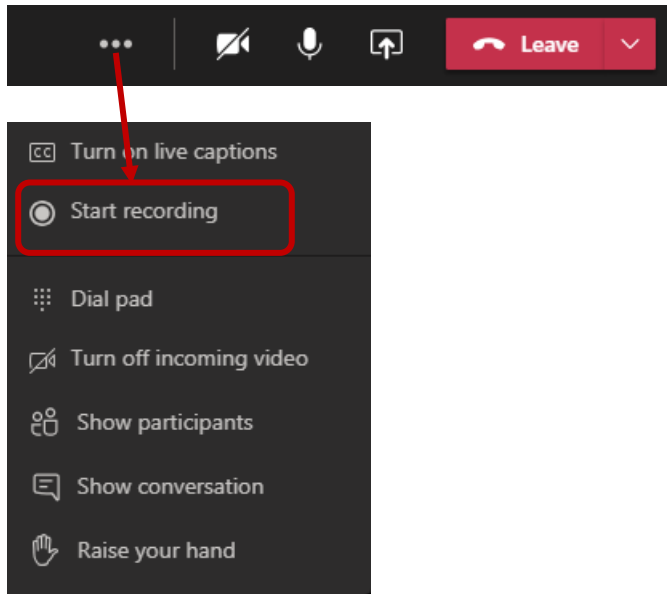


6. In your meeting screen, click on the **share** icon to **choose** and display the document or screen you want to share and record during the meeting.

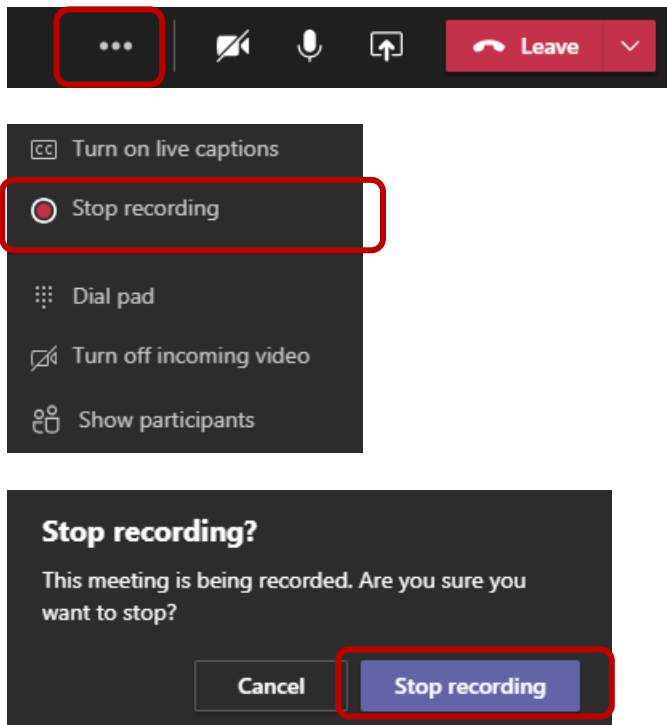


## Start recording

- To start recording, go to the meeting controls and select **More options** \*\*\* > **Start recording**.



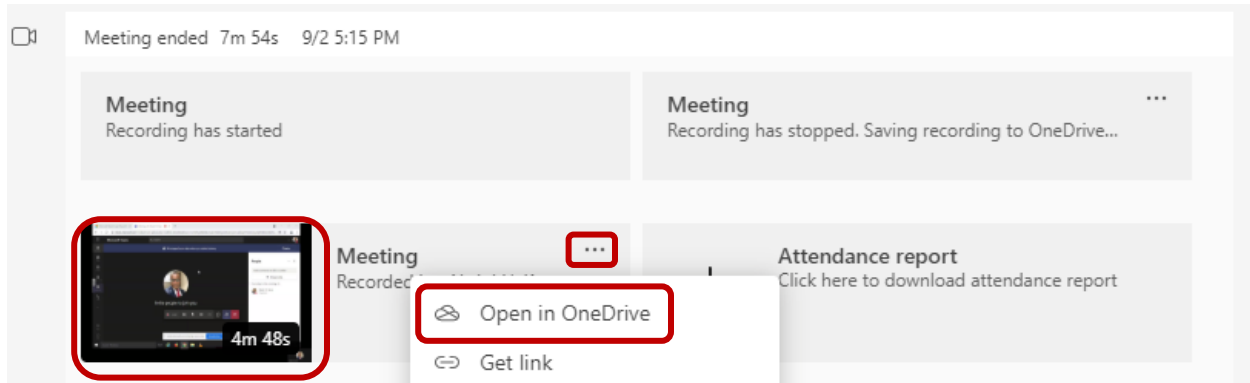
- When you are ready to stop recording, go to the meeting controls and select **More options** \*\*\* > **Stop recording**



The recording will be processed and **saved in [OneDrive](#)**.

## How to share the recording from your OneDrive account

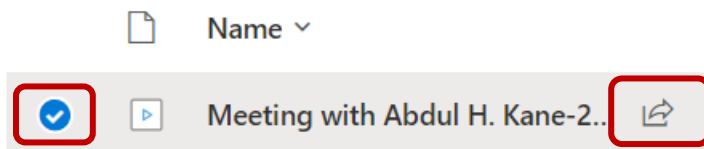
- Go the **Meeting chat tab** and click **Open in OnDrive**.



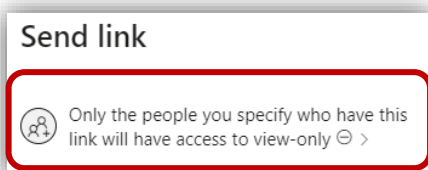
- **OR** Go to your [OneDrive account \(SharePoint\)](#) and open the folder labeled "Recordings".

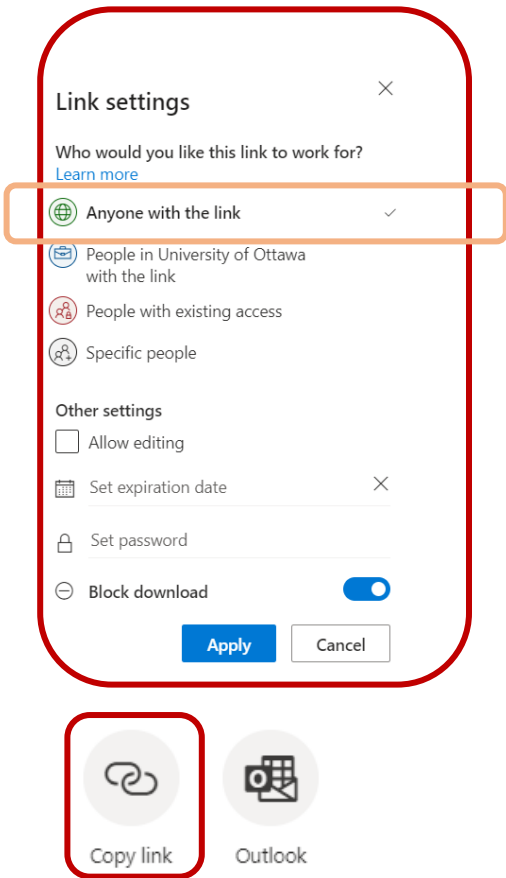
**Select** the Recording from the list and click the **Share** icon.

My files > Recordings



In the "**Send link**" window, **choose** how you want to share the recording then click **Apply**. **Copy the link** so you email it or post it in Brightspace.

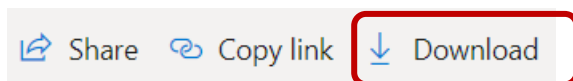




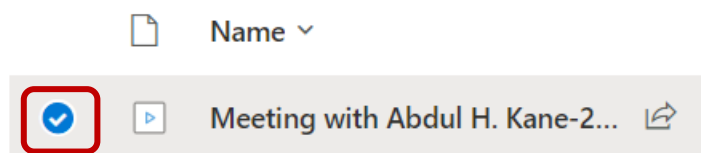
**Note that you can download the video and upload it in your [Uottawa Yuja account](#) for more sharing options and editing capability.**

## **How to download and upload your video recordings to Yuja**

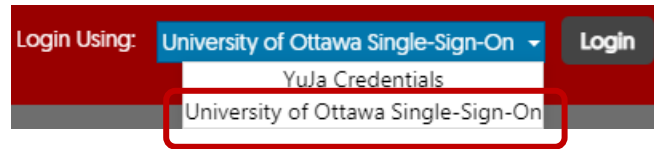
1. **Download** the video recording from you OneDrive account.
  - **Select** the video recording then **click** "Download" from the top bar.



My files > Recordings



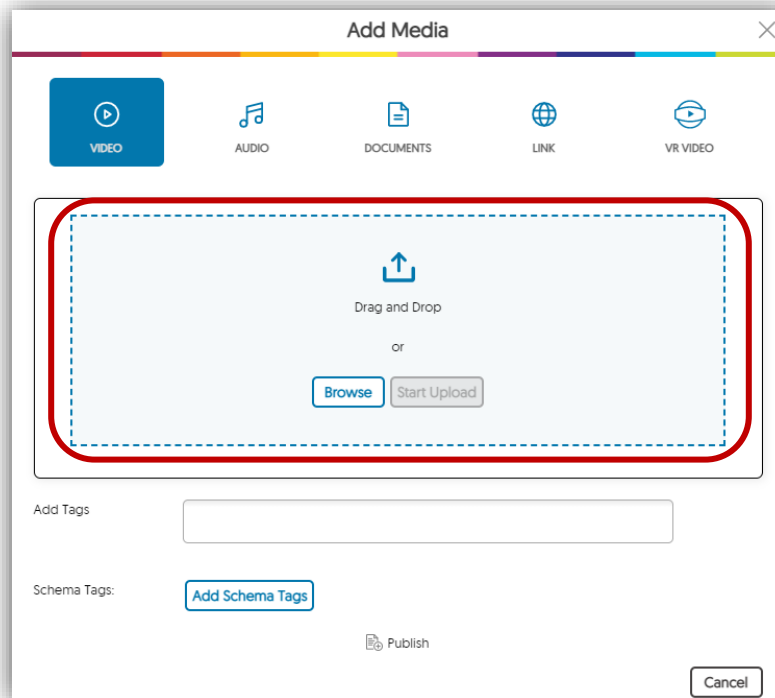
2. **Log in** your [Uottawa Yuja account](#) with your [Uoaccess](#) credentials. *Note that you can also log in from the Yuja tab in your Brightspace course.*



3. Click on the **Upload icon** located towards the top of the Media Library webpage.

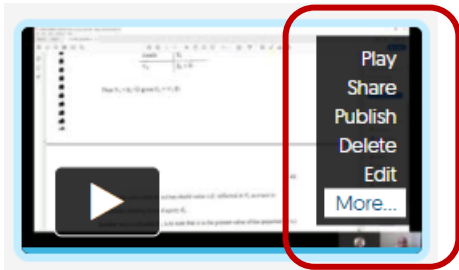


4. **Drag and Drop** the video file you downloaded (MP4) previously OR **click on Browse** and select the video file. Then click **Start Upload**.



Based on the size of the video and the quality of your internet bandwidth, the process for uploading may vary.

Once the uploading is complete, you can **publish** the video in your Yuja course's channel (accessible to your students) , **edit** the video or **copy** a direct link and embed code for sharing in Brightspace.



More on Yuja:

[YUJA – ACCESS THE PLATFORM & DOWNLOAD RECORDING SOFTWARE](#)

[YUJA – CREATE A VIDEO USING THE SOFTWARE CAPTURE TOOL](#)

[YUJA – EDIT A VIDEO](#)