

ACCESSING & DOWNLOADING TEAMS RECORDINGS

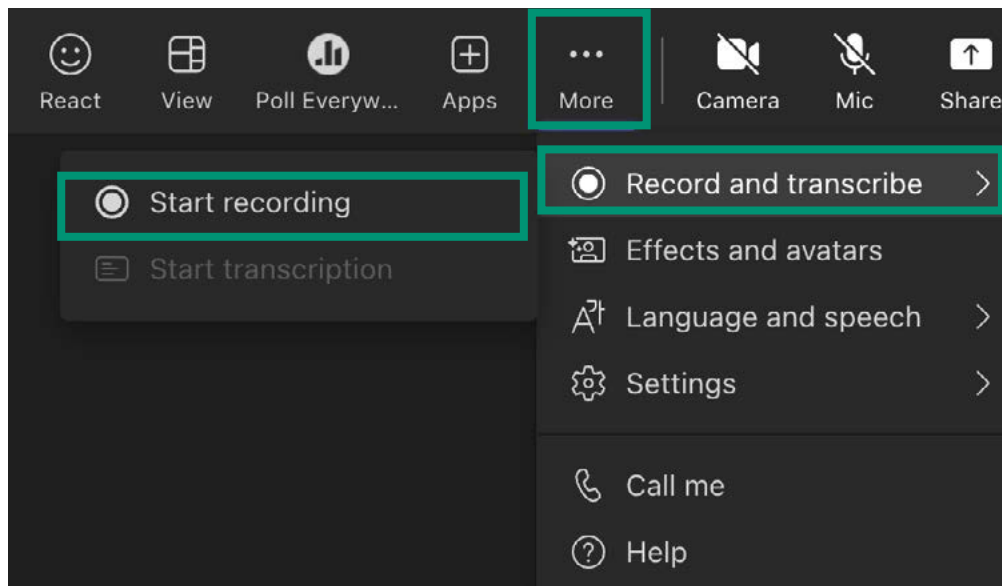
All recorded sessions in Teams are now stored in OneDrive. The following will provide you with the steps for accessing your recorded Teams sessions.

What is Stream?

Stream is a cloud storage system for Teams meeting recordings. Stream allows you to store, share, and manage recording files.

01 Be sure to Start Recording

During your Teams session, don't forget to record by selecting the **ellipsis**, **Record and transcribe** and **Start Recording**.

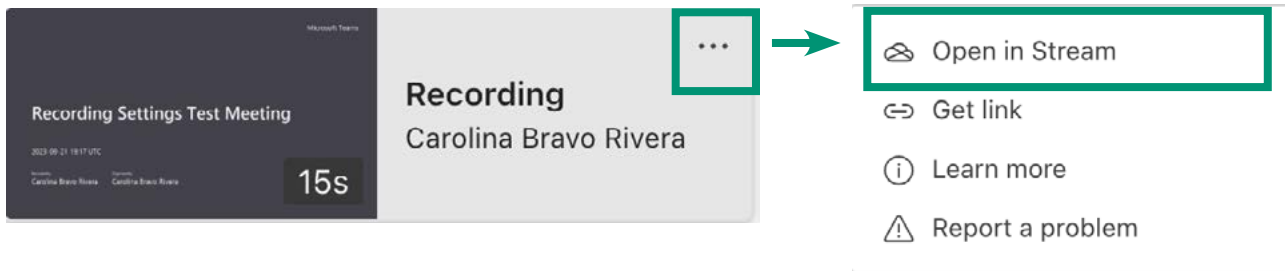


NOTE

A transcript of the meeting is automatically generated when the recording starts.

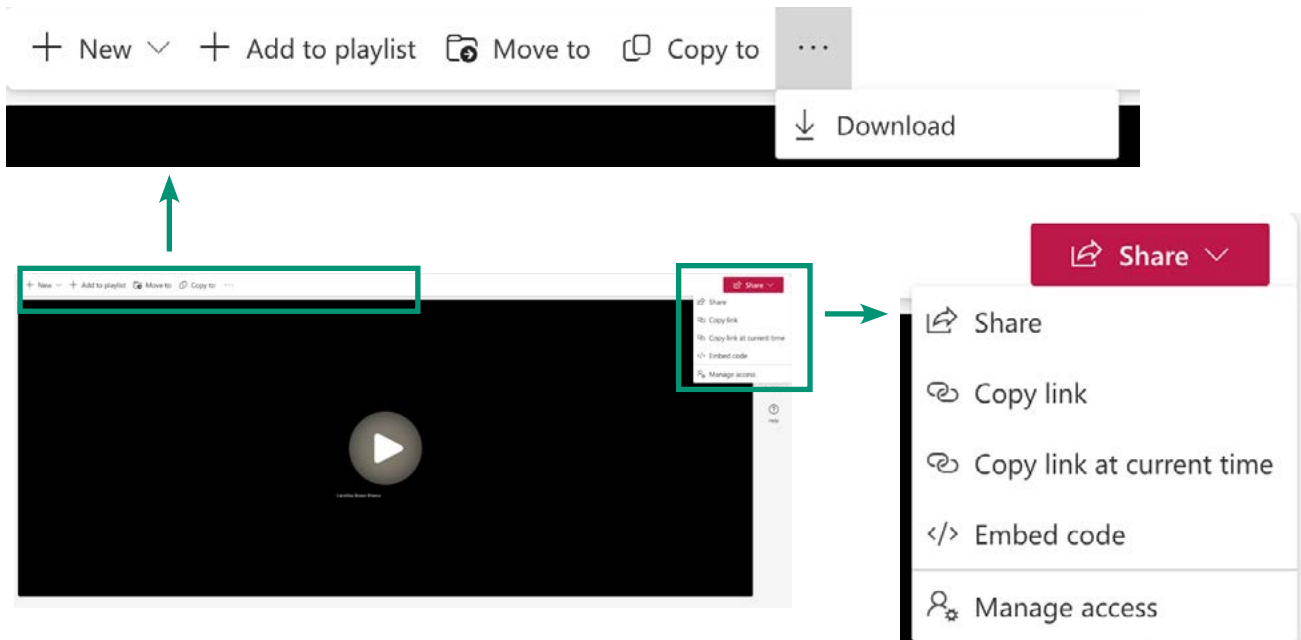
02 Access the Recording

Once the session ends and it has finished rendering, a link to the recording will be available within the chat. All attendees can access the recording by selecting the **ellipses** and **Open in Stream**.



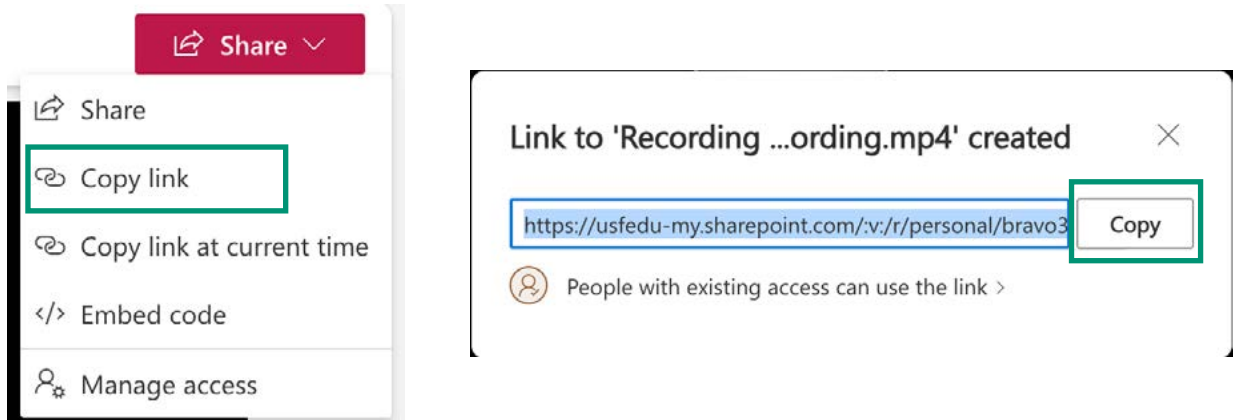
03 View, Download, Share, and Other Options

The recording will open in a new window where you can play, copy, download, delete, or share the session.



04 Edit Access (as needed)

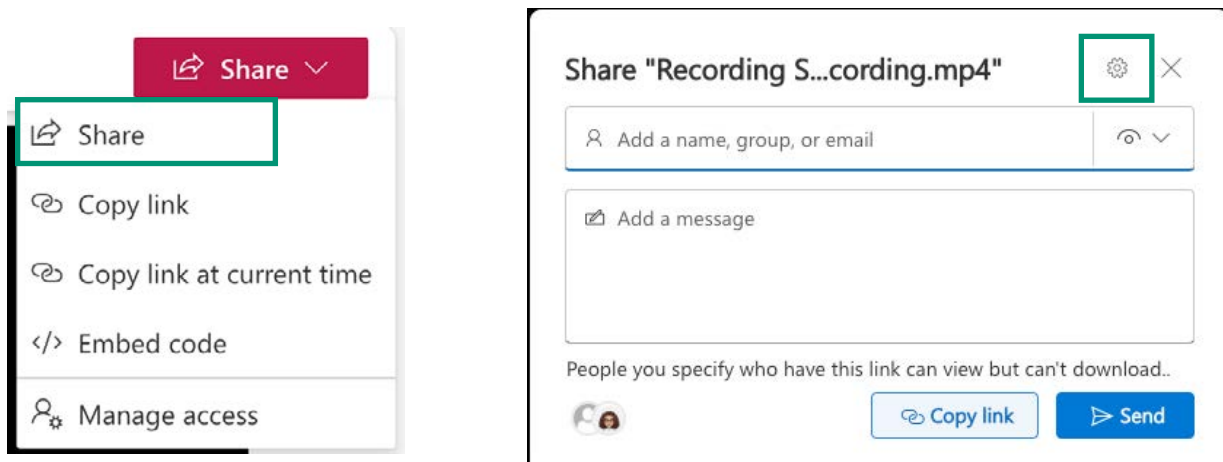
The **Share** button allows you to generate a link (**Copy link**) for sharing the recording with everyone in your class Team or meeting attendees.

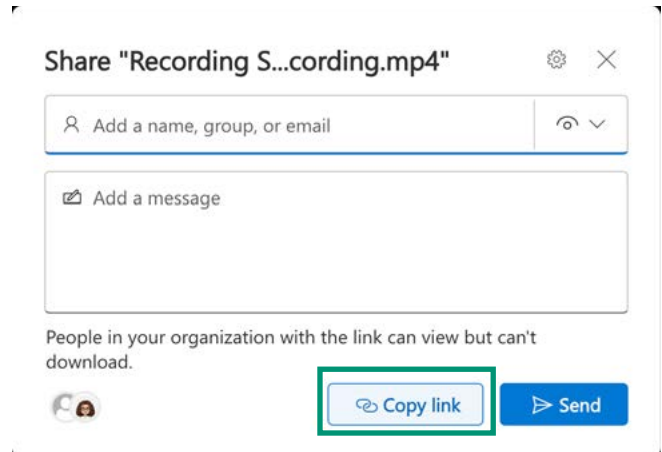
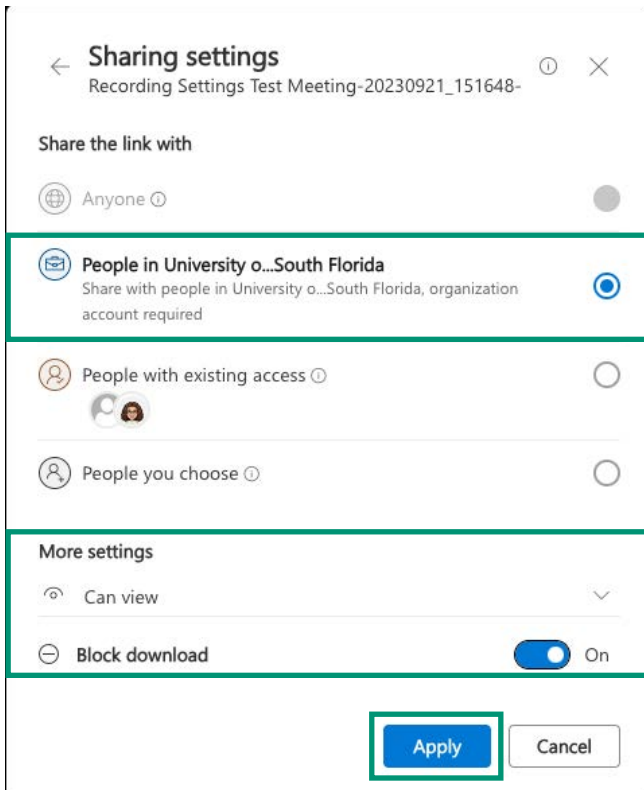


NOTE

People who are in your Teams class can also access the recording through the class chat in the Teams desktop APP.

To share recording with everyone with a NET ID at USF, go to **Share**, then choose the gear icon in the top right, and select **People in University o... South Florida** and then, **Apply**. When sharing, we recommend that **More settings** options stay as **Can view**, and the **Block download** button stays **On**. This will prevent accidental deleting by disabling the delete button for the recipient. **Copy link** from new tab.





Don't MISS **Additional Tips and Considerations**

- Stream now offers captioning / transcripts. The transcript is automatically enabled when a Teams recording is started. You can access meeting transcript through the class chat or the **Transcript** tab in the recording.
- Stream does not offer editing tools, instructors can download the video and use Kaltura for auto-captioning, basic editing, and viewing video analytics such as student view counts. For more information, please see our [Kaltura guides](#), request a training session by emailing facultysupport@usf.edu, or connect live with one of our experts in our [Teams Live Support Session](#), Monday through Friday from 11-3.
- The recorded session will open within a browser. However, the Organizer can also access the recording from within their Microsoft 365 account in the Stream App (be sure to login with your USF credentials). Additionally, if you schedule the session within your Class Team, the session will automatically populate within the Files section of your Team in the Recordings folder.