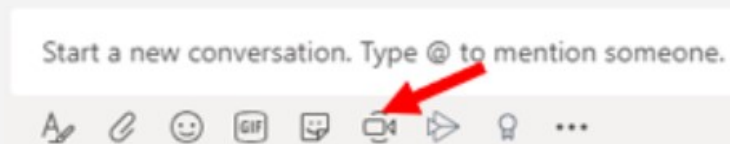


2.5 Live Streaming and Recording with Teams

This tutorial discusses how to live stream and/or record a video with Teams. The tutorial will show an example for **live streaming**. If you wish to **RECORD** a video instead (not share it with the class) follow all these steps but do so in a private channel with only yourself to prevent other people from joining the meeting

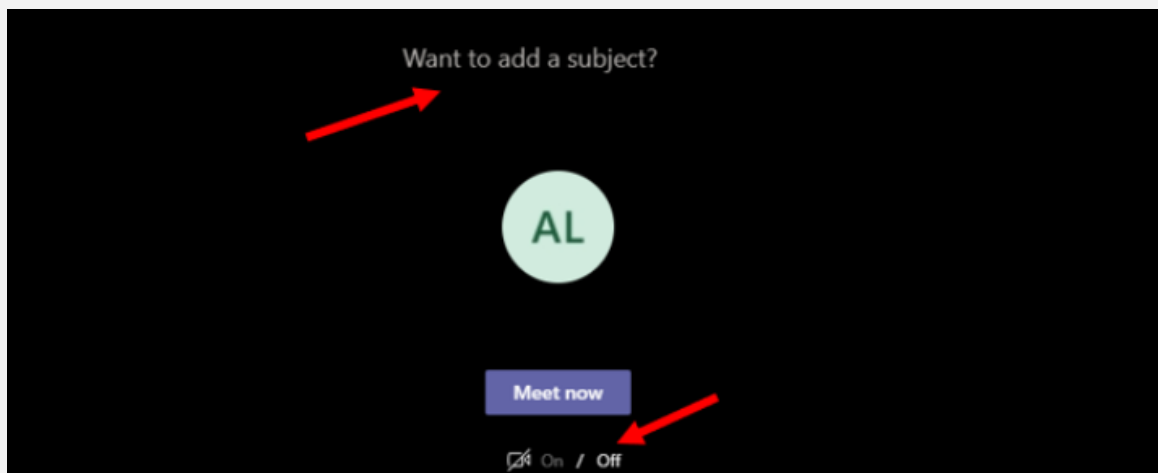
STEP 1

Navigate to your class on Teams, select the **camera icon** at the bottom to start a live meeting



STEP 2

The following will appear. From here you can select if you want your webcam on or off. Add in a title (such as Lecture 1) in **Want to add a subject?** When ready, select **Meet Now**.



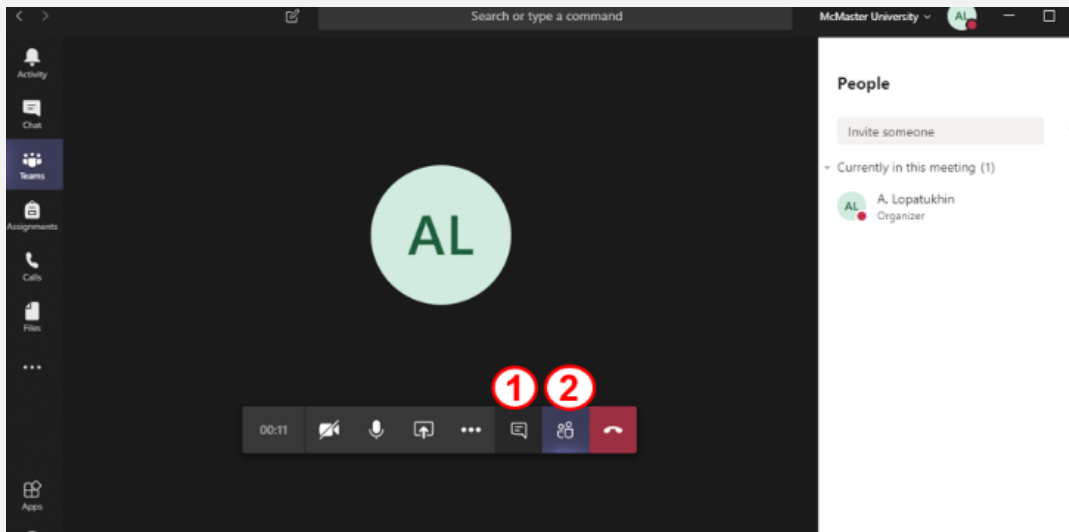
When you select **Meet Now**, students will see the following in the channel and be able to join:



2.5 Live Streaming and Recording with Teams

STEP 3

The meeting will start. Select (1) to see the meeting chat and track student discussion/ questions. Select (2) to view the participants in the meeting.

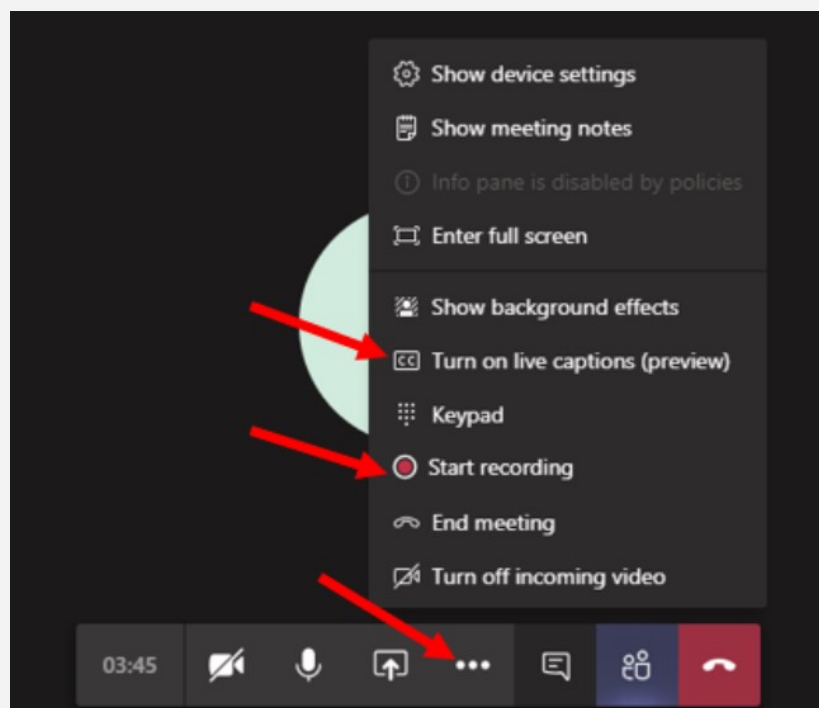


STEP 4

Select the **three dots**, select **Turn on live captions (preview)** and **Start recording**.

NOTE

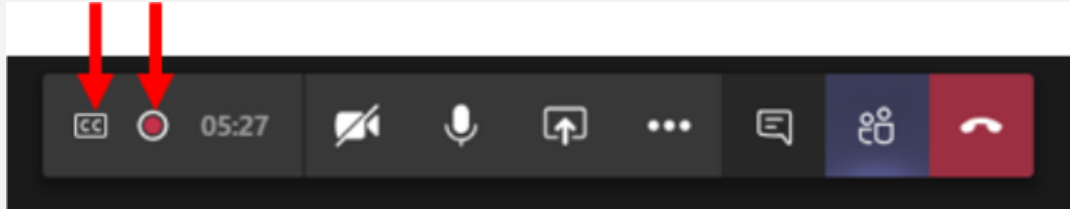
These are very important steps and must be done at the beginning of each live meeting.



2.5 Live Streaming and Recording with Teams

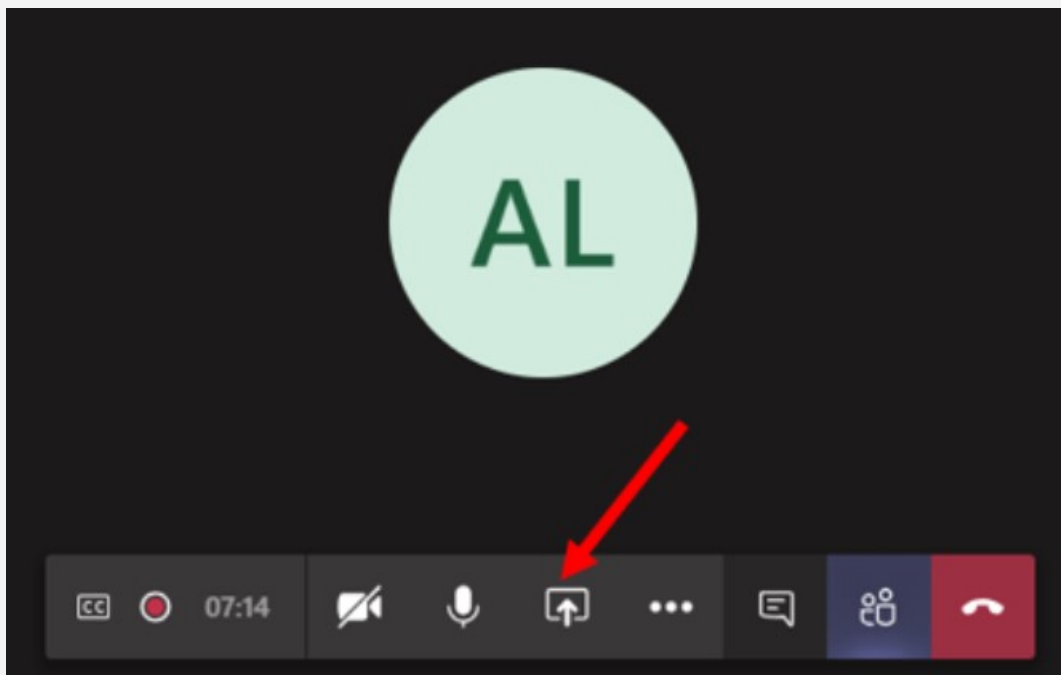
STEP 5

Once you start recording and have live captions on, you should see this in your screen, make sure ALL meetings contain this.



STEP 6

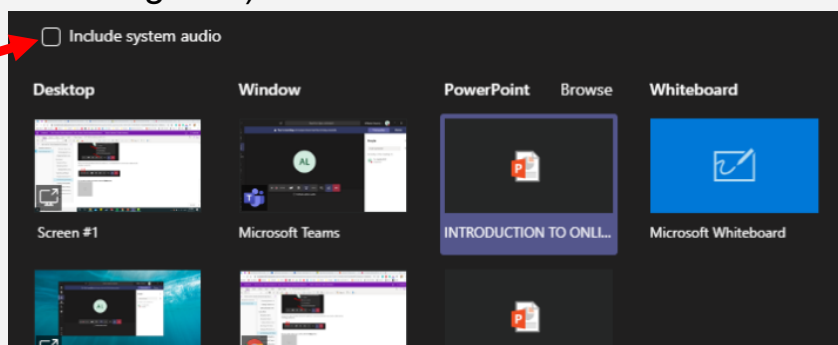
If you wish to share your screen, select the **Share** button



STEP 7

You can now select which portions of your screen you wish to share. You can choose to share the whole desktop, or just the program you wish to focus on (for example you can select to see only a PowerPoint and nothing else)

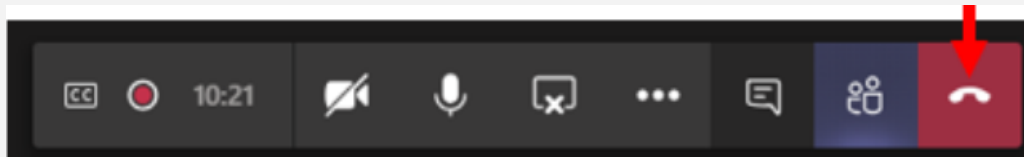
Check This Box!



2.5 Live Streaming and Recording with Teams

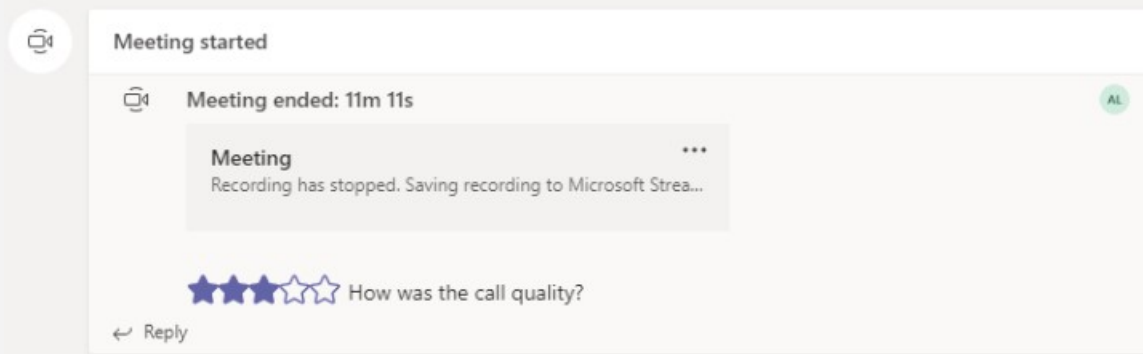
STEP 8

When you have finished your live meeting, select the **Hang Up** button



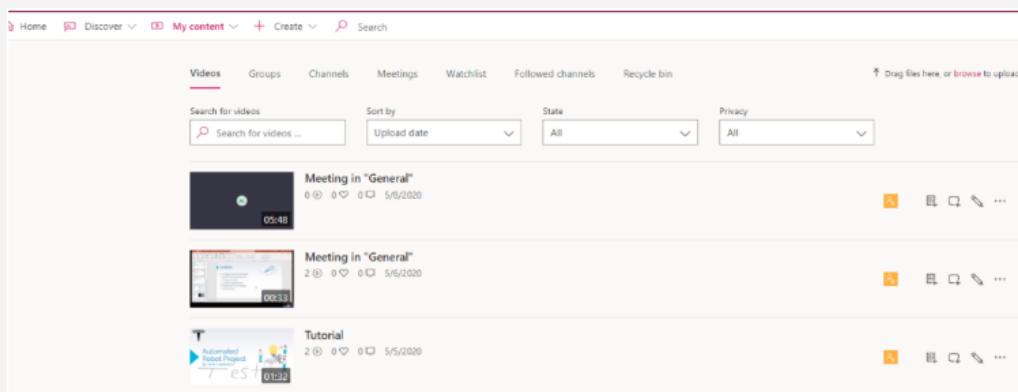
STEP 9

Your video will begin saving to streams, it might take some time for it to upload so **leave time for this step**.



STEP 10

Navigate to your content on streams. You will now see the meeting you just recorded. **Rename** it to the appropriate title and proceed to the tutorial **Linking Teams Recordings to Avenue (2.7)**



Once again, if you wish to create pre-recorded content instead simply follow the steps above in a private channel.