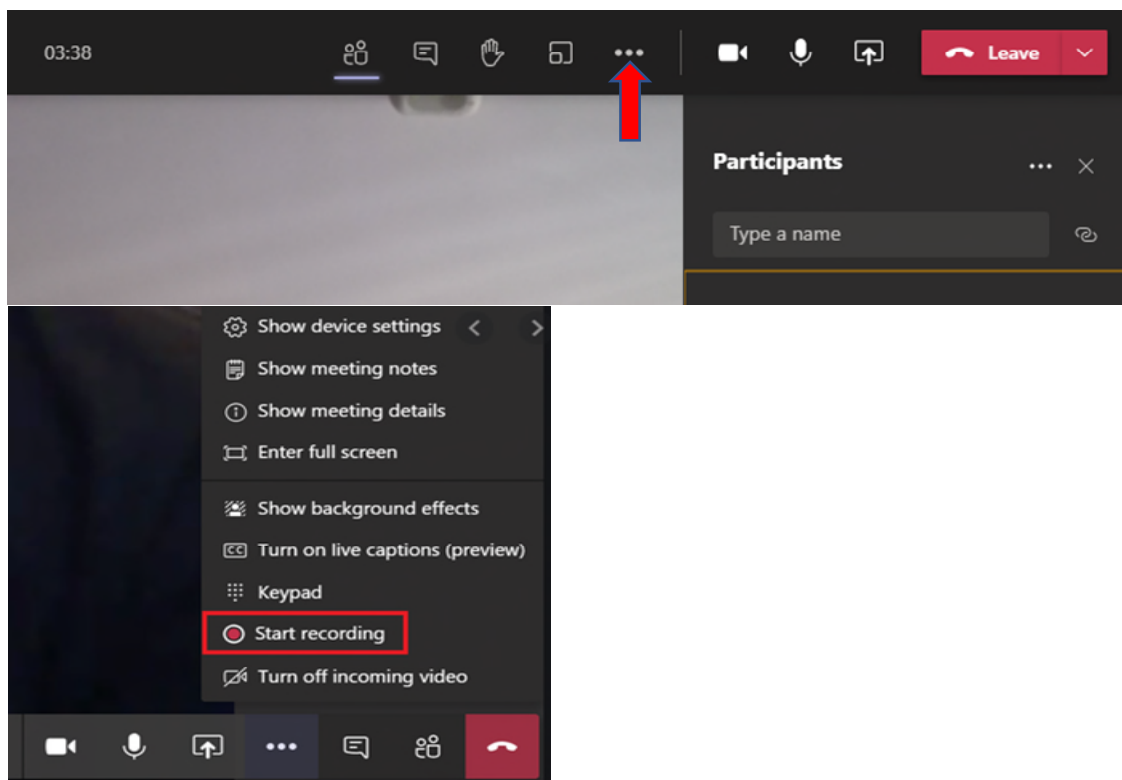


## Philosophy Canvas - how to record live in Teams

1. Recording within Teams is not enabled by default. The recording option is only available when you are in meeting. If 'Start recording' is greyed out you will need to request permission to record in Teams and this requires the completion of a very short form. The guidance page for recording is here: <https://www.ctl.ox.ac.uk/recording-teams-meetings> and the link to [this form](#) is in the first bullet point under **Prerequisites**. Request can take up to 48 hours to appear in Teams once requested so I would ask that you aim to do this as soon as possible.
2. Start the Teams meeting/session as you normally would. It is best to use the full Teams application rather than the browser-based version of Teams.
3. Once everyone is present in the session and you are ready to begin, warn everyone attending that you will begin recording. To start recording go to the meeting controls and hover over three dots (...). 'More actions' will appear on the screen, click 'Start recording'.



4. When you start recording a banner will appear on all screens, notifying everyone in the meeting that recording has started. To stop recording, go to the meeting controls and select the 'More actions' button and then Stop recording.
5. The recorded session will automatically process and save to Microsoft Stream. A link to the recording will also automatically appear in the Chat window and in Microsoft Stream for any users who were invited to the meeting, whether they attended or not.
6. You will receive an email notification when it is complete, this can take an hour or so depending on how long the recording is.
7. Next see the instructions 'downloading from Microsoft Stream', 'uploading to Canvas'.