

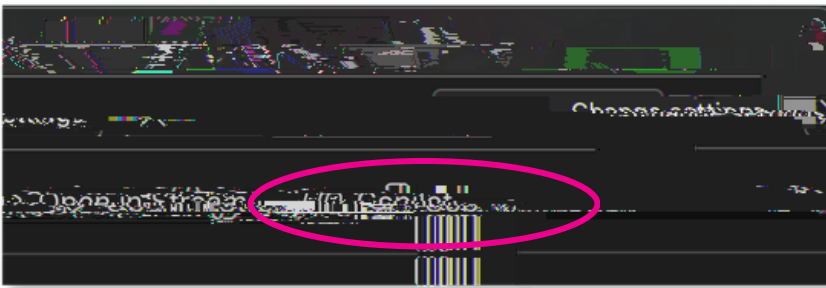
# MICROSOFT TEAMS

## S Y C R

1. In the top right corner of the meeting window, click the **More** icon (three dots) and select **Recording**.

### Giving Students Access to Teams Recording Manually

1. In the top right corner of the meeting window, click the **More** icon (three dots) and select **Open in Stream**.



2. In the top right corner of the meeting window, click the **More** icon (three dots) and select **Share**.



3

In the dialogue box that opens, add the email addresses of those you wish to give access to the video. It is highly recommended to use the message field to indicate the lecture date or other pertinent information. Then choose [Send](#). They will be notified with an access link to the video.



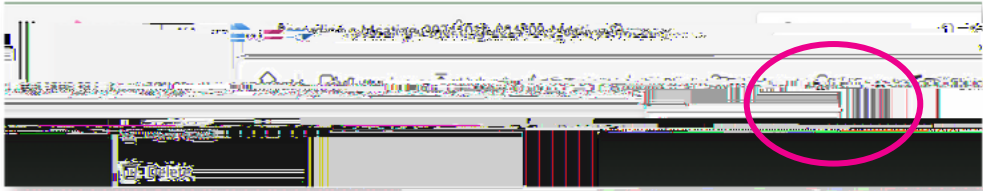
1

First, you must download your video to your computer. Navigate to the recording you want to share. Click on it to open, then choose [Share](#).



2

Microsoft Stream will open. At the top of the screen, select the **D** button and choose



A dialogue box will open. Select the **D** button to download the recording to your computer.



3

This [Kaltura Basics guide](#) will walk you through the steps for enabling Kaltura and deploying the video within your Canvas course. For any questions or a walk through on any of this, please visit us on [Live Support](#) and or email [facultysupport@usf.edu](mailto:facultysupport@usf.edu) to schedule a consultation.