Recording and transcription with Teams

NB: ENUSRE THAT ALL PARTICPANTS IN THE RECORDING AND TRANSCRIPTS ARE CLEARLY IDENTIFIED.

Attach both, the recording and transcript in an email to Stefanie.poole@warwick.ac.uk as an email attachment.

Please feel free email Stefanie.poole@warwick.ac.uk if you would like to book a test session

Teams:

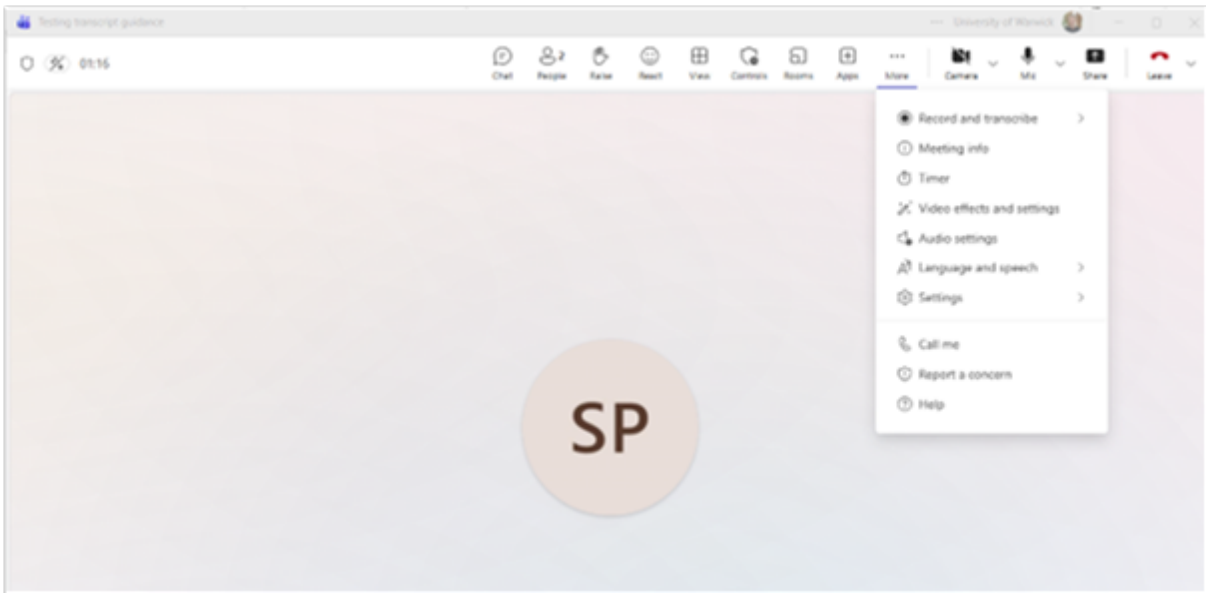
Starting a recording

In a Teams meeting, only one person can record at a time. When you start recording a meeting, everyone will be notified automatically.

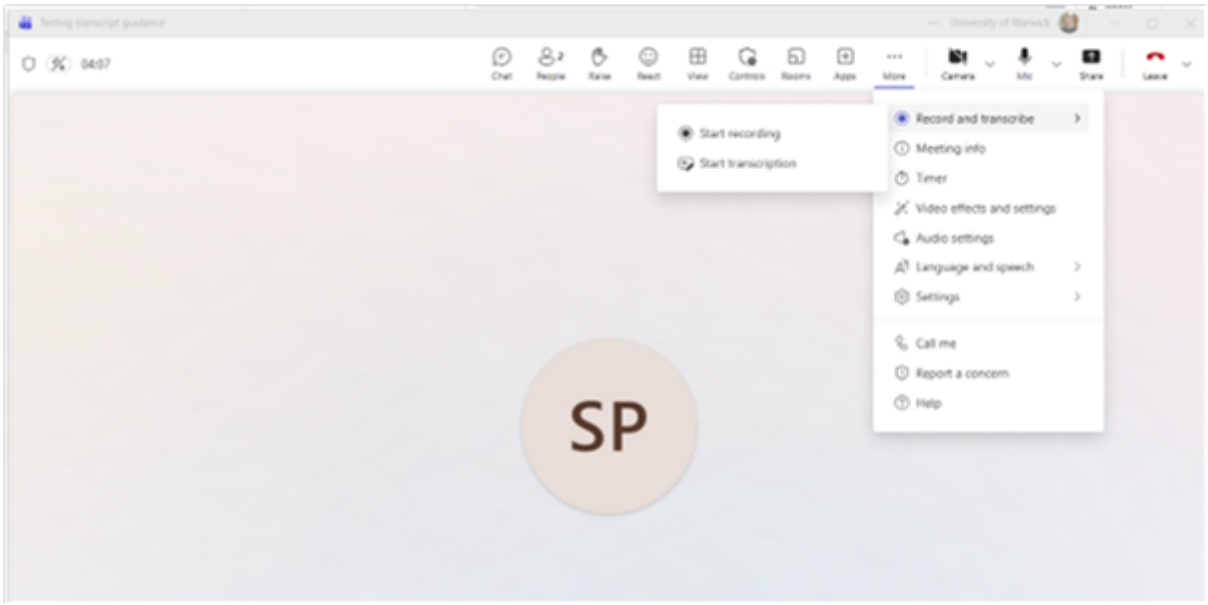
NB: Starting a recording starts a transcription as well.

To start a meeting recording:

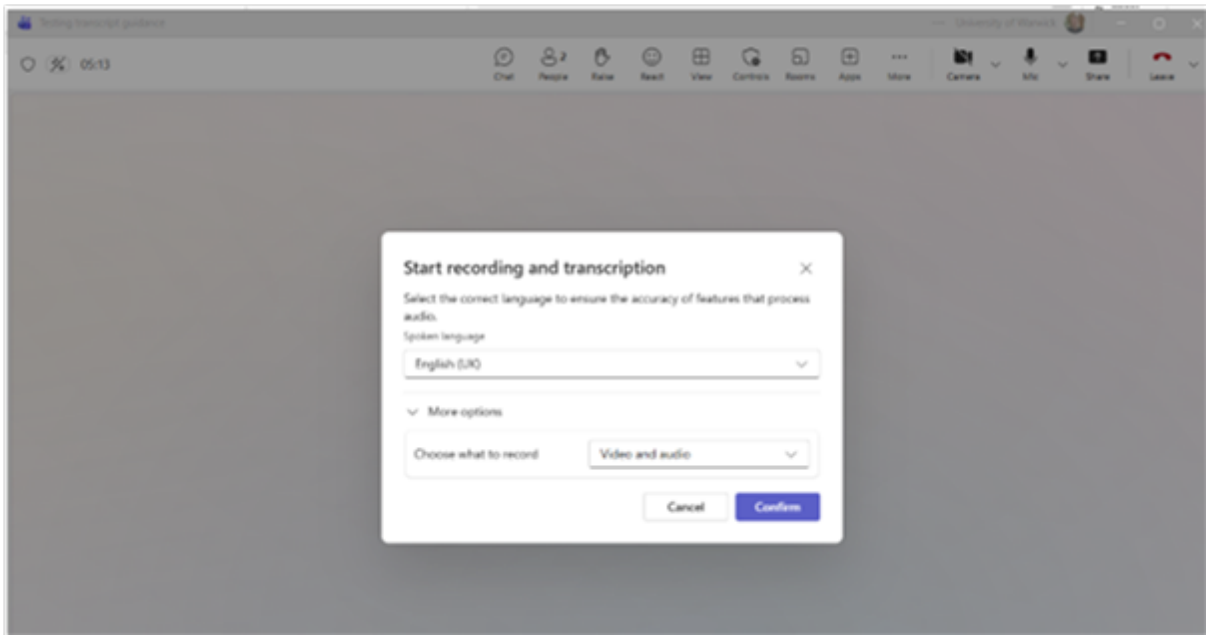
1. **Start or join the meeting.**
2. **Select More actions *** > Record ◉ in your meeting controls.**



3. **Specify your spoken language and what you want to record.**



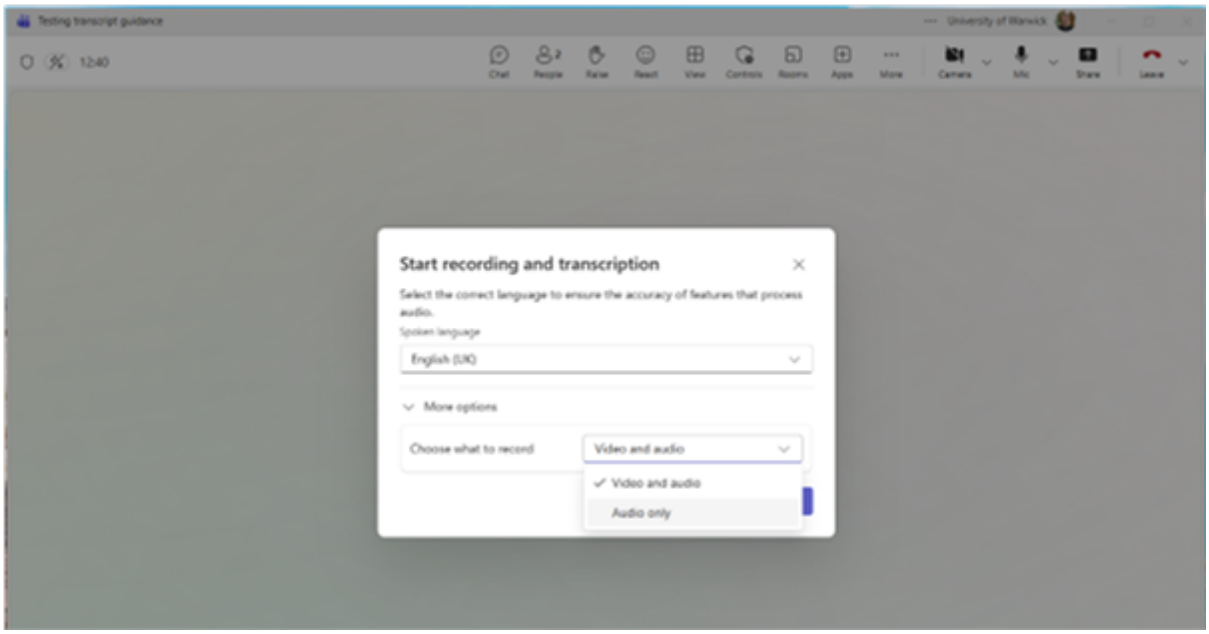
4. **Select Confirm.**



To record audio only:

1. **Select More actions ••• in your meeting controls.**

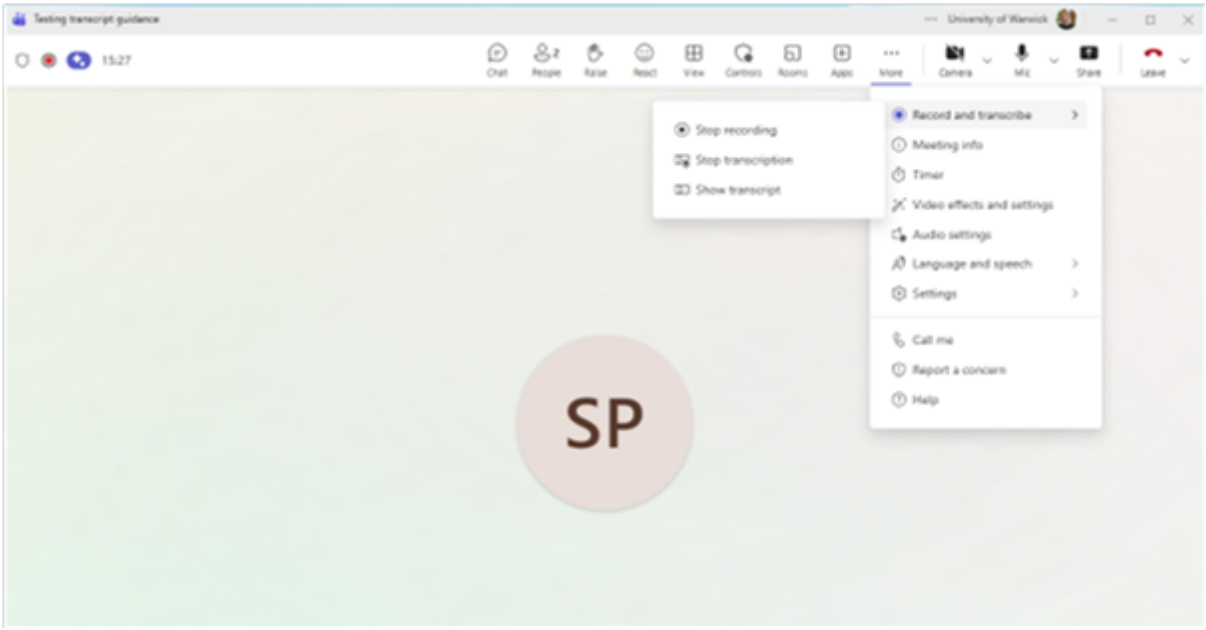
2. **Select Record** ⏺.
3. **From the Choose what to record dropdown menu, select Audio only.**



4. **Select Confirm (as above).**

Stop a recording

1. Select **More actions** ••• > **Recording** ⏺ in your meeting controls.
2. Choose one of the following:
    - **Recording** ⏺ to stop the recording and live transcription.
    - **Transcribing** to stop the live transcription only. The recording will continue until you select **Recording** ⏺

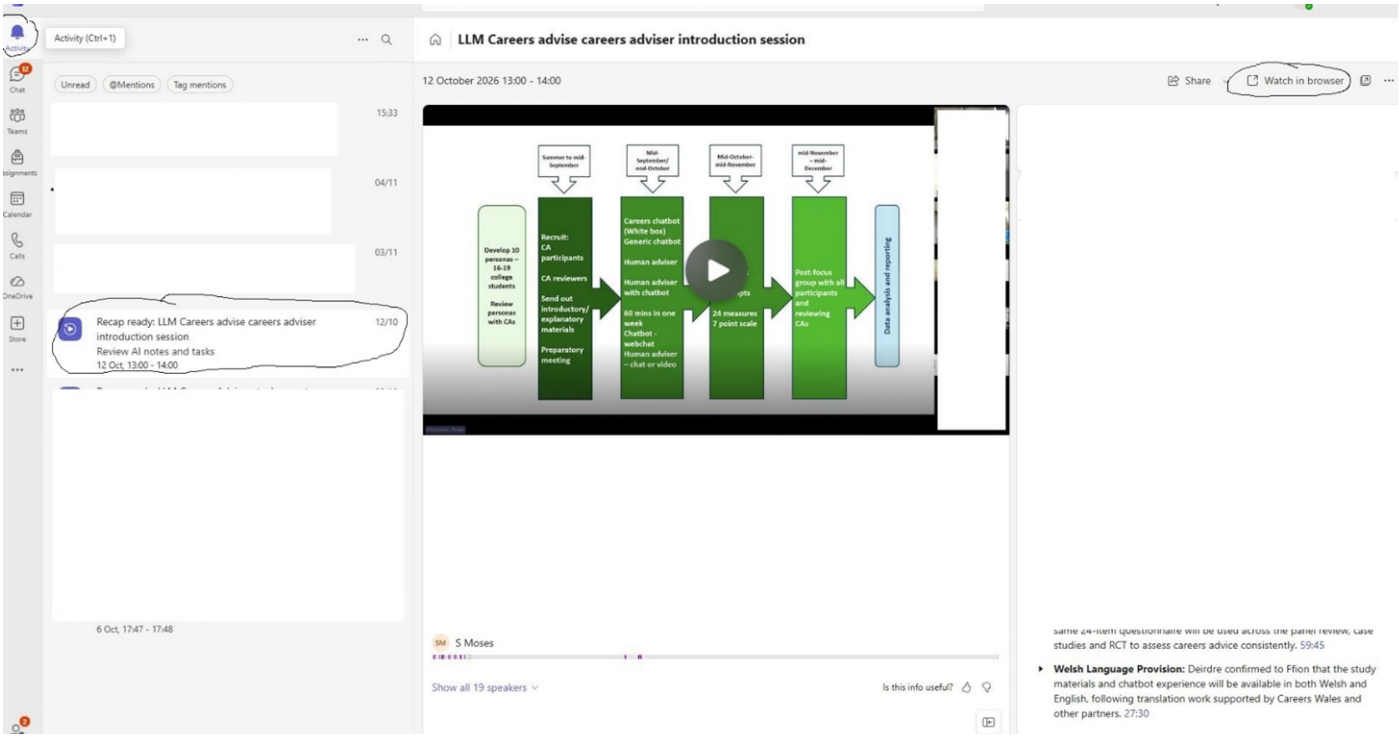


View and replay recordings & transcripts

Only the meeting organizer can download the meeting recording

Go to:

1. **Activity and find your recording**

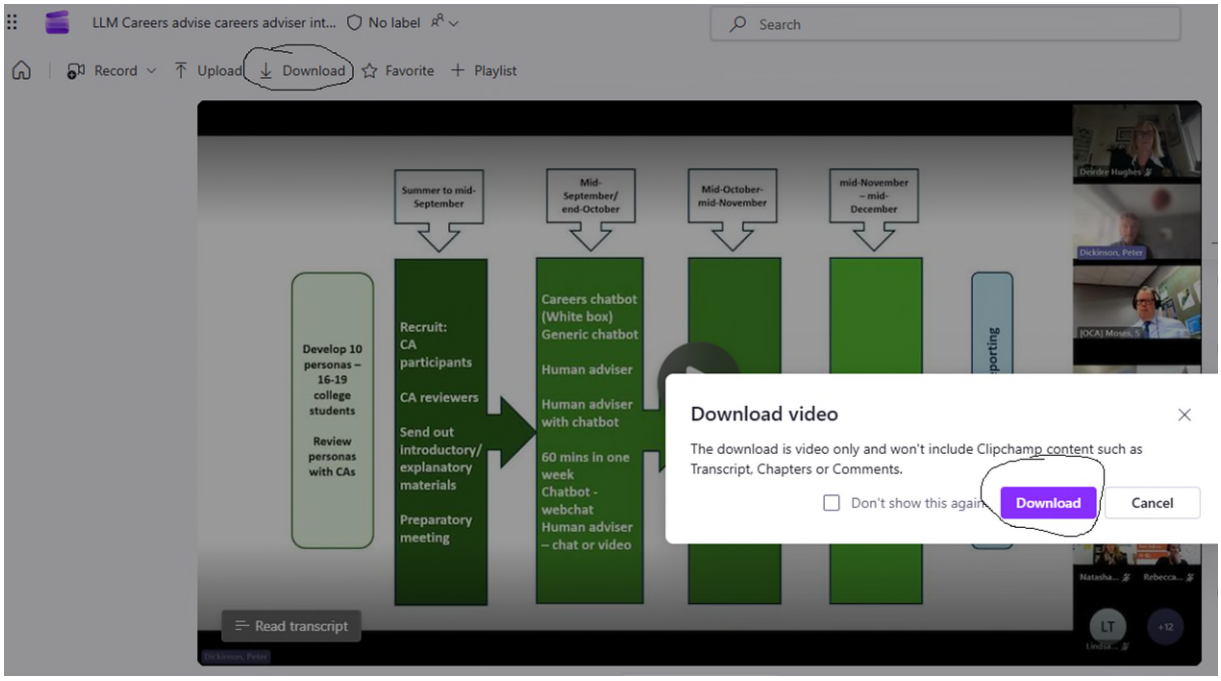


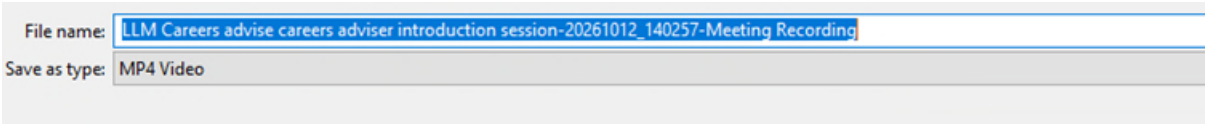
Download recordings and transcripts

In the same window click: Watch in browser

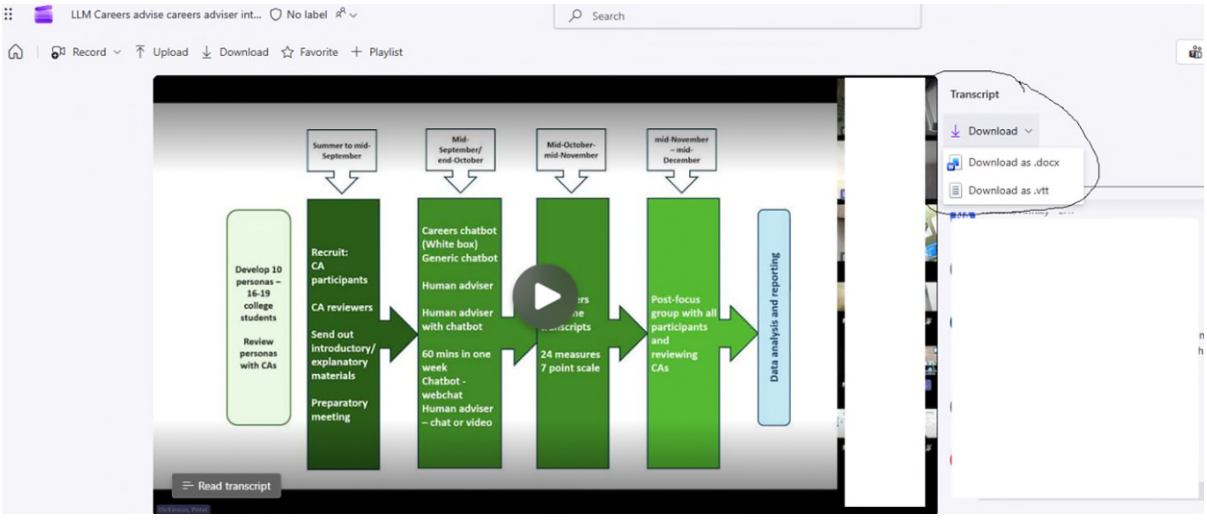
The next window will give you the option to download the recording and transcript – see below

Download the video as a MP4 file and save it on your device





Download the transcript as a .docx file and save it to your device



Send both as email attachments to Stefanie.poole@warwick.ac.uk

Please feel free email Stefanie.poole@warwick.ac.uk if you would like to book a test session