How to find a recorded Teams meeting saved to Stream

A Teams meeting recorded to Microsoft Stream can usually be accessed using the “Chat” history within Teams. If a recorded meeting isn’t viewable as a link from your chat history in Teams, or if you need to access a past recorded meeting, you can do so directly from Microsoft Stream using the steps below.

1. Navigate to https://portal.office.com
2. Enter your eID as ename@colostate.edu as shown and click “Next”
3. Enter your eID password and click “Sign In”
4. Once signed in, click the “All Apps” icon

5. Scroll down the list of apps and click “Stream”

6. Click “My Content” link in the menu

7. Use the ‘Search’ and ‘Sort by’ options to locate the recording

8. Select the recording by clicking on it in the resulting list
9. **Hint:** To rename or edit share settings for the recording, click the ellipses and select “Update video details”