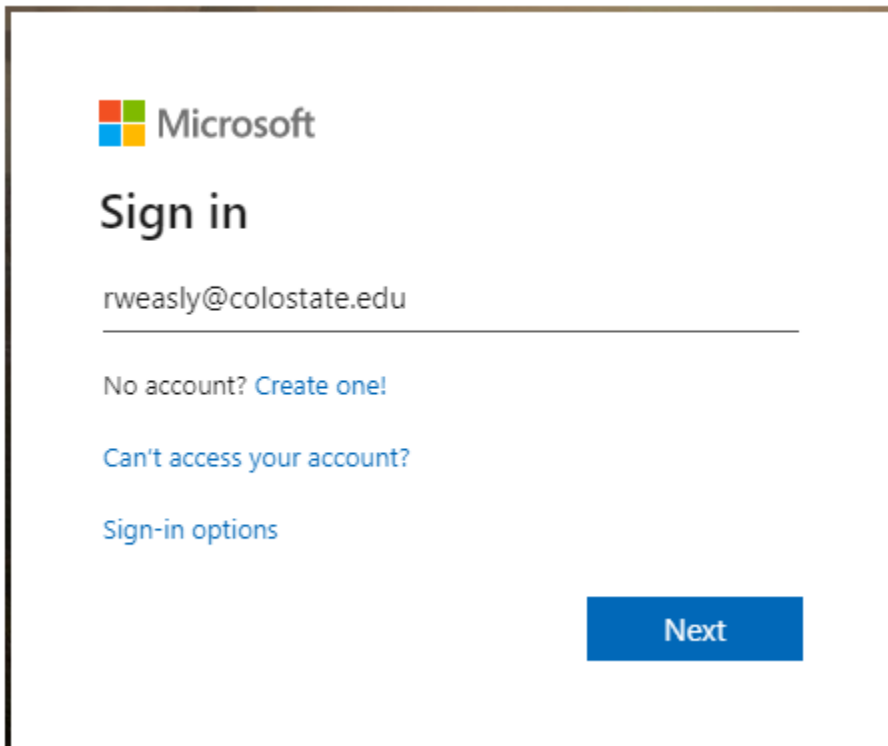


# How to find a recorded Teams meeting saved to Stream

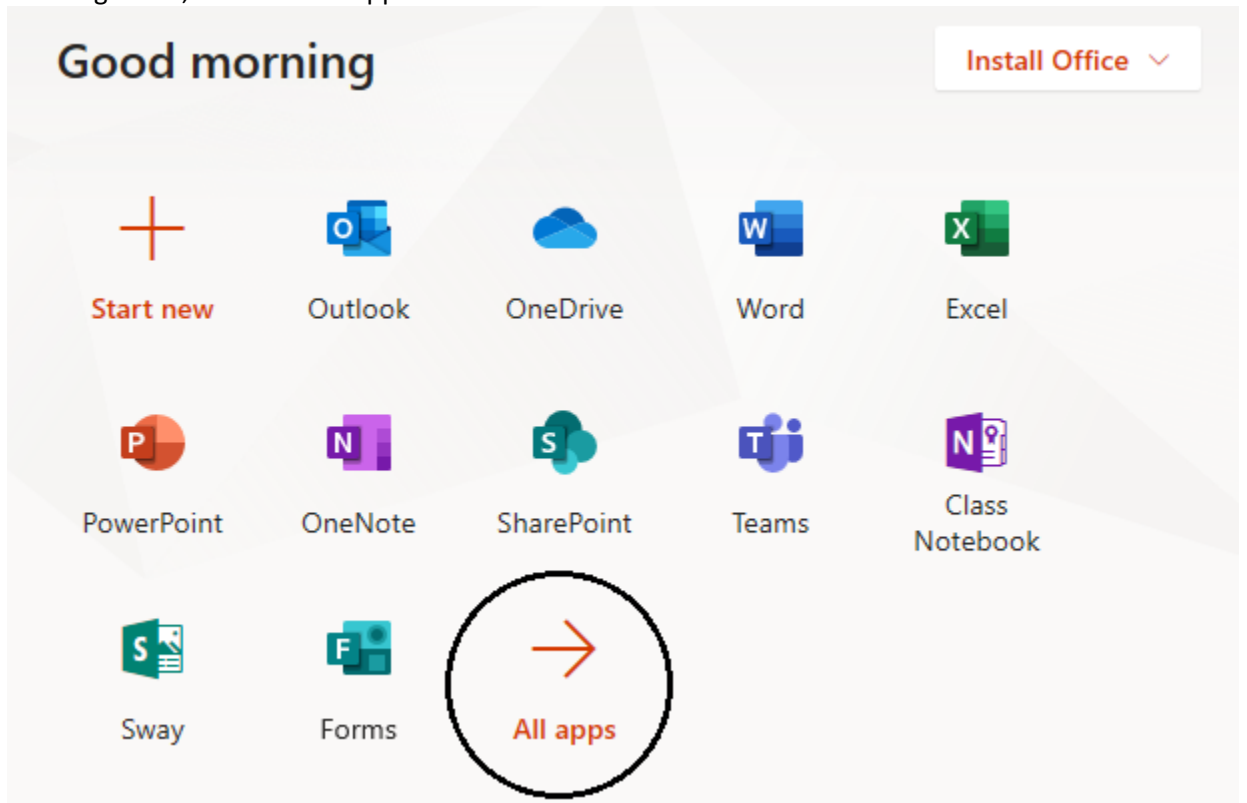
A Teams meeting recorded to Microsoft Stream can usually be accessed using the “Chat” history within Teams. If a recorded meeting isn’t viewable as a link from your chat history in Teams, or if you need to access a past recorded meeting, you can do so directly from Microsoft Stream using the steps below.

1. Navigate to <https://portal.office.com>
2. Enter your eID as `ename@colostate.edu` as shown and click “Next”

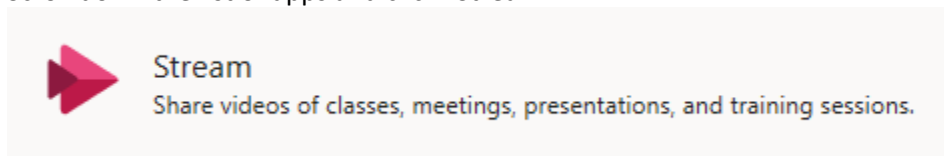
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "rweasly@colostate.edu" is entered into a text field. Below the text field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the page, there is a blue button with the text "Next" in white.

3. Enter your eID password and click “Sign In”

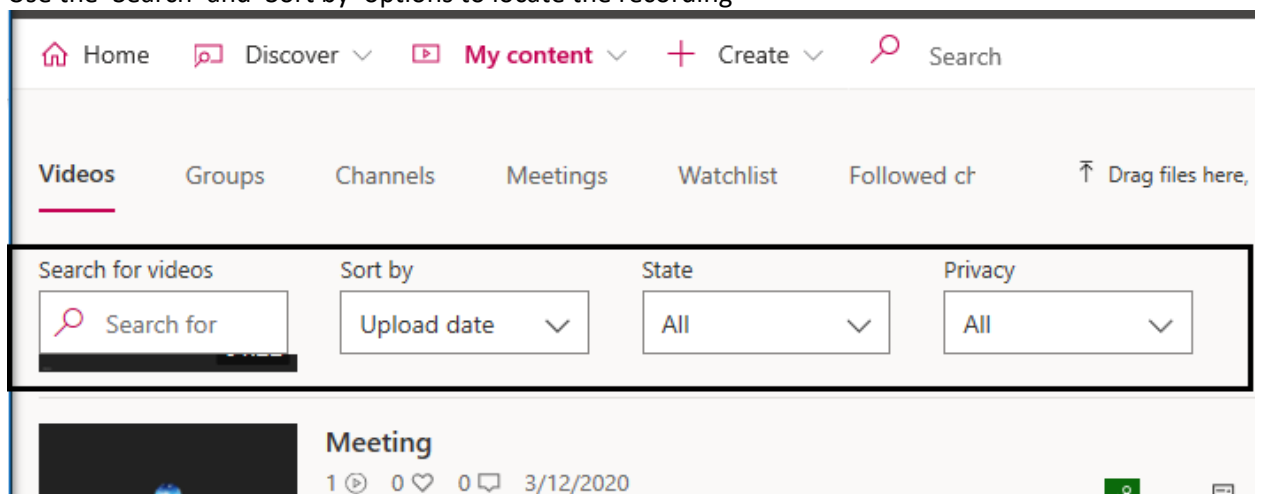
- Once signed in, click the “All Apps” icon



- Scroll down the list of apps and click “Stream”



- Click “My Content” link in the menu
- Use the ‘Search’ and ‘Sort by’ options to locate the recording



- 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”

