

Start/Record a Teams Meeting

Navigate to the Office 365 portal at <https://portal.office.com>

Log in with your ID in the format `ename@colostate.edu`



Sign in

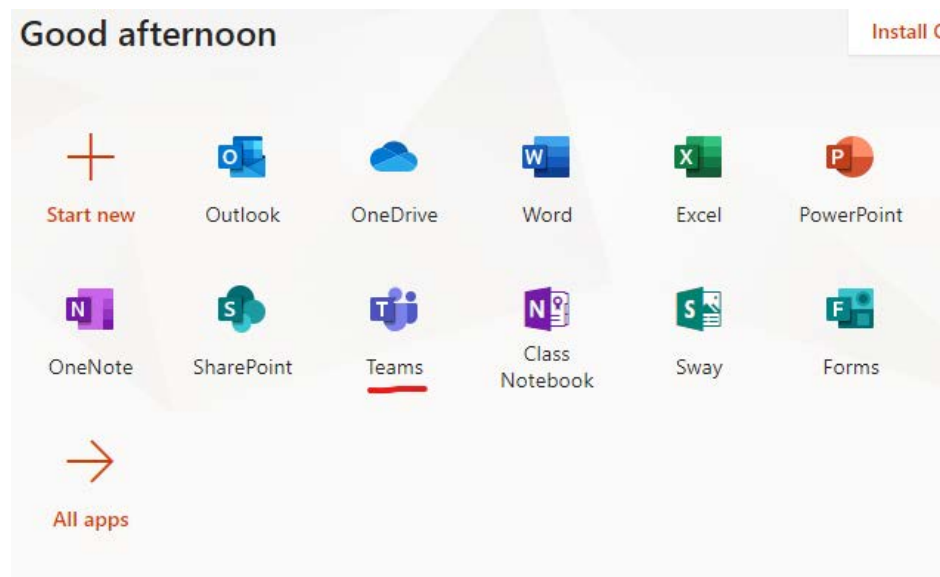
No account? [Create one!](#)

[Can't access your account?](#)

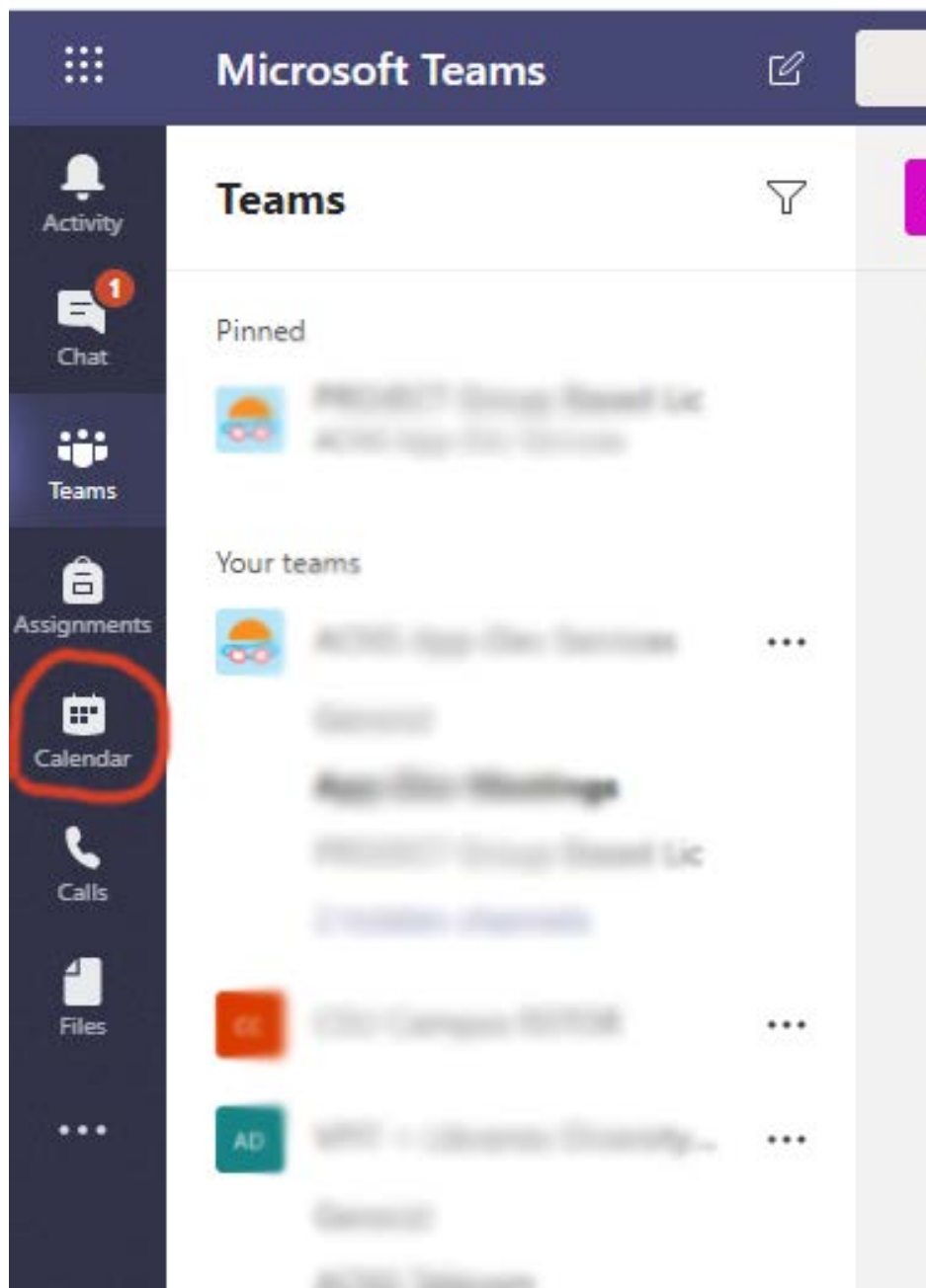
[Sign-in options](#)

Next

Select the Teams App Icon in the list of apps. If you don't see the Teams icon, click "All apps" and then find the Teams icon.

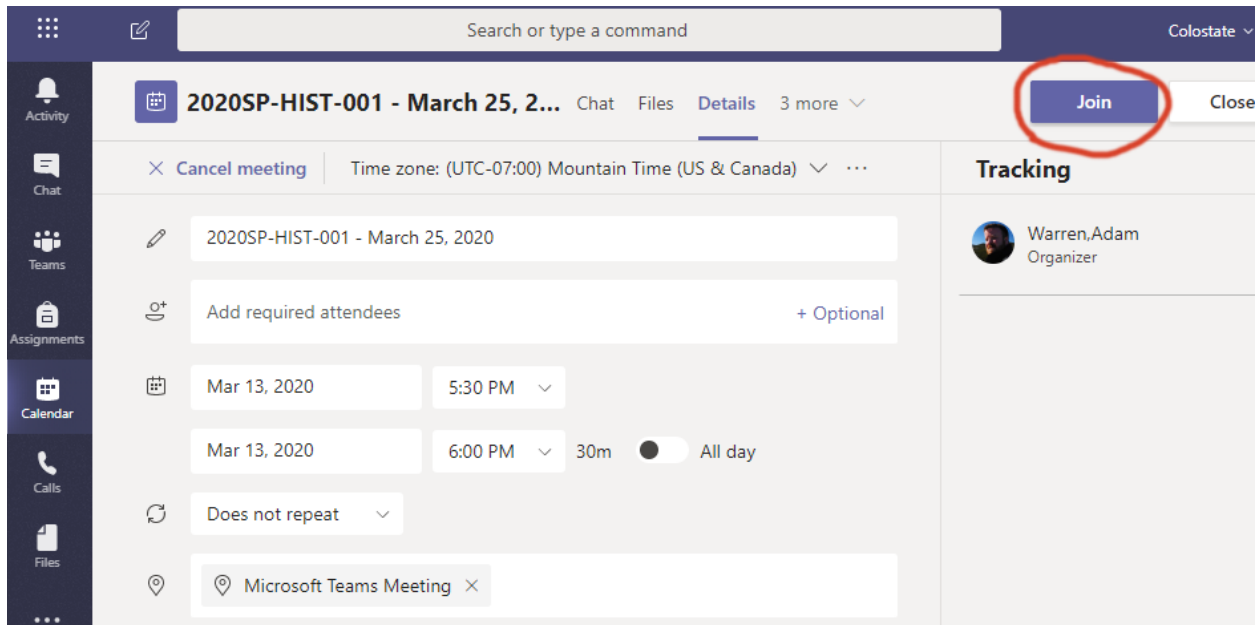


In the Teams app, click on the Calendar icon located on the left side of the screen.

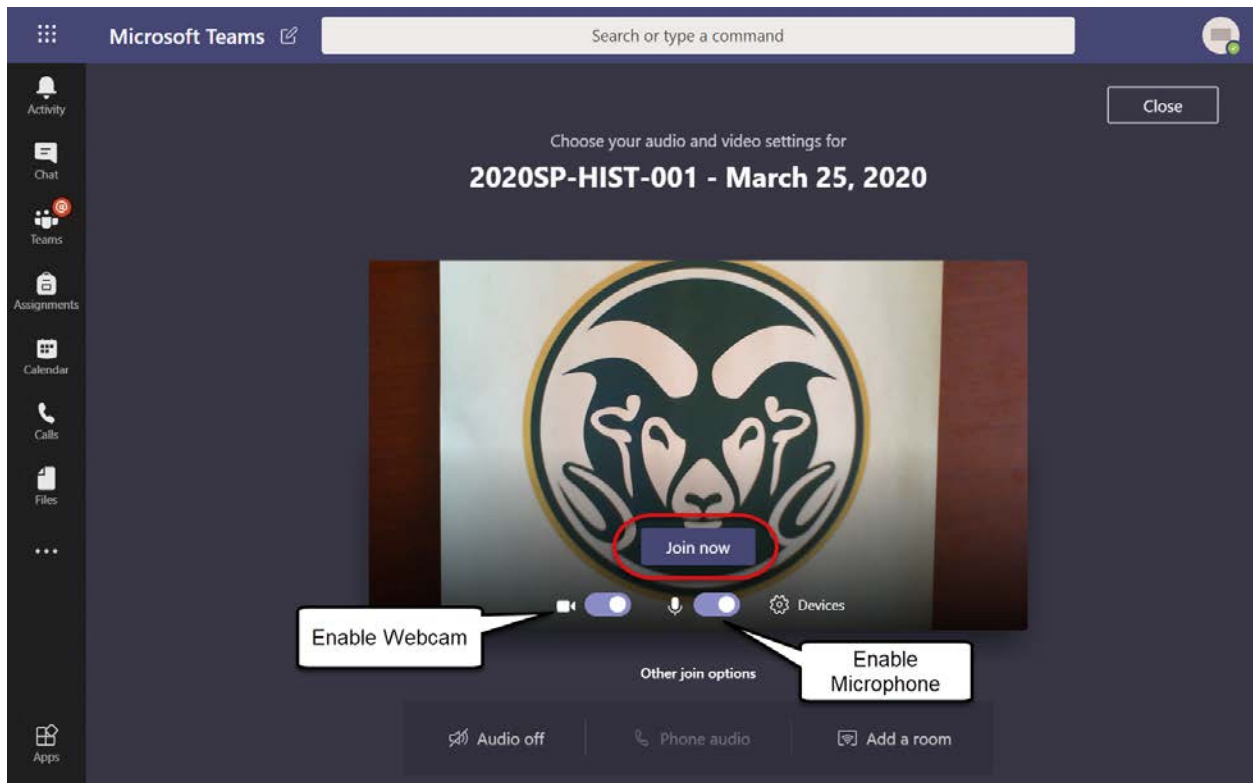


In the Teams Calendar, find and select the Teams Meeting created for this recording (see “Create a Teams Meeting using the Office 365 portal” at www.acns.colostate.edu/Microsoft-teams), which will open the meeting detail screen.

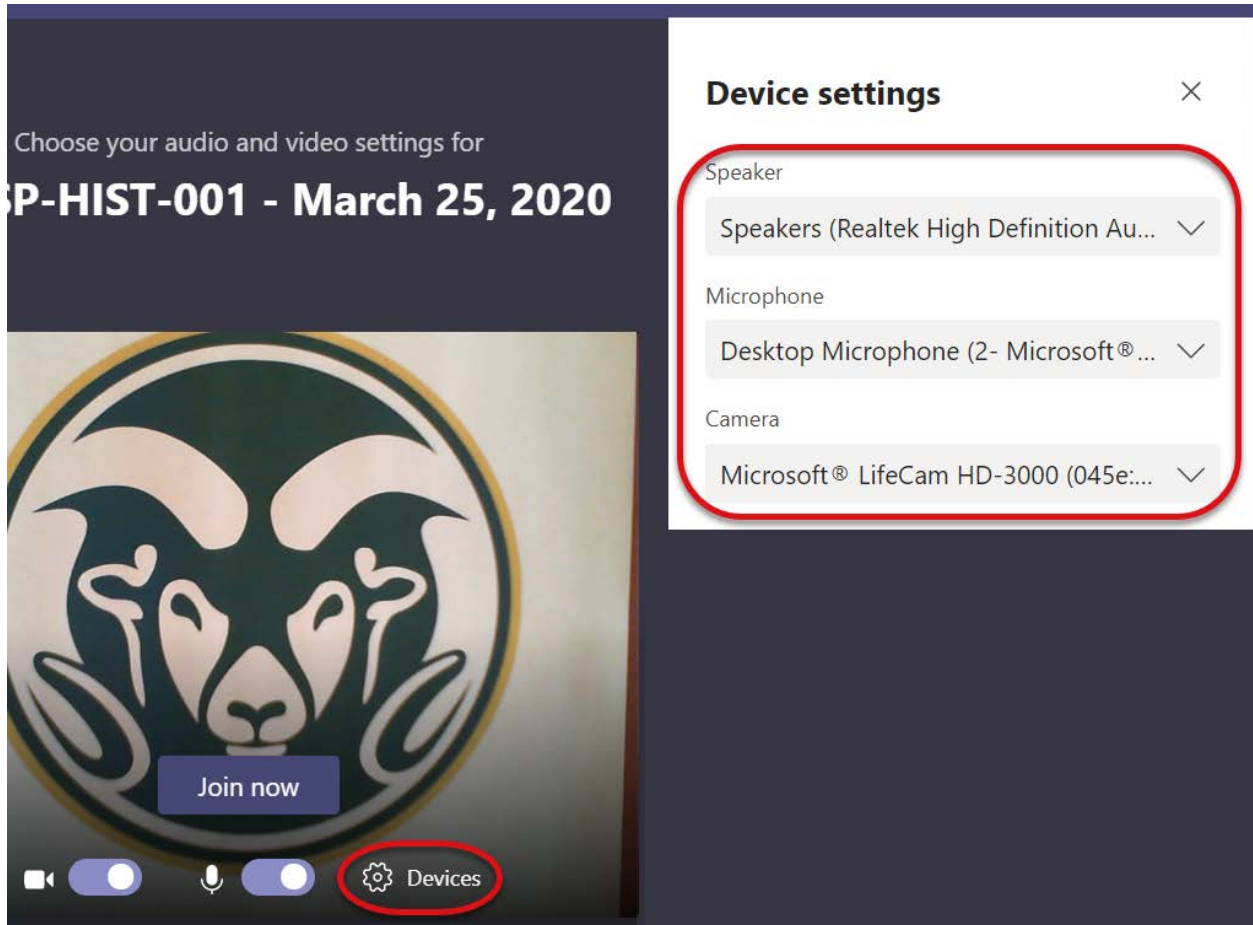
Click on the Join button at the **upper right of the screen**.



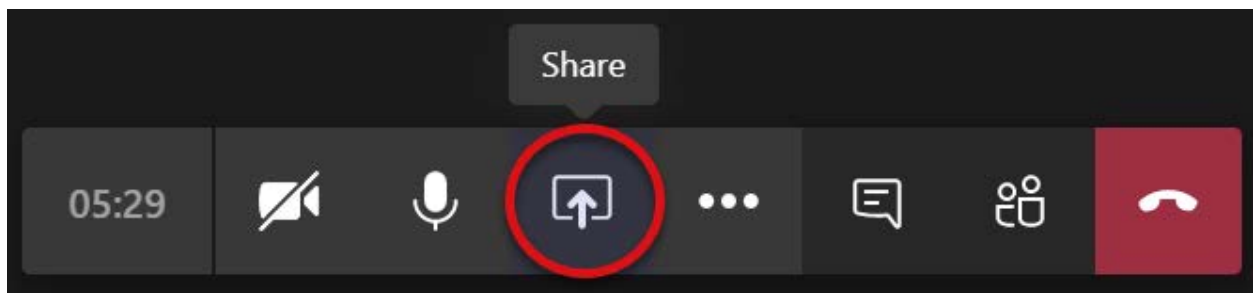
When the meeting starts, choose options to enable/disable your webcam and microphone. Click the Join Now button to start the Teams meeting.



If your webcam and microphone are not working correctly, click on the Devices link to choose your Speakers, Microphone, and Camera.



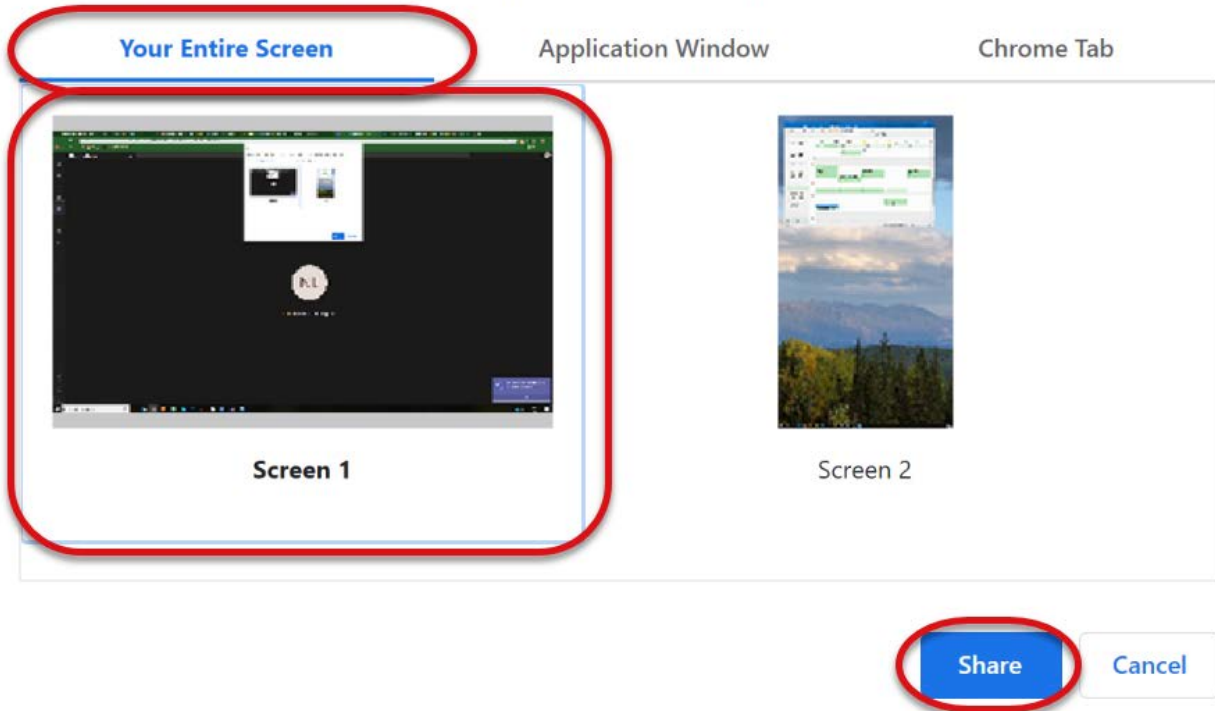
To share your screen, click on the Share icon from the meeting controls menu.



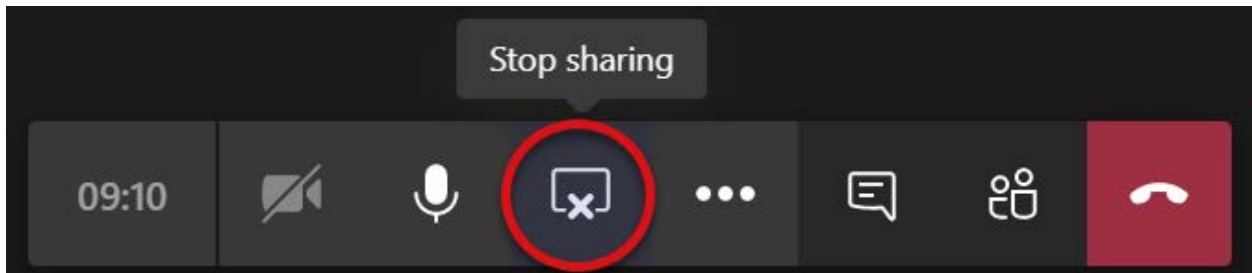
On the Share your screen window, there are options to share your entire screen, an application window, or an individual Chrome tab. Click on the appropriate tab, choose the screen, application, or tab to share, then click on the share button

Share your screen

teams.microsoft.com wants to share the contents of your screen. Choose what you'd like to share.

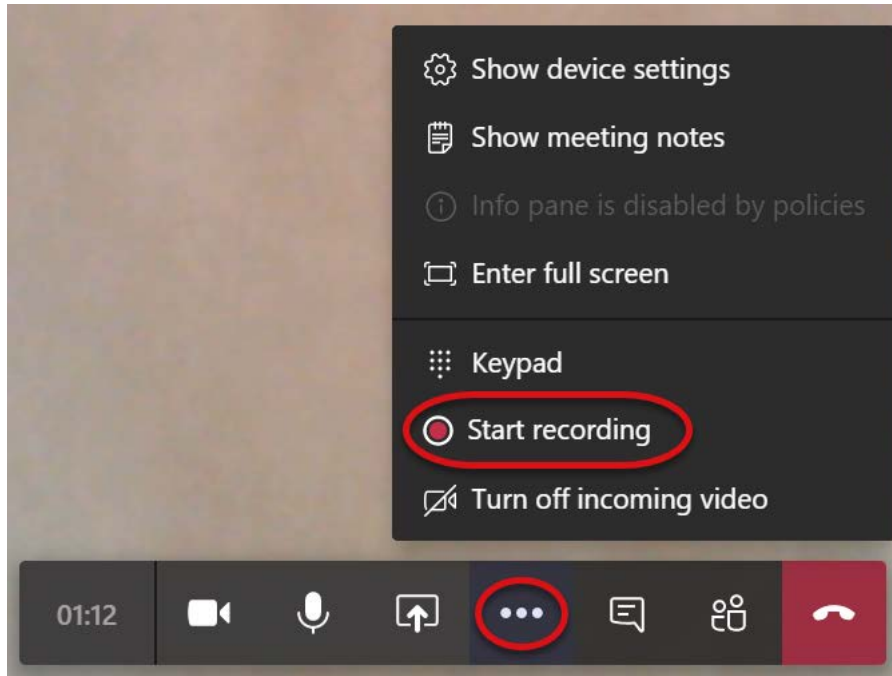


To stop sharing your screen, click on the Stop sharing icon from the meeting controls menu.

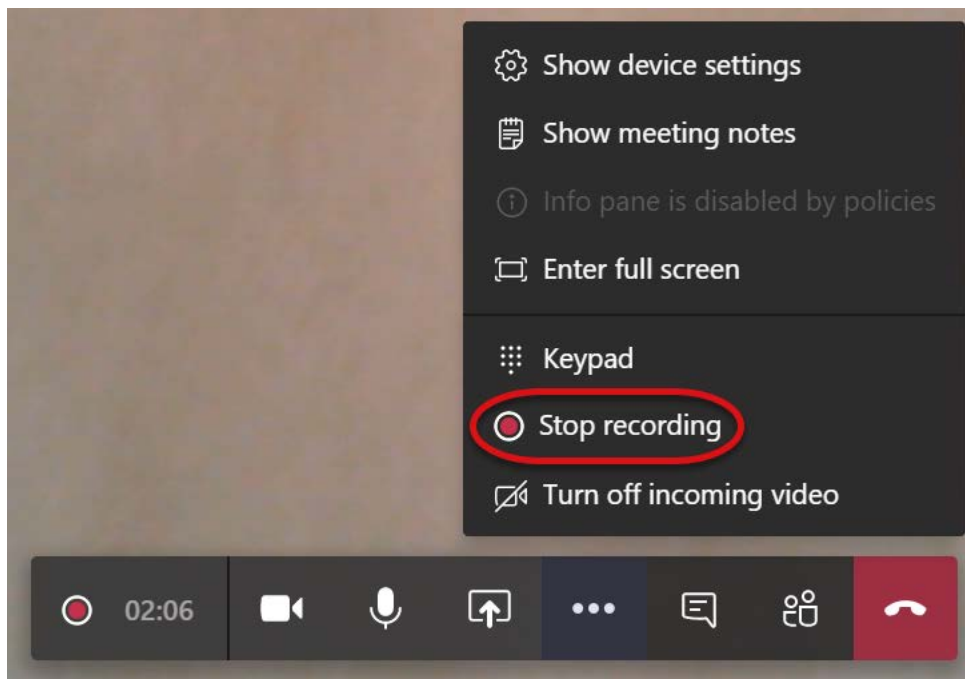


To record a Teams meeting, go to the meeting controls, click on the More actions button (3 dots), and select Start recording.

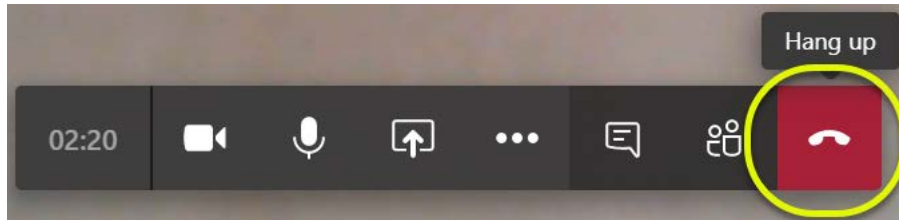
Note: If the meeting controls are not visible, move your mouse cursor.



To stop a recording, go to the meeting controls, click on the More actions button (3 dots), and select Stop recording.



To end a recording, go to the meeting controls and click on the Hang up button (phone icon).



The recording is then processed (which could take awhile) and saved to Microsoft Stream, and then it's ready to play.

The person who started the recording receives an email from Microsoft Stream when the recording is available. If you don't receive the email, the link also shows up in the meeting chat—or in the channel, if you're meeting in a channel.