

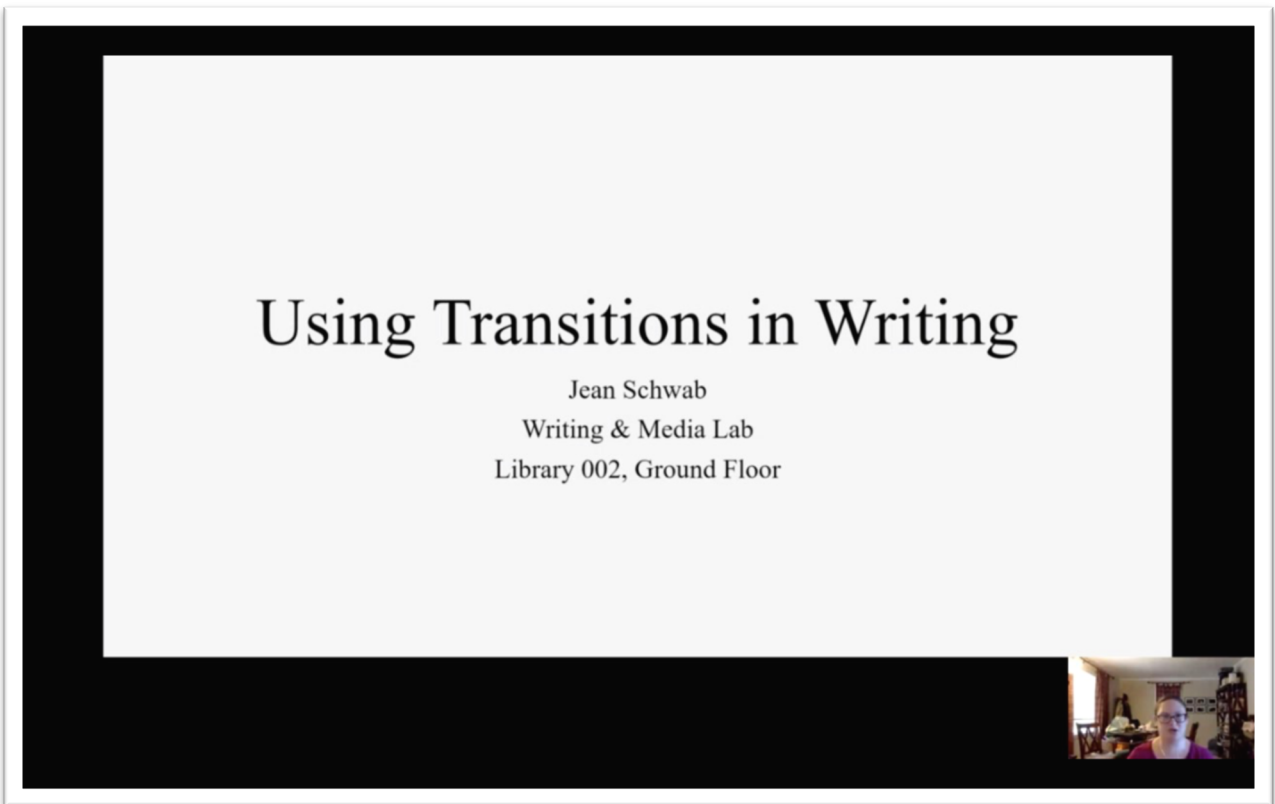
Recording a PowerPoint Using Microsoft Teams

by Jean Schwab, Director of Peer Assisted Learning at Furman University

1. Overview

First, some advice: record the first two or three slides as a practice round before you make your full recording. Then, watch your practice recording. You want to be sure that your video and audio are both working before you spend time recording the entire presentation, only to find out at the end that you don't have any sound or you recorded a blank screen. This will save you quite a bit of frustration.

Here is what your final video will look like: the PowerPoint slide up top and then a small, inset video of you speaking as you present.

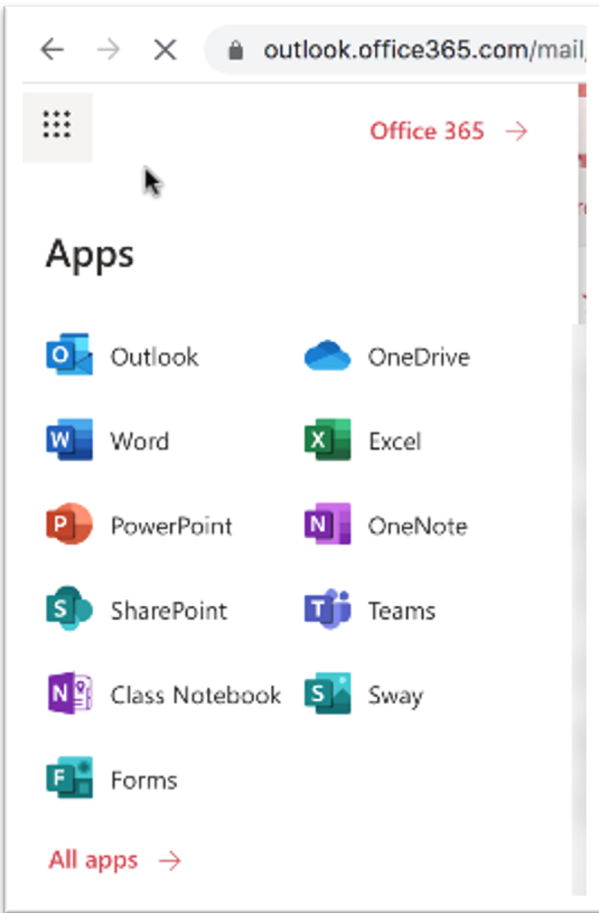
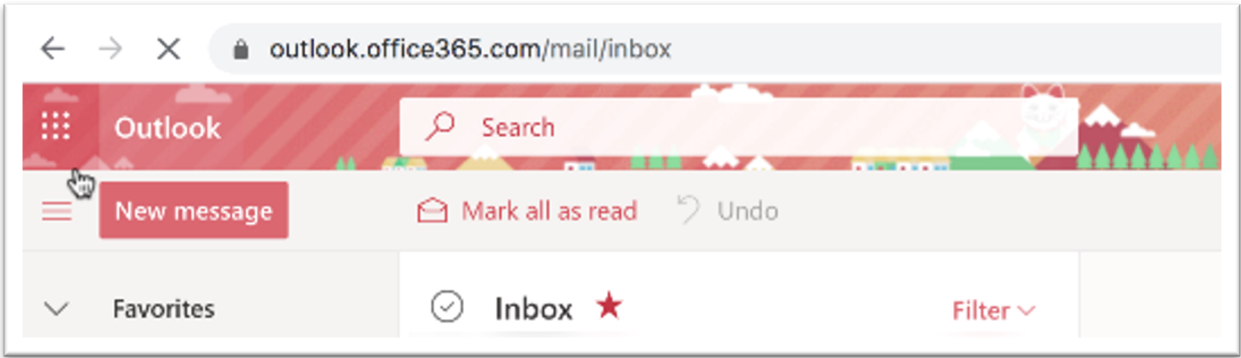


2. Getting Ready

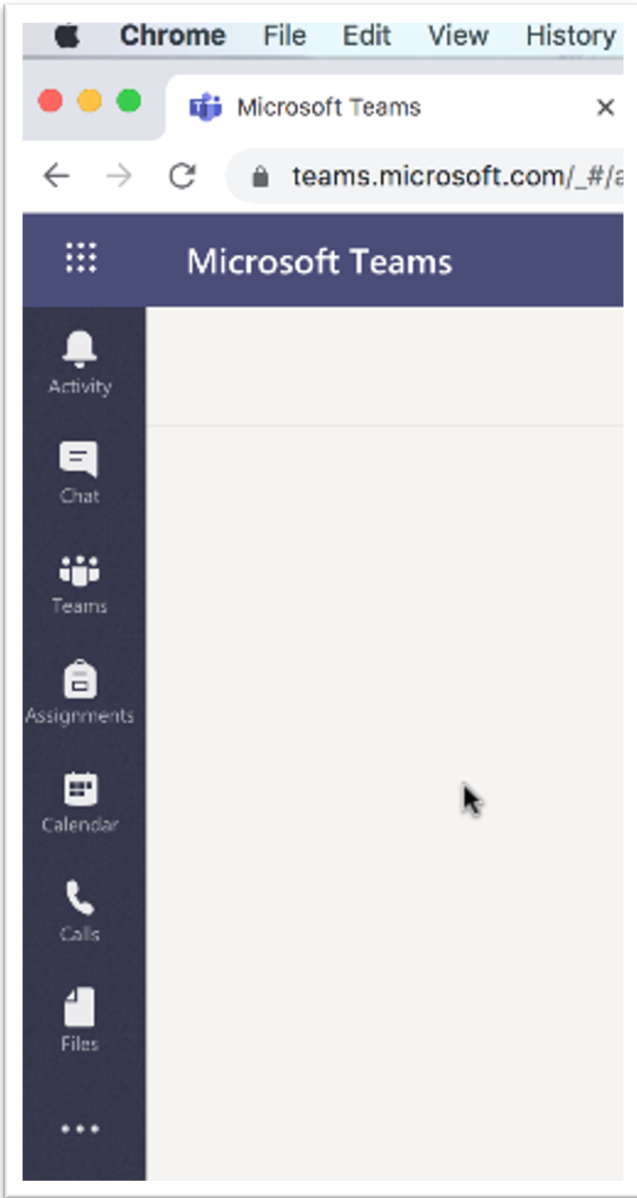
Make sure that your PowerPoint is already open and ready to play.

Use Google Chrome or the Teams app on your computer. If you use a browser, then Chrome is the best browser to use for the best functionality.

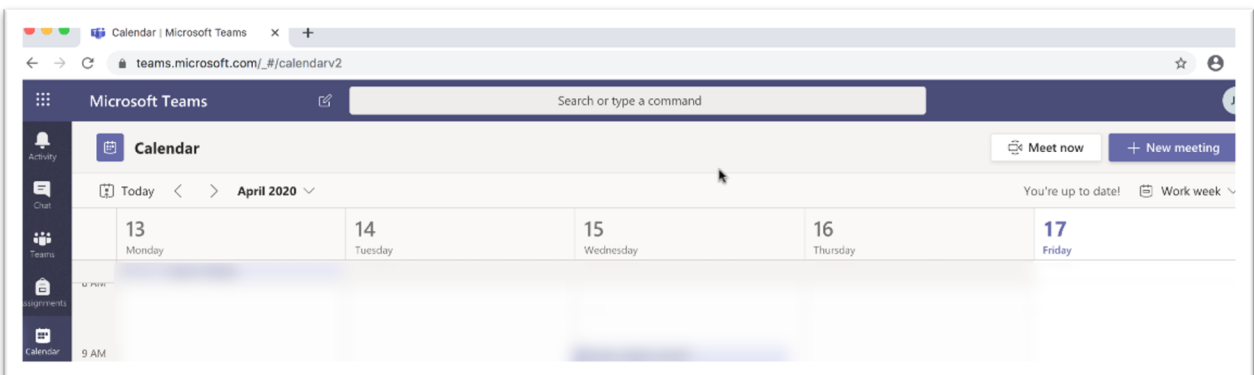
→To open Teams in Chrome: Go to [MyFurman](https://my.furman.edu). Then open your Office 365 email. Click on the menu button in the upper left corner. Then choose Teams.



Once Teams loads, click on Calendar.



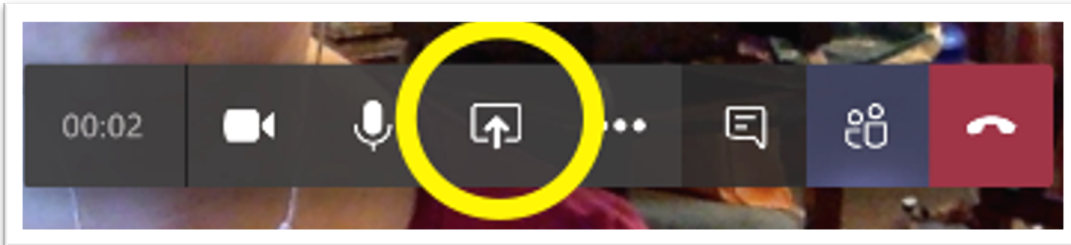
The Calendar will have a Meet Now button in the upper right. Web browsers, such as Safari, may not include the Meet Now button if video chat is not supported.



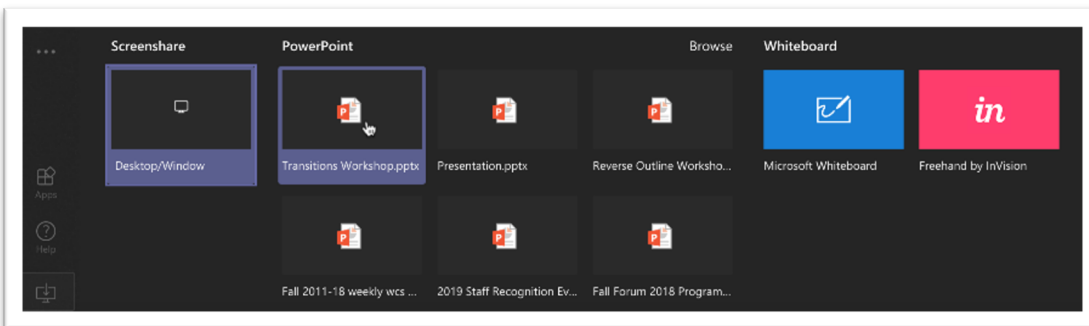
Click Meet Now and then click Join Now to start the meeting. (This will create a video chat meeting where you are the only participant.)

3. Recording

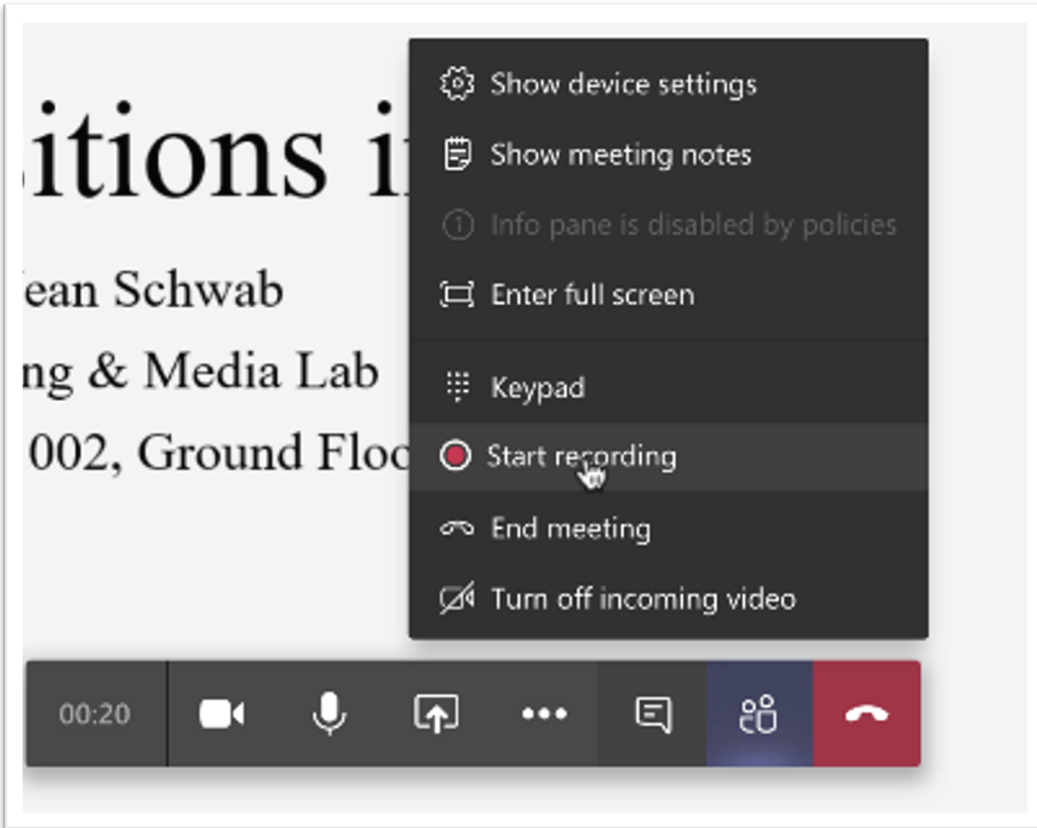
Once you're in the meeting, click Share to share your screen.



Choose the PowerPoint you want to show.



Once your PowerPoint is displayed, click the "More Actions" button and choose Start Recording.



To stop recording, click on the More Actions button with three dots on it [•••] and choose Stop Recording.

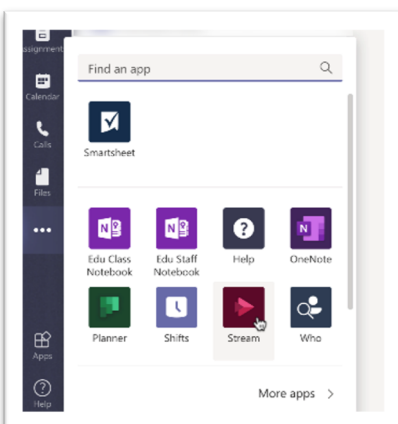
Click confirm.

Click on the Hang Up button to end the call.

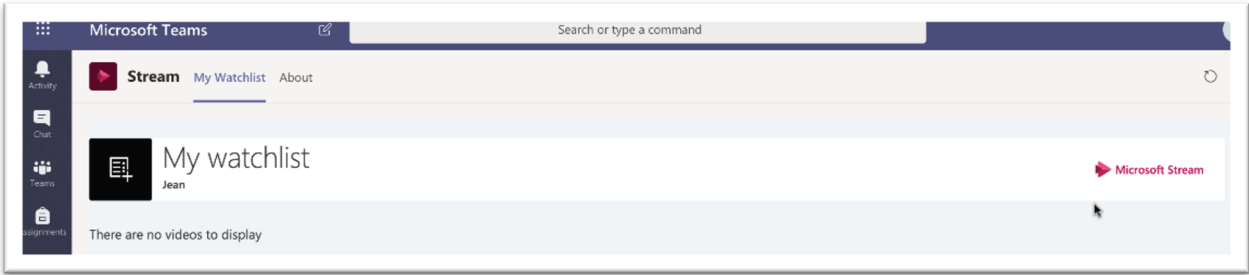
4. Downloading Your Recording

Once the meeting is over, the recording will be processed. You will get an email to your Furman email account when the video is ready.

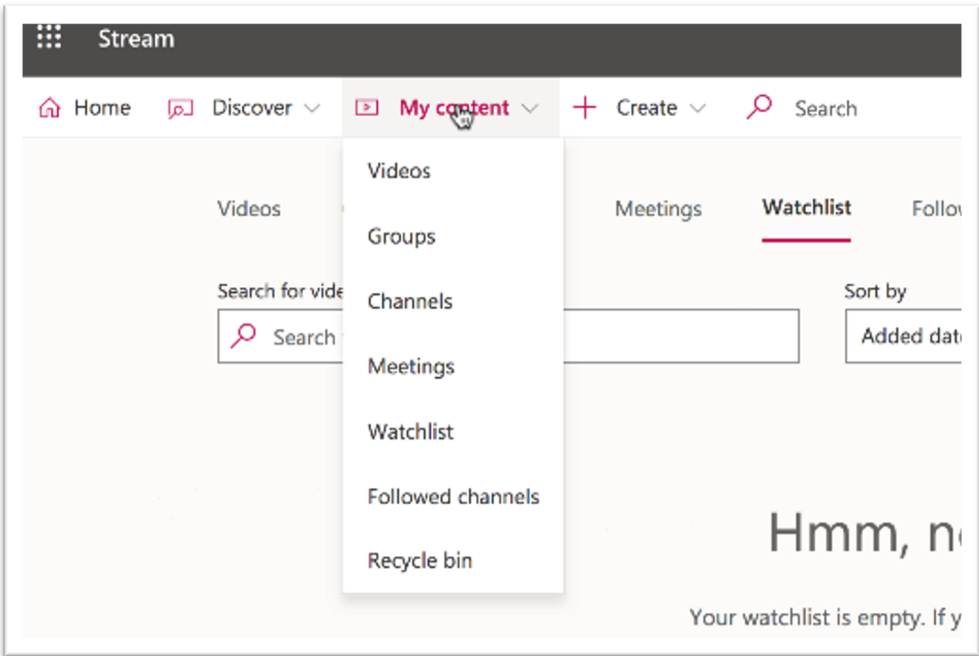
You can also open Teams and click on More Added Apps. Choose Stream.



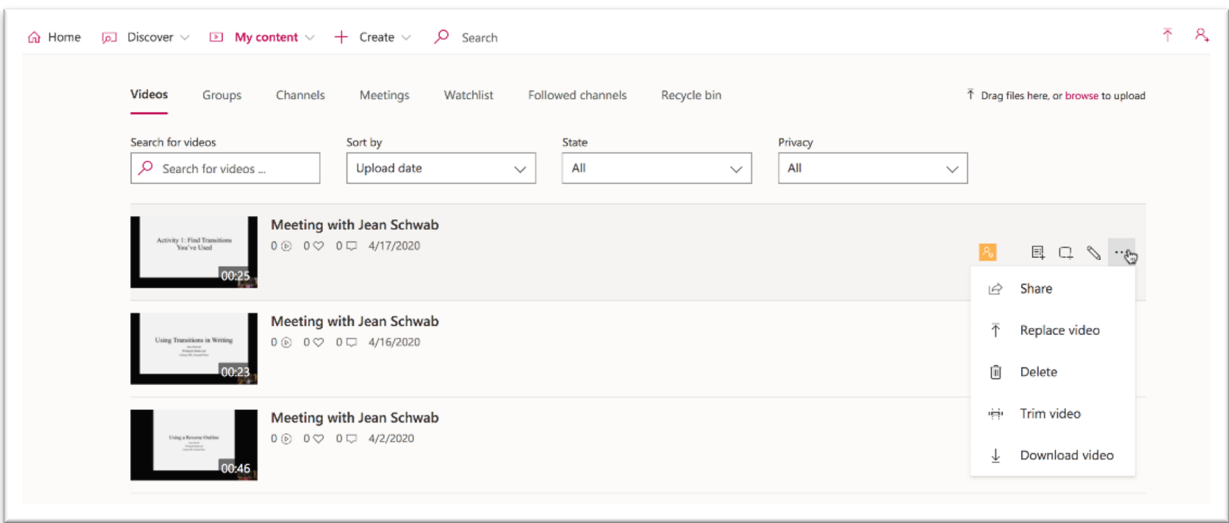
Click on "Microsoft Stream" to the right.



Click on My Content then videos to see your videos.



Click on the More Actions button with three dots [•••] to download the video or to share a link to it via email.



Once it's downloaded to your computer, you can upload it to Box or follow other instructions from your professor.