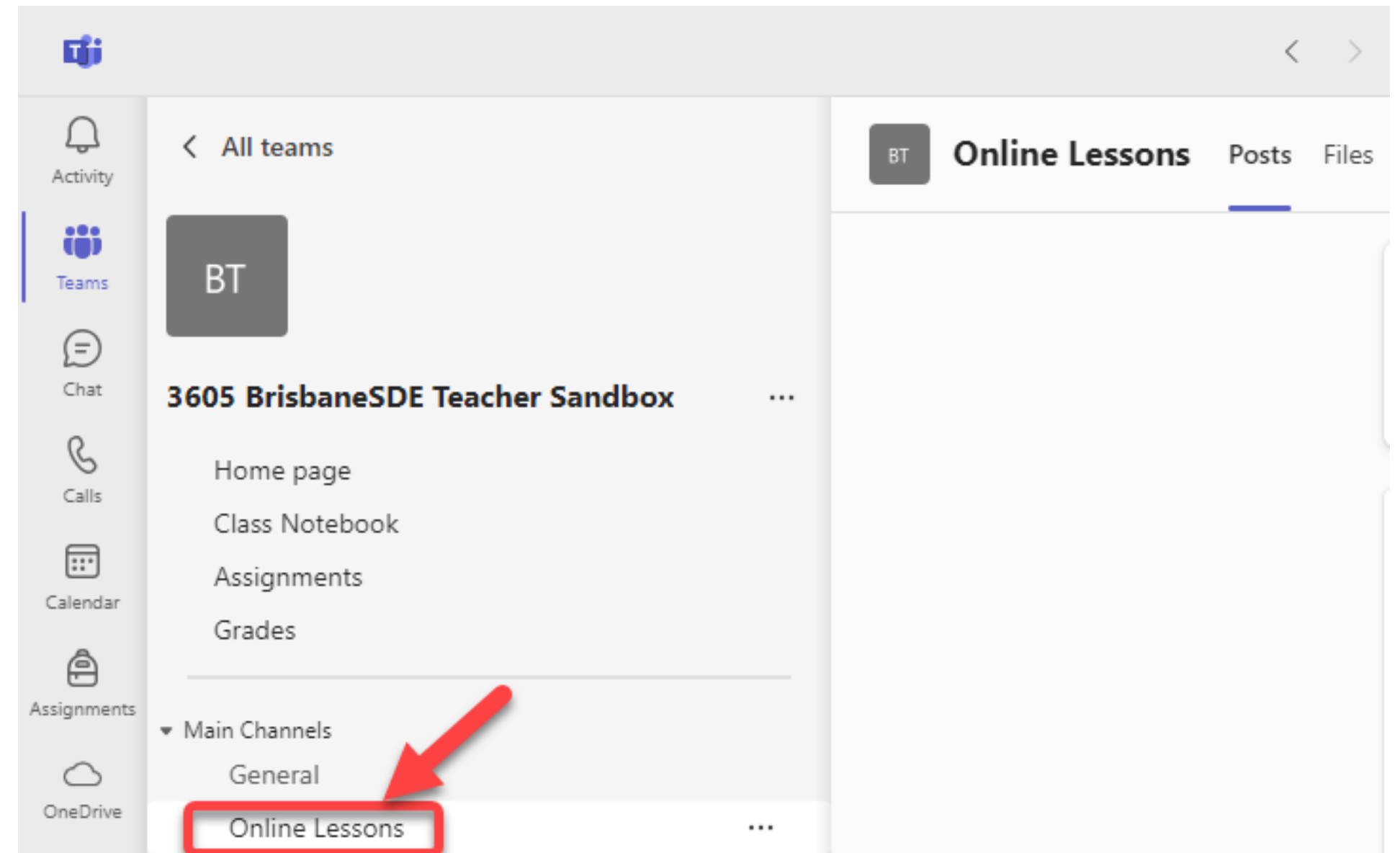
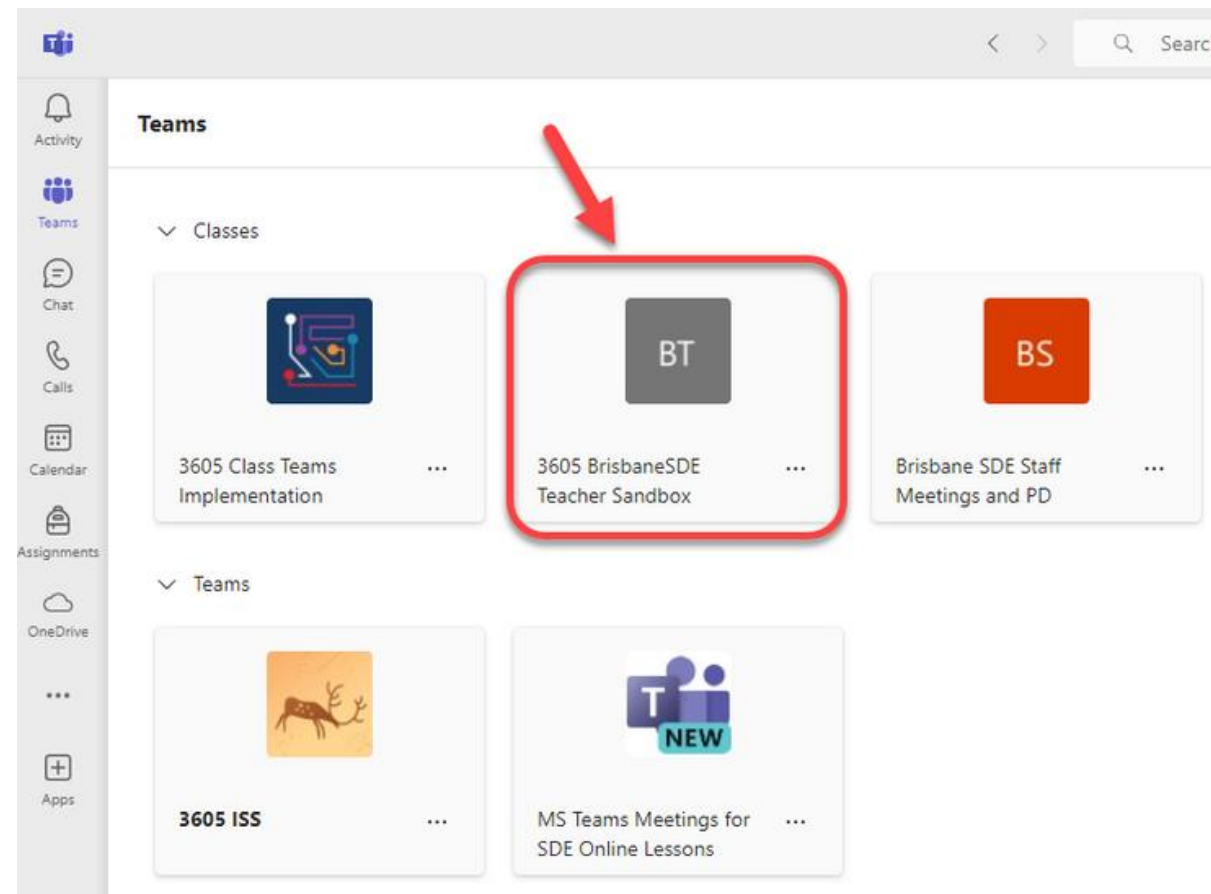


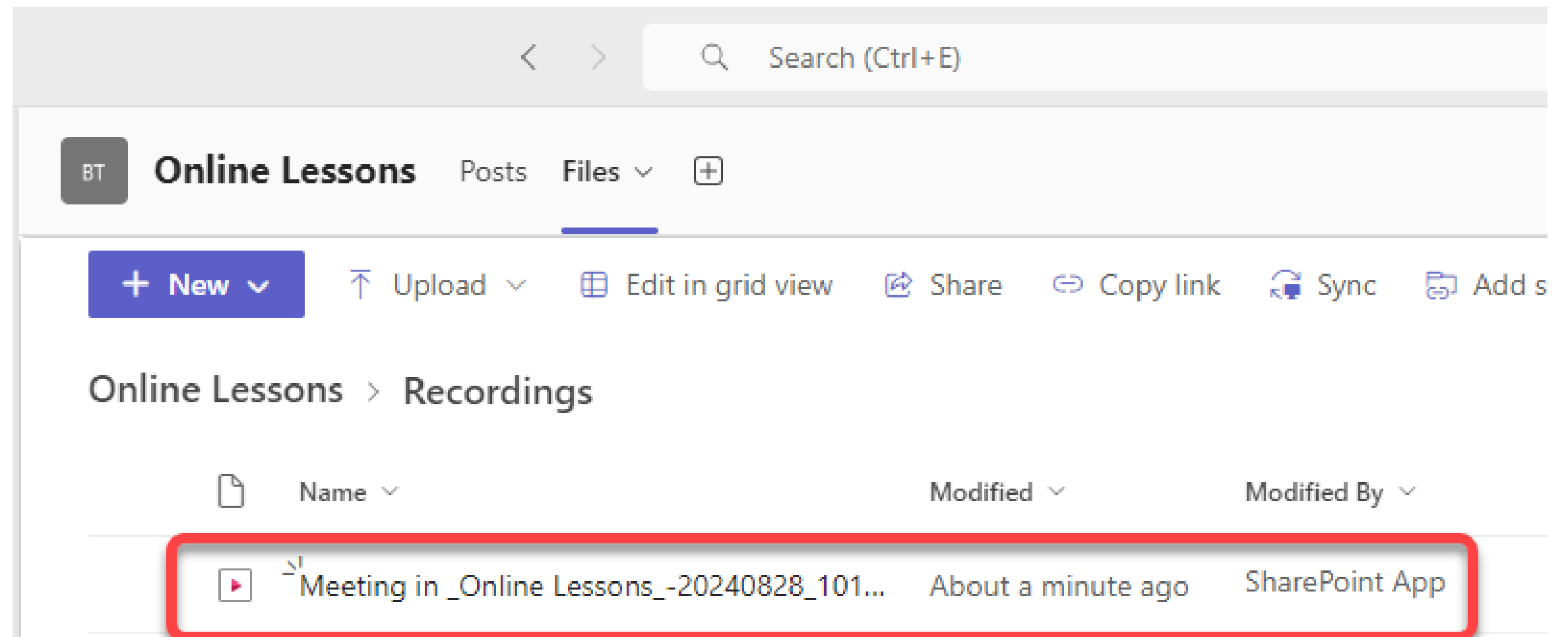
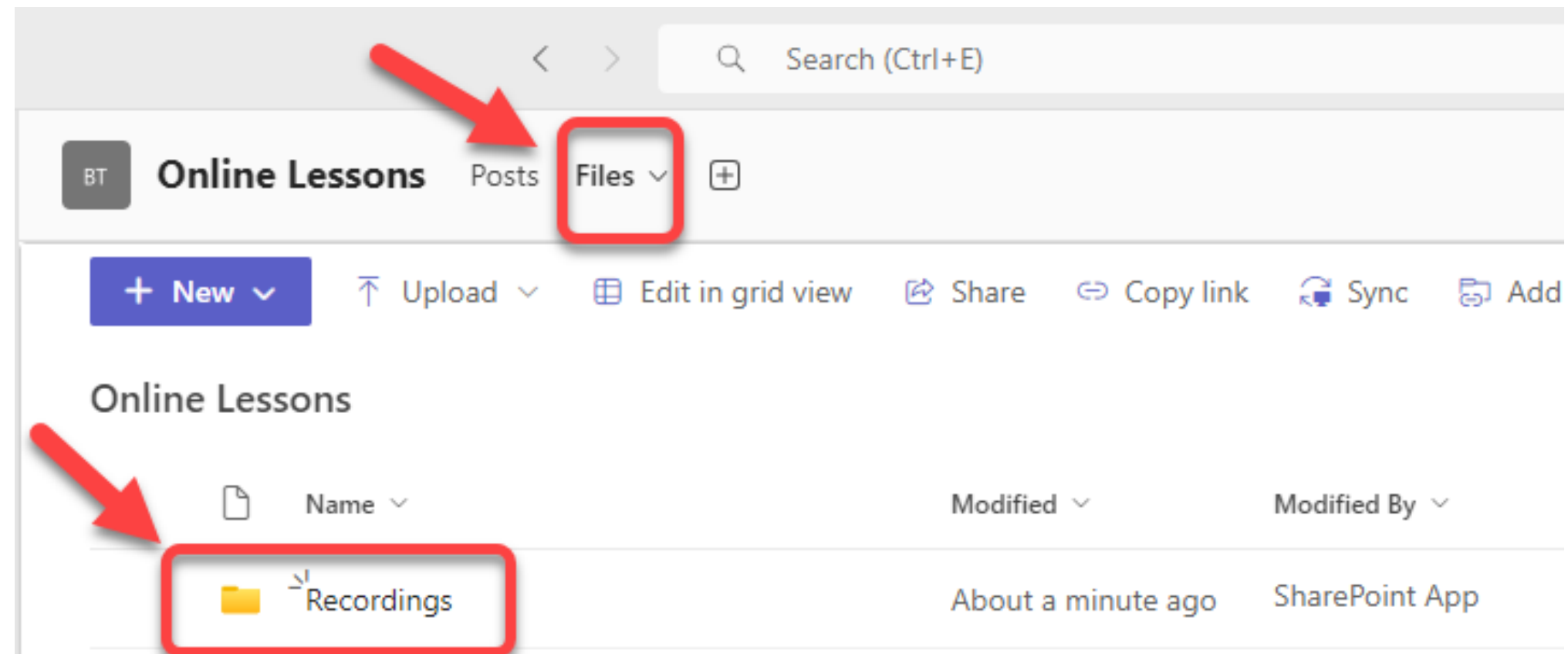
How to Access Recordings in MS Teams



1. Go to the Team that you want to access the recording from.
2. Select 'Online Lessons'.



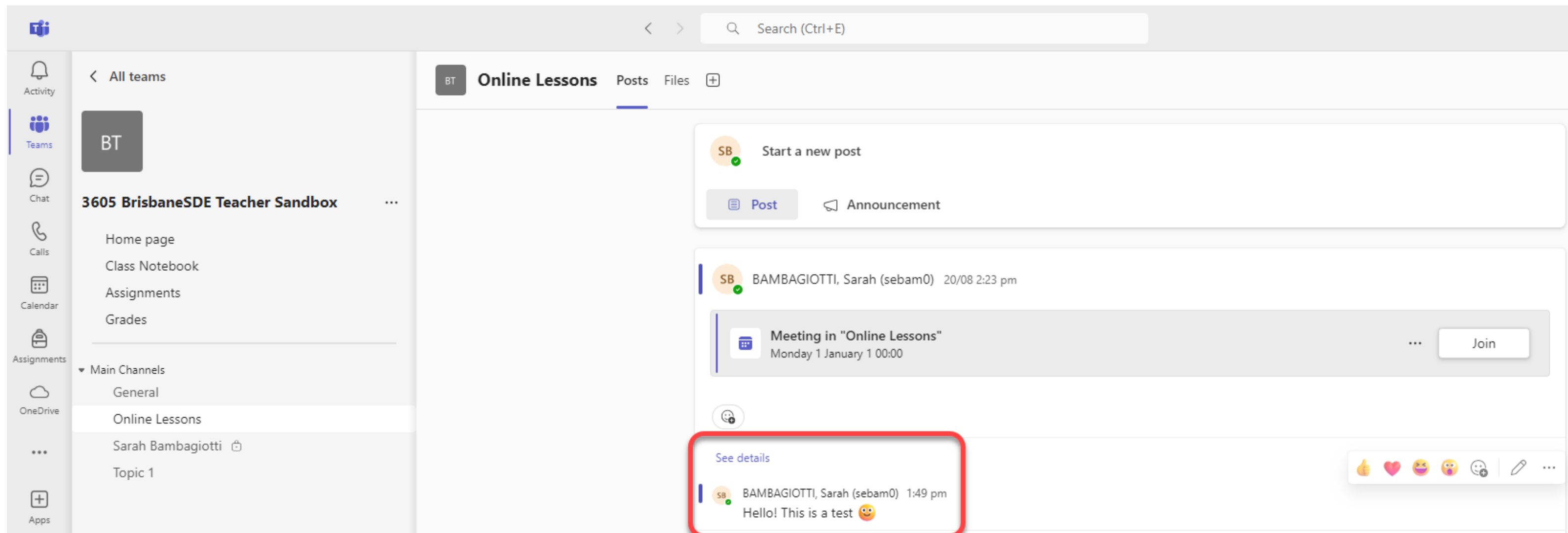
1. Select 'Files' in the top banner.
2. Then the 'Recordings' Folder.
3. There you will be able to access the lesson recordings.



Note about the chat in recordings



1. The chat will NOT appear in the recording. To access that, you will need to return to the lesson link and view it there.



Another way to view the recording



1. You can also access the lesson recording under the lesson chat, as seen below.

A screenshot of the Microsoft Teams interface. The left sidebar shows the "3605 BrisbaneSDE Teacher Sandbox" team with channels "General", "Online Lessons", "Sarah Bambagiotti", and "Topic 1". The main chat area is titled "Meeting in 'Online Lessons'" and shows a message from Sarah Bambagiotti (SB) at 2:23 pm on 20/08. The message contains a meeting card for "Meeting in 'Online Lessons'" on Monday 1 January 1 00:00, with a "Join" button. Below this is a meeting status card for "20/08 2:24 pm Meeting ended: 1m 36s" with an "Attendance" button. A date separator "Yesterday" is shown. Below that is a "Yesterday 9:35 am Meeting started" message. A recording card is highlighted with a red border, showing "Recording" by Sarah Bambagiotti (24s) and a message: "This recording has an expiration date. Click [here](#) to view or change it. [Learn more](#)". A "Transcript" button is also visible at the bottom of the recording card.

How to Access Recordings in MS Teams

