blue JUICE DESIGN AGENCY

HOW TO RECORD YOURSELF ON TEAMS

Are you part of a pre-recorded meeting or producing an employee-generated video recording via Microsoft Teams?

Follow these steps.



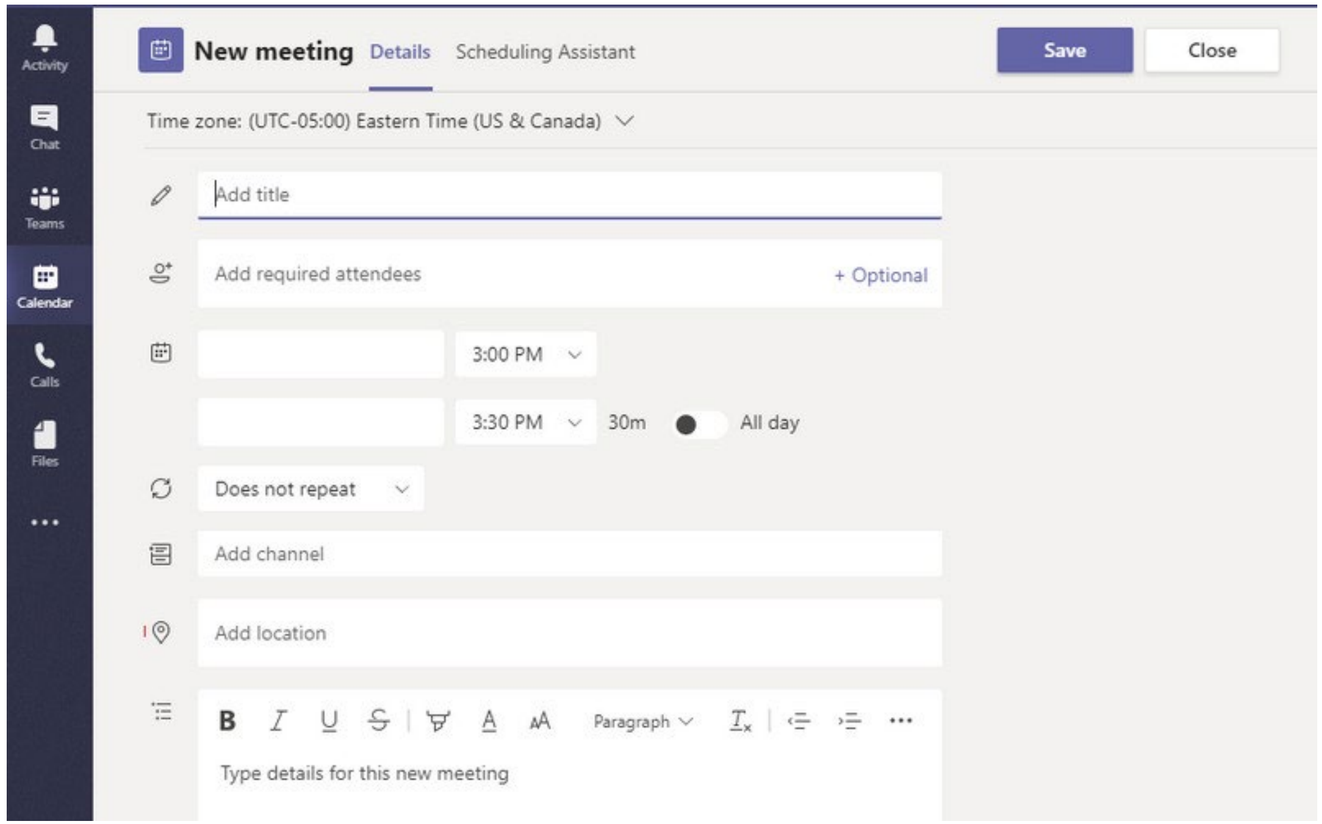
Schedule a Teams meeting with ***yourself***

Step 1:

Select **Calendar** and click **Meet now**.

Give your meeting a name and select **Start meeting**.

You can use a Meet Now meeting to record yourself without inviting anyone else.



Ideally add a ***custom background***

Your team may provide you with a custom Teams background if your video is part of a pre-recorded meeting or event.

Note: the background will appear to be a mirror image, but this will play the correct way.

How to ***position yourself***

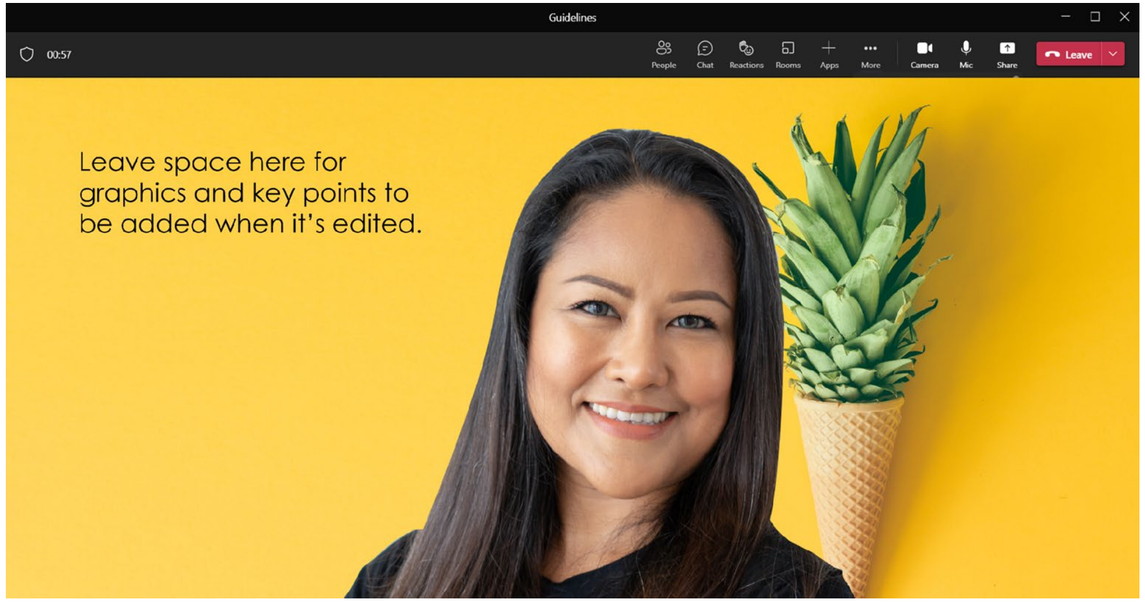
IIf you will have VISUALS that will pop up in your video, position yourself to the side of the screen depending on your Teams background. This will leave room for the visuals to be added next to you when it's edited.

If you won't have visuals or text appearing when edited, position yourself in the center of the screen.

Step 2: Turn the camera and microphone on to record yourself and your voice together when it's required.

Step 3: Upload a custom background to record against.

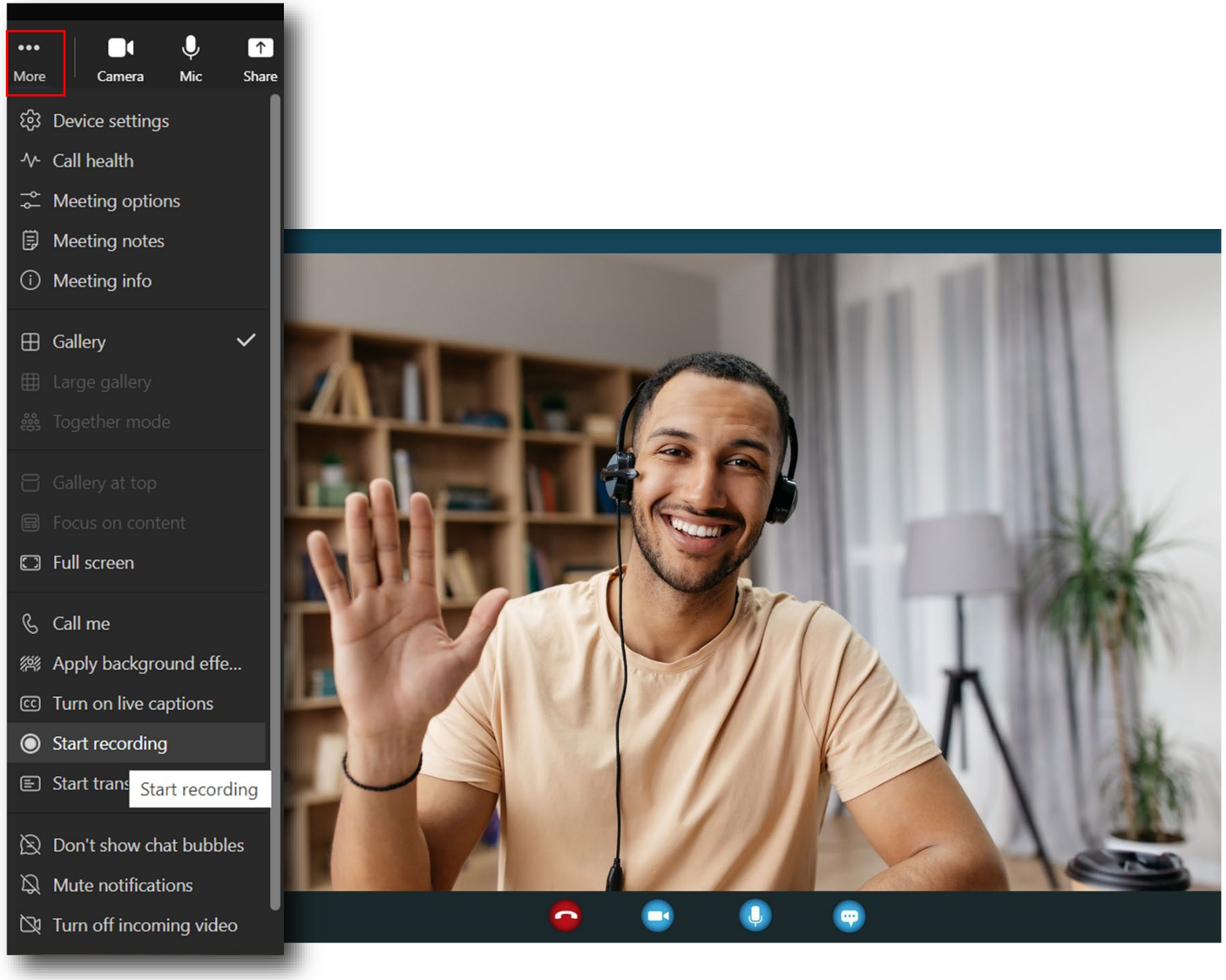
Step 4: Position yourself



Start the recording

Step 5:

Click **More (⋯)** in the meeting controls and select **Record and transcribe** > **Start recording**.

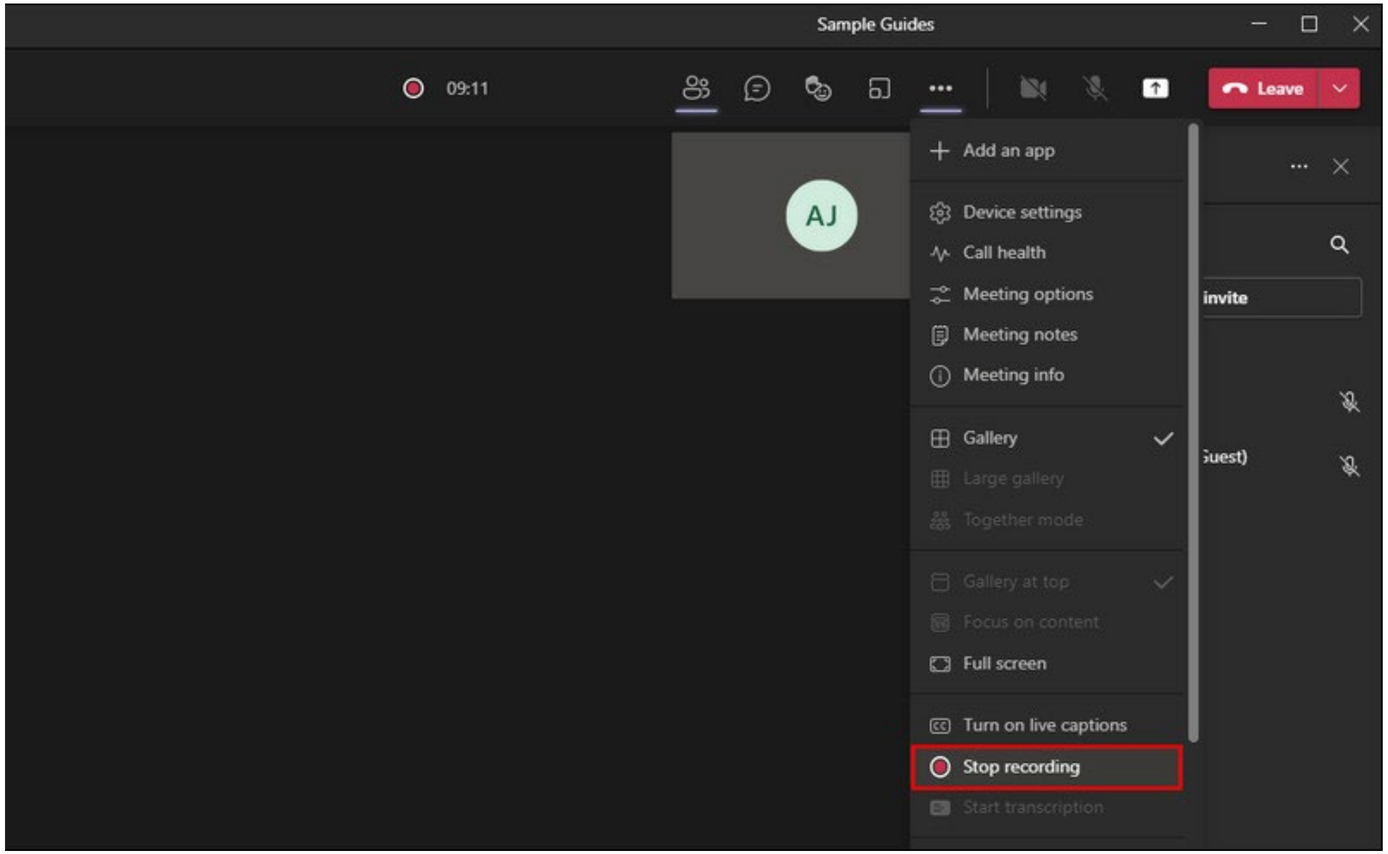


Stop the recording and ***leave*** the meeting

Step 6:

Click **More (···)** > **Record and transcribe** > **Stop recording**.

Then leave the meeting.

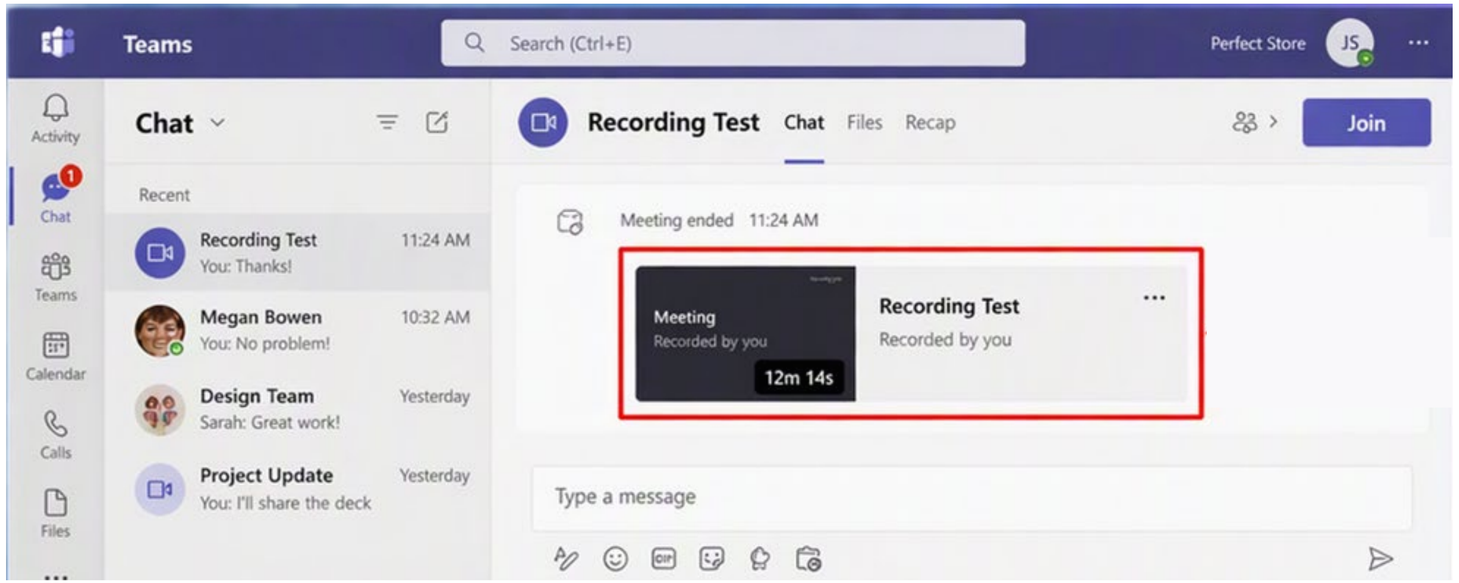


Downloading your recording

Step 7:

After the recording has processed, it will appear in the **meeting chat** and meeting **Recap**.

Click the recording to open it.





Downloading your recording

Step 8:

After the recording has processed, it will appear in the **meeting chat** and meeting **Recap**.

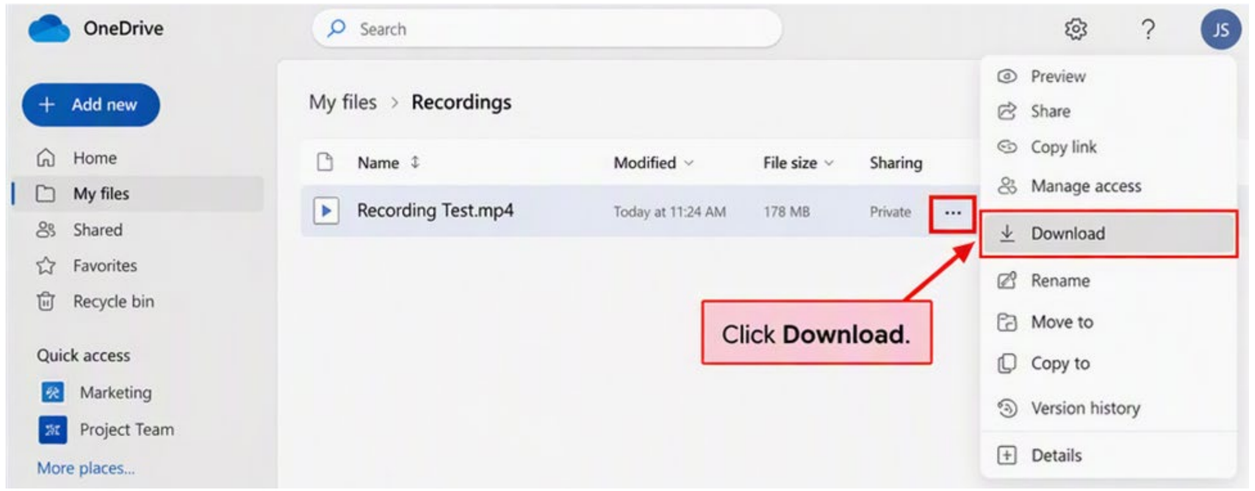
Step 9:

Open the recording and select **Open in OneDrive.**

Step 10:

In OneDrive, select the **More actions (⋯)** menu and choose **Download**. The MP4 file will be saved to your Downloads folder.

Modern Teams stores recordings in **OneDrive**, not directly inside Teams itself. The recording link appears in the meeting chat, but the actual file is stored in Microsoft 365.



Editing

The meeting co-ordinator will provide the video/s for editing along with any content needed to go into the videos such as highlight text, graphs or graphics.

Editing your video usually entails removing the beginning, end and any bleeps (saying ‘um’ etc if there are many) or shortening your video by cutting sections out.

Text and graphics will be added to your video if this is required.

Once all the content videos are edited, designed frames will be added to the beginning and end of the video sequence with dividers between speaker. This brings your meeting/team branding into the video and provides a professional look.

If there are a number of videos to be combined into one, transition animation will be added in between each so it flows smoothly.



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