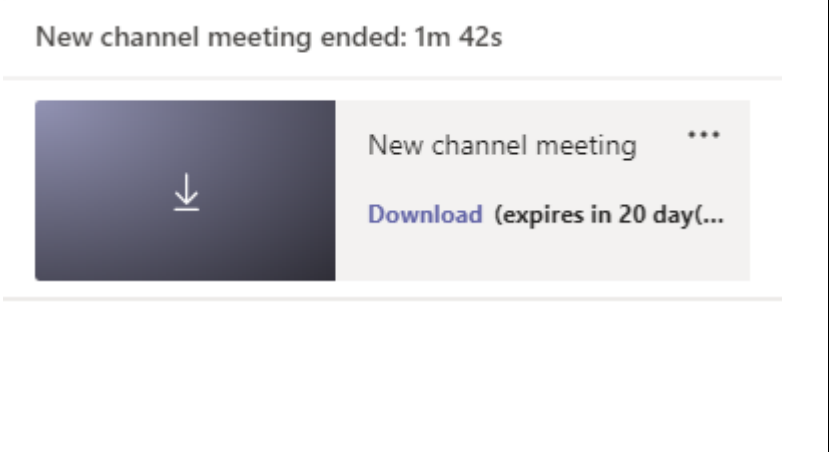
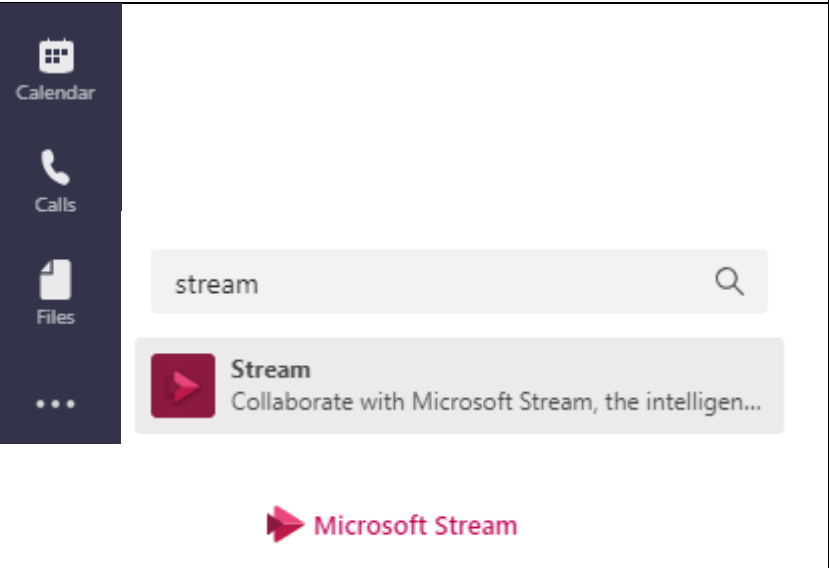
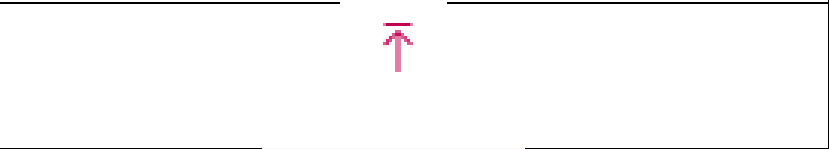
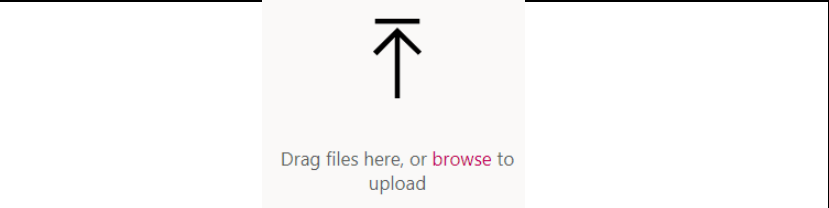


# Download and Share a Meeting Recording


## Downloading and Sharing a Meeting Recording

When working in a channel, your meeting recording will show and you can upload it to Microsoft Stream to share it with others.

<ol style="list-style-type: none"><li>1. Go to the Teams channel where your video is located.</li><li>2. Click the arrow to download and save your video</li><li>3. The video will download to your local computer.</li></ol>	
<ol style="list-style-type: none"><li>4. Click three horizontal dots (More added apps) in the Teams navigation area.</li><li>5. Type "stream" and search for the app.</li><li>6. Select <b>Stream</b>.</li><li>7. When the Stream app opens, select <b>Microsoft Stream</b>.</li></ol>	
<ol style="list-style-type: none"><li>8. In the upper right-hand corner of the Microsoft Stream page, click the upload button.</li></ol>	
<ol style="list-style-type: none"><li>9. On the Stream page, either browse and upload your video recording or drag the file to the location.</li></ol>	

## Download and Share a Meeting Recording


10. Name your video
11. Provide a description, if desired.
12. The default language is English. Select a desired language.
13. Add a thumbnail, if desired.



Processing complete, ready to publish: video (9).mp4 

Details


Name  
video (9)

Description  
Create a description for your video, including #hashtags

Setting a video language enables automatic closed captioning for supported languages. [Learn more](#) 



Video Language   
English 

Thumbnail




> Permissions




> Options




 Share  Publish



14. Check the box to allow everyone to view the video.
15. Decide with whom you want to share the video and add their names.

Permissions

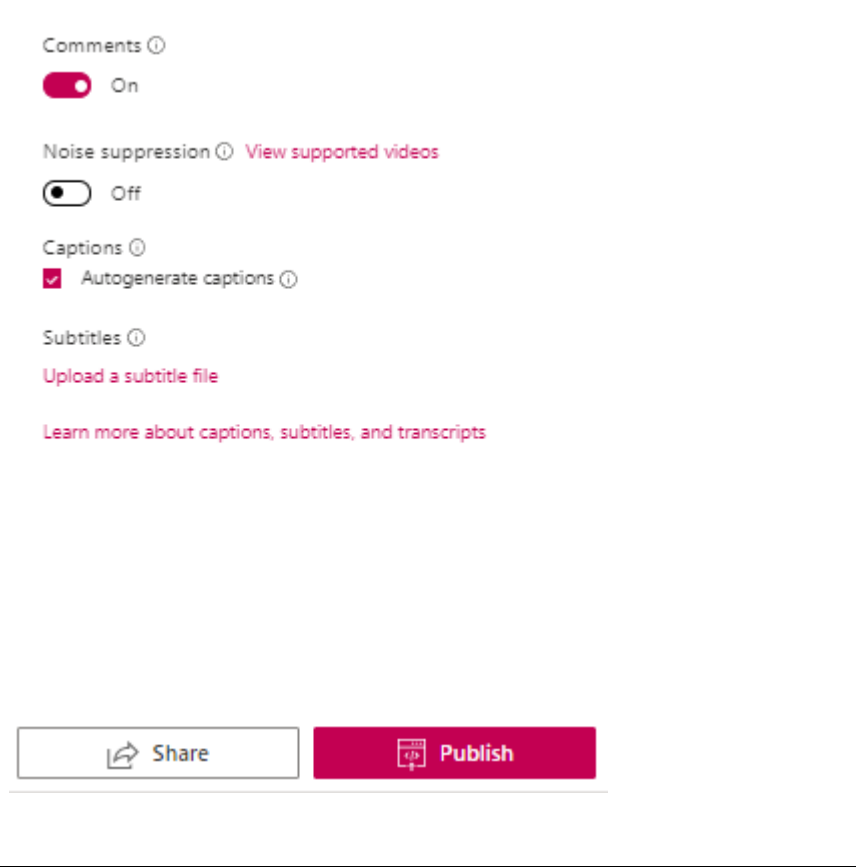
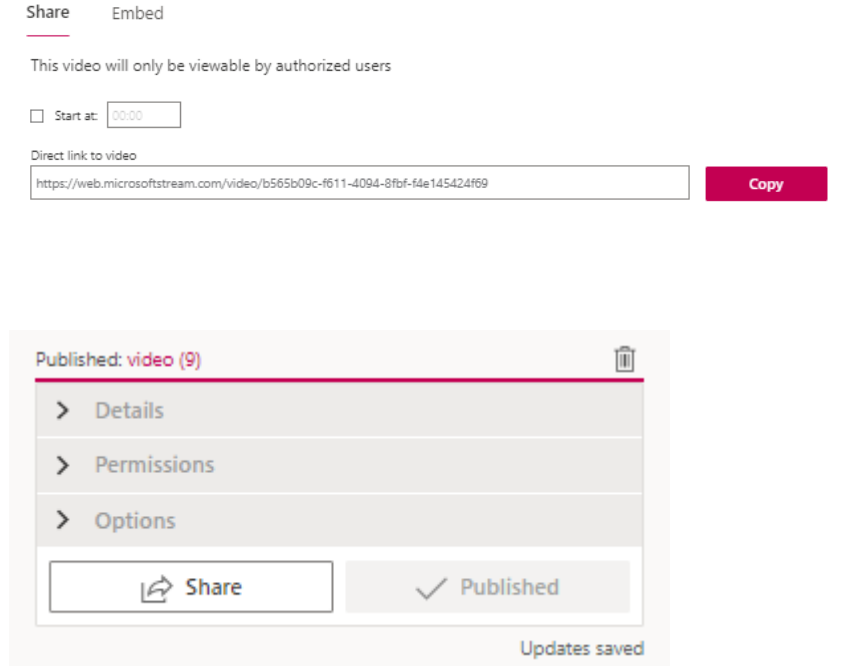
Allow everyone in your company to view this video 

Share with   
People  Search for People 

Viewers  Owner  Display 

  Manning, Kim (kmani...

## Download and Share a Meeting Recording

<p>16. Turn comments on or off.</p> <p>17. Suppress noise to distinguish speech from other background noise.</p> <p>18. Allow captions to auto generate.</p> <p>19. Upload subtitles.</p> <p>20. Decide to share or publish</p>	 <p>Comments ⓘ</p> <p><input checked="" type="checkbox"/> On</p> <p>Noise suppression ⓘ <a href="#">View supported videos</a></p> <p><input type="checkbox"/> Off</p> <p>Captions ⓘ</p> <p><input checked="" type="checkbox"/> Autogenerate captions ⓘ</p> <p>Subtitles ⓘ</p> <p><a href="#">Upload a subtitle file</a></p> <p><a href="#">Learn more about captions, subtitles, and transcripts</a></p> <p><input type="button" value="Share"/> <input checked="" type="button" value="Publish"/></p>
<p>21. Select <b>Share</b> to provide a direct link to the video. Copy the link to post in your channel.</p> <p>22. Select <b>Publish</b> to post video to Microsoft Stream.</p> <p>23. Video can be found in <b>My Content&gt; Videos</b>.</p>	 <p>Share Embed</p> <p>This video will only be viewable by authorized users</p> <p><input type="checkbox"/> Start at: <input type="text" value="00:00"/></p> <p>Direct link to video</p> <p><input type="text" value="https://web.microsoftstream.com/video/b565b09c-f611-4094-8fbf-f4e145424f69"/> <input checked="" type="button" value="Copy"/></p> <p>Published: video (9) </p> <p>&gt; Details</p> <p>&gt; Permissions</p> <p>&gt; Options</p> <p><input type="button" value="Share"/> <input checked="" type="button" value="Published"/></p> <p>Updates saved</p>