
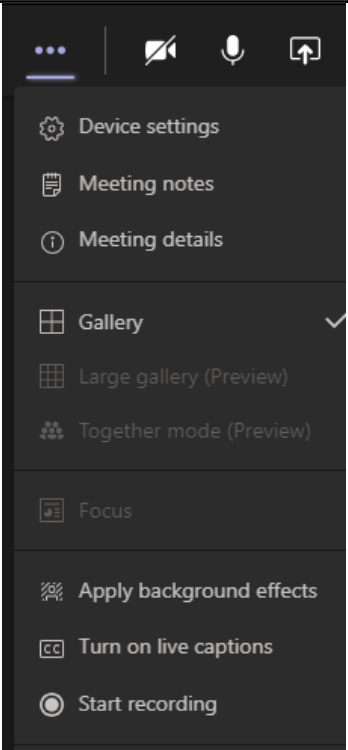
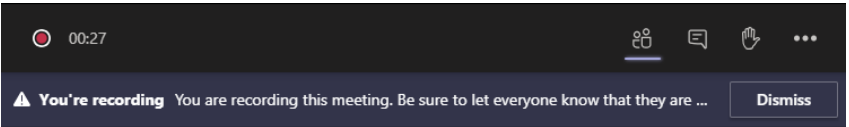
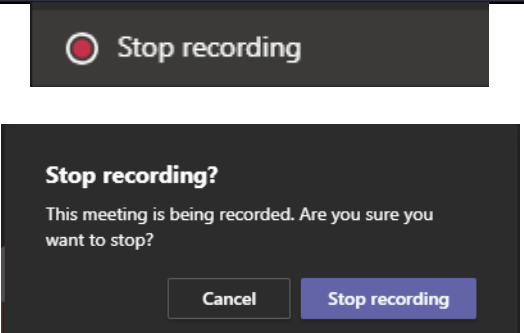


Record a Class Meeting

Record a meeting

<p>1. Start or join the meeting.</p>	
<p>2. To start recording, go to the meeting controls and select More options > Start recording.</p> <p>Everyone in the meeting is notified that recording has started.</p> <p>The meeting notification is also posted to the chat history.</p>	 
<p>3. To stop recording, go to the meeting controls and select More options > Stop recording.</p> <p>4. Click Stop recording.</p>	

Record a Class Meeting

Channel meetings are saved to Sharepoint and shows in the meeting chat or channel conversation.

Other meeting types are saved to the One Drive.

These links are available for seven days.