3

5. Click the button.

Recording a Meeting

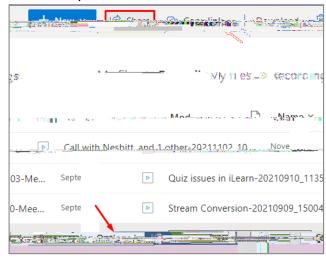
- 1. Once the meeting has begun, you can select the menu that has
- 2. Select

Finding and Sharing the Recording with Others

Whoever selects to start the recording will own the video file. This file will be added to the participants OneDrive automatically.

- 1. Go to and choose (or if you are viewing your on the web, select the icon in the upper left and choose from the list.)
- 2. Find the folder
- 3. Look for the file based on the meeting name, date and time.
- 4. You can share the file in a few ways
 - a. Select the option button to the left of the file, then select the

option at the top of the window.



b. Right-click on the file and choose



c. Select the after the filename for a menu and choose



5. Enter an email address for anyone you want to share the video with.