

Microsoft Teams: Download or Share a Recording

All Microsoft Teams Meetings are stored in Microsoft Stream. Navigate to <https://web.microsoftstream.com/> to access, share, download, and edit descriptions for Microsoft Teams Meetings.

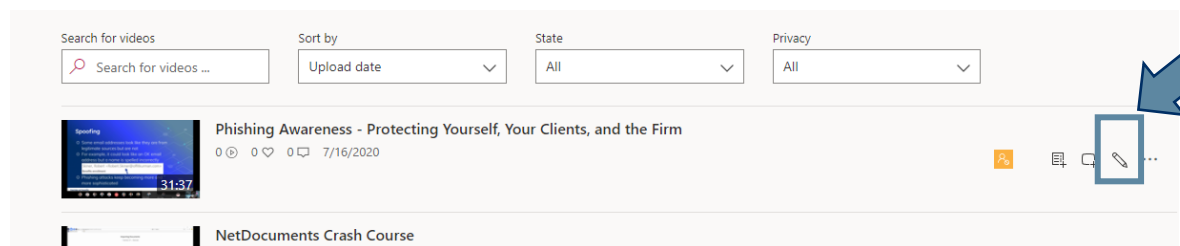
STEP 1:

On the homepage of Stream, select the dropdown arrow next to the **My content**. Select the **Meetings** option:



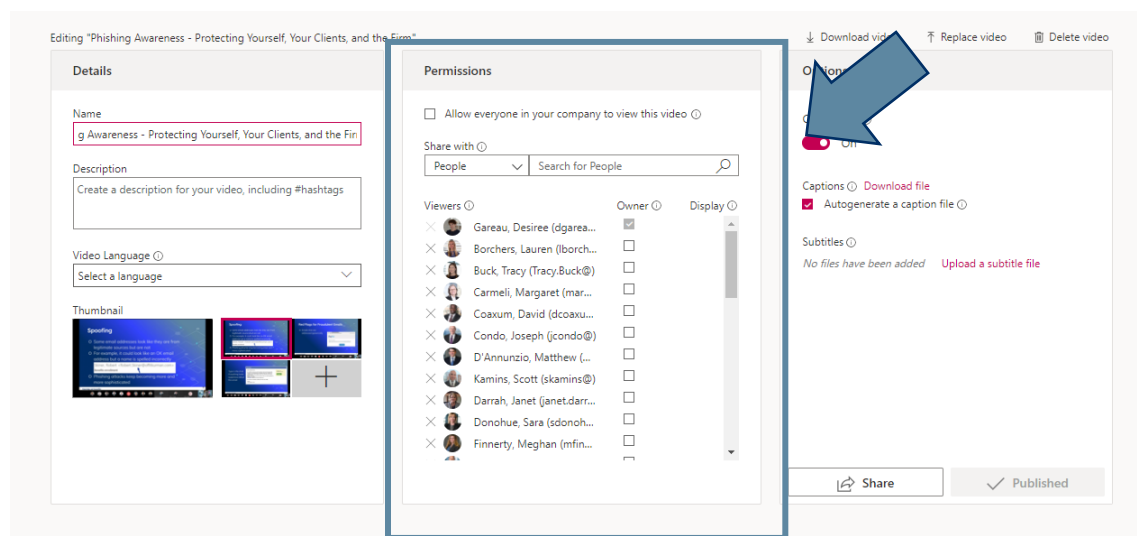
STEP 2:

Scroll to the meeting you want to share and click the **Pencil icon (Update video details)**:



STEP 3:

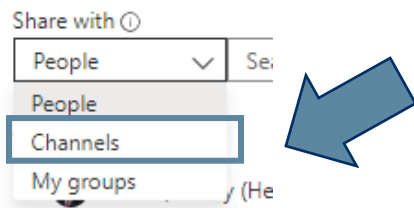
In the permissions column, you can search and add any individuals you would like to be able to see the recording, or you can allow everyone in the Firm to view:



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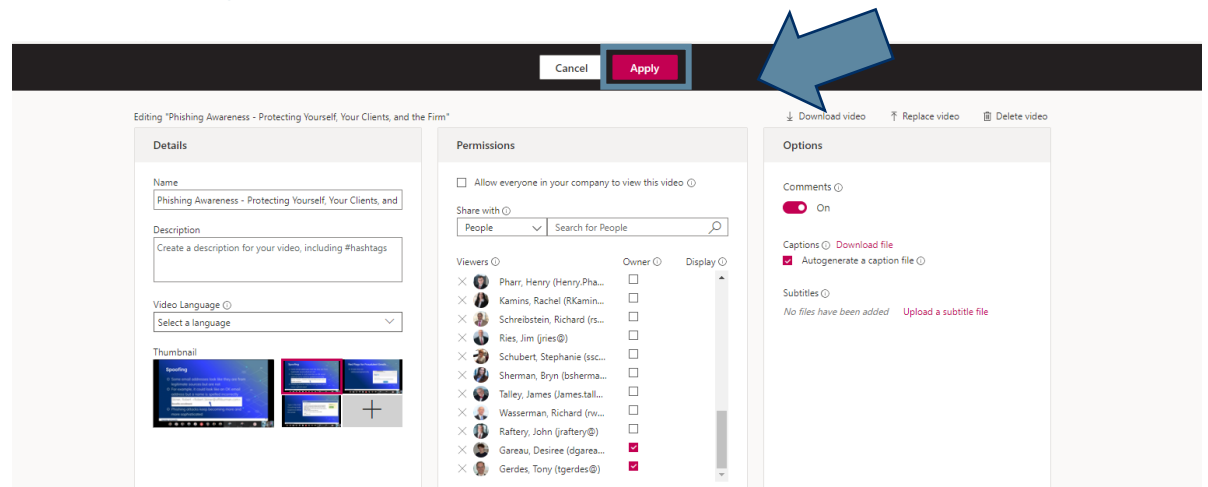
STEP 3A:

You can also share the video with a specific Teams Channel by selecting that option from the **Share with** dropdown menu:



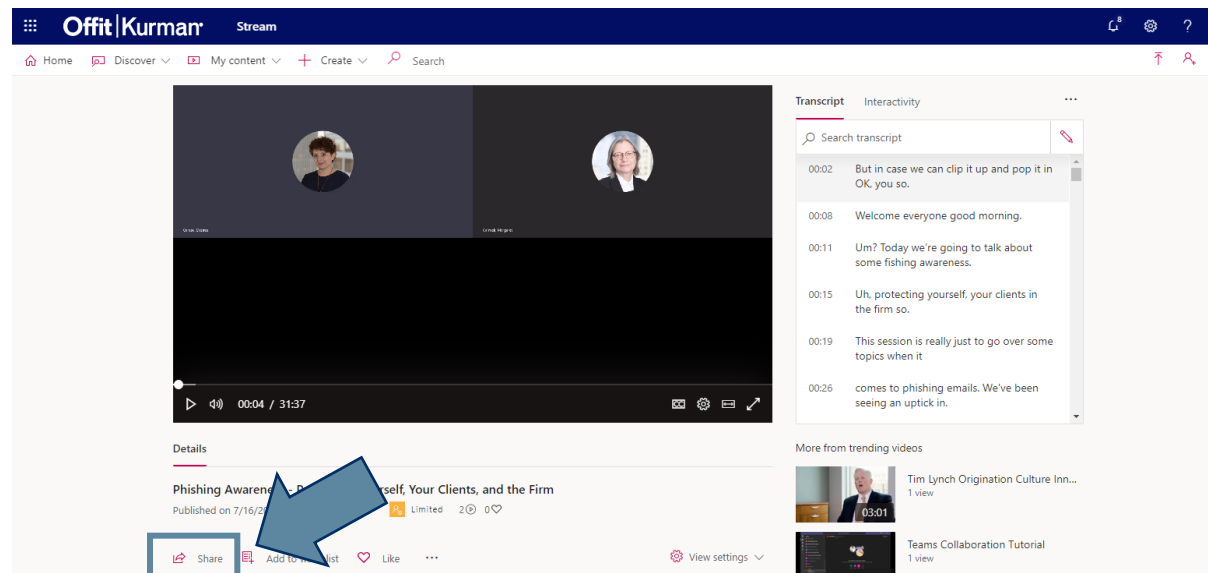
STEP 4:

When all changes have been made, click **Apply**:



STEP 5:

You will be redirected to the meeting recording page. Click the **Share** button to share the video:



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STEP 6:

You can select either Share via link or Email directly:

Share Email Embed


This video can only be viewable by authorized users

☐ Start at:

Direct link to video

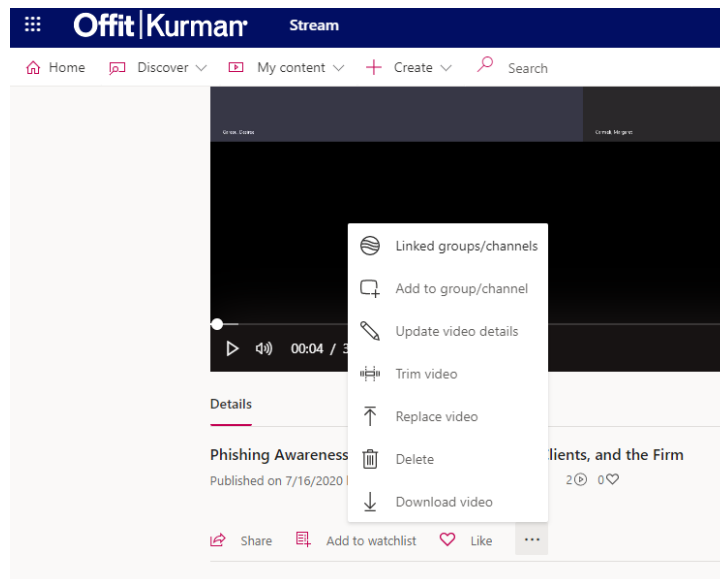
Copy

Share with



STEP 7:

Click on the ellipsis (...) for more options:



From here you can link the video directly to a Teams group/channel, update details, trim, replace, delete, or download.