If you would like to use MS Teams to create your class lecture recordings, you can do this during a class team meeting or with just yourself. We have other options available using Yuja Media or even creating your lecture in PowerPoint if you are currently using PowerPoint for your slides.

## To Record a Lecture in a Teams Meeting

1. Start your meeting either through an ilearn link, through the Outlook calendar, or through the Teams desktop app.
2. Give your lecture a name and select **Meet now** (or *Join Now*). You can also add a subject if needed.
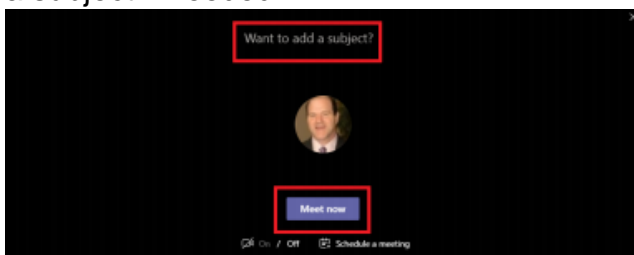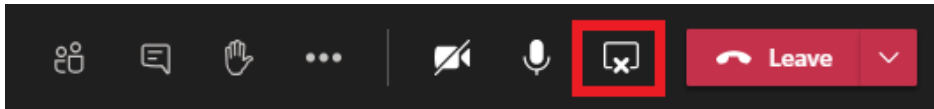

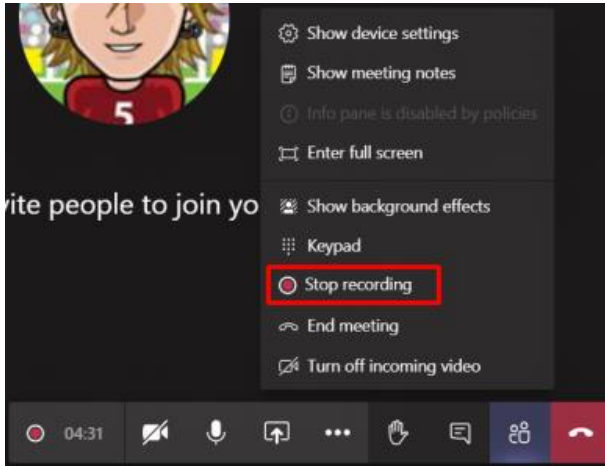3. Select the **three-dot menu** and then select **Start Recording** from the menu
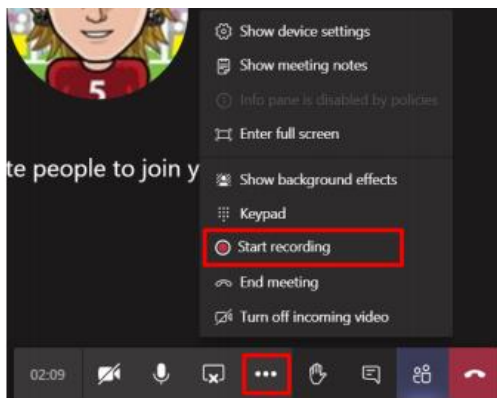
4. Select **Share Screen** to share the screen/presentation you wish to record
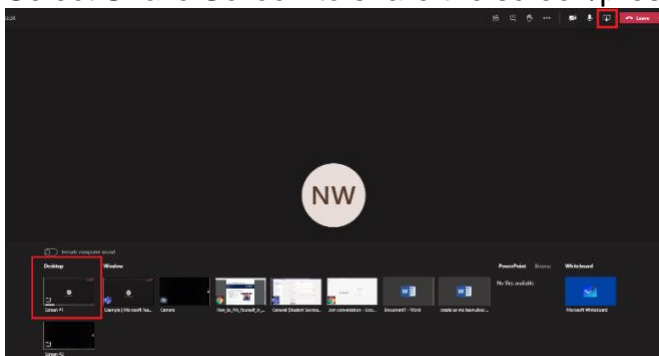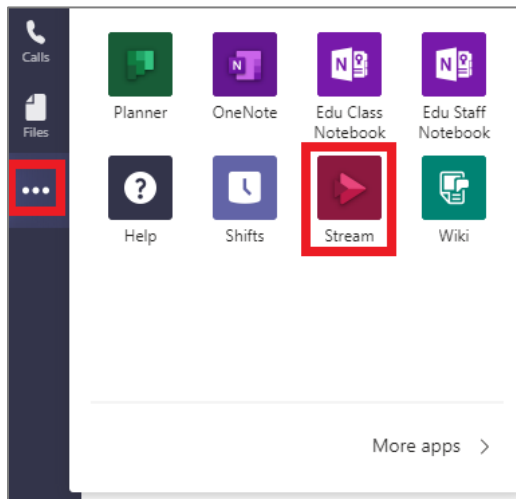

5. Select **Stop Sharing** when finished

6. Select the **three-dot menu** and then select **Stop Recording** from the menu
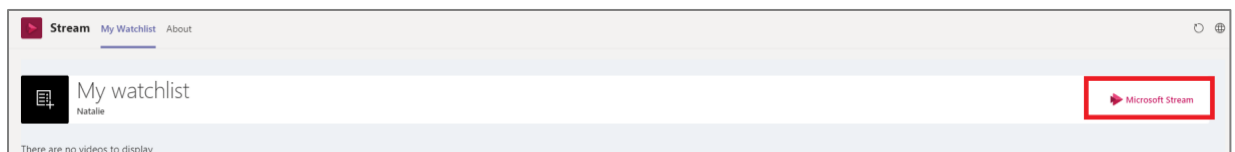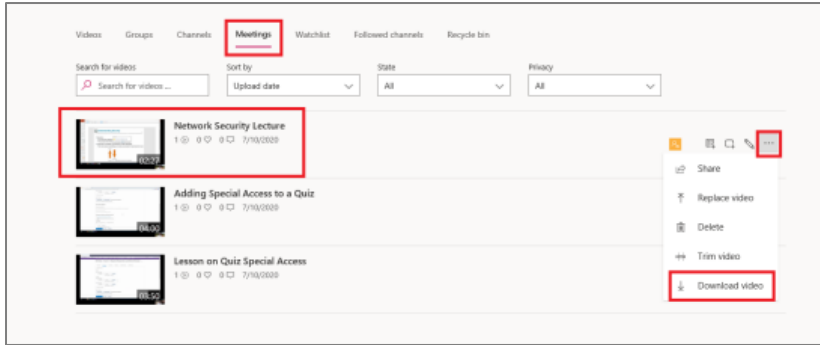

To Retrieve the Recording

1. Select the **three-dot menu** in the left side panel and then select **Stream**

2. Select the **Microsoft Stream** link

3. While in Stream, select either **Videos** (all videos) or **Meetings** (meeting recordings from Teams only)
4. Select the **three-dot menu** next to the appropriate video and then select **Download video** from the drop-down menu
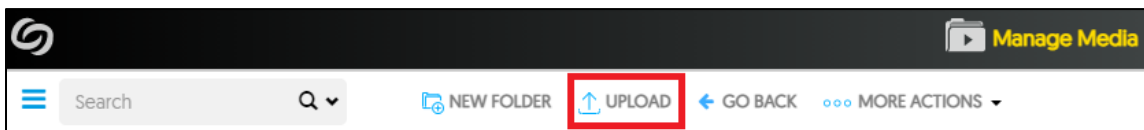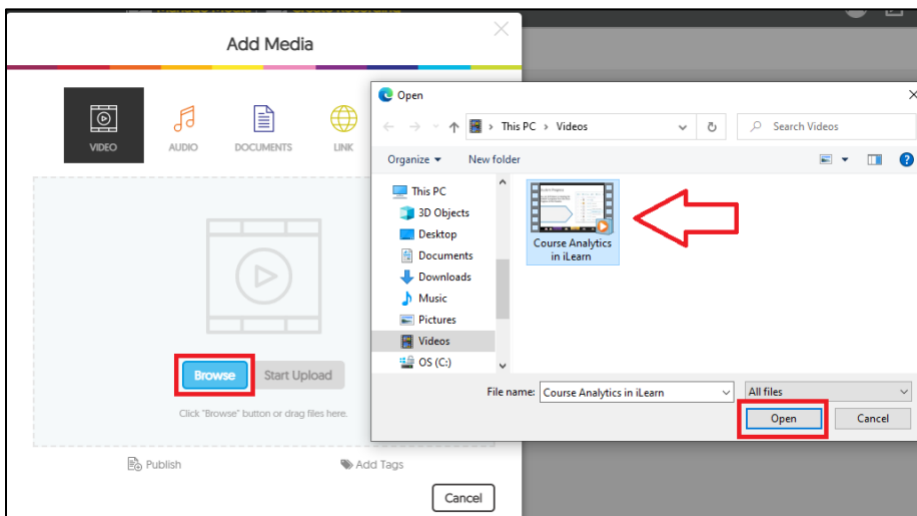
To Add a Lecture to Yuja Media

1. On the iLearn course's homepage, select **Media** from the navbar then select **Yuja Media** from the drop-down menu
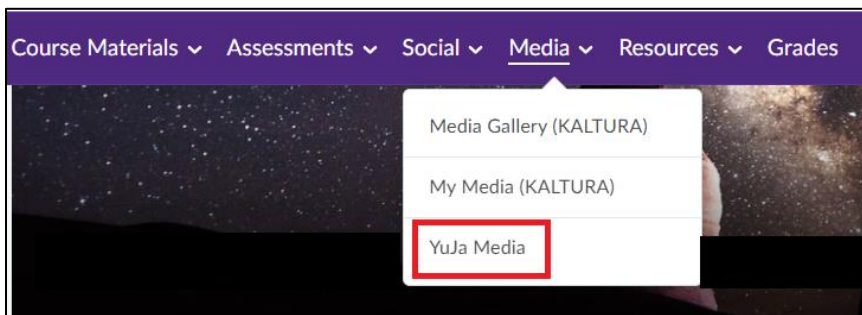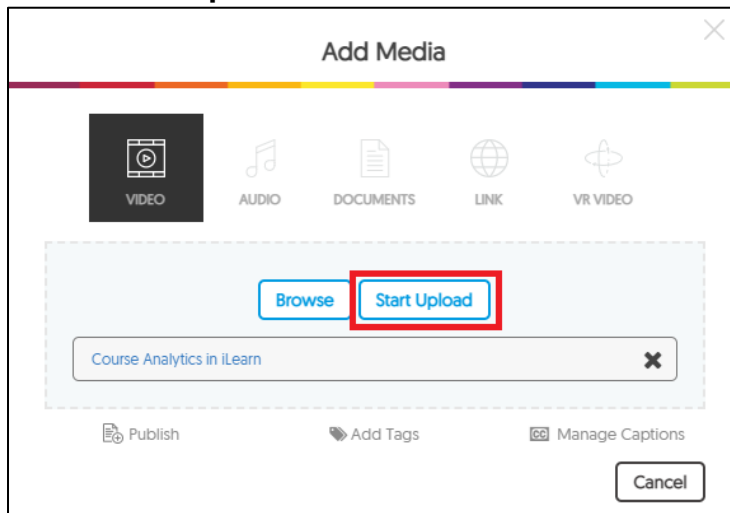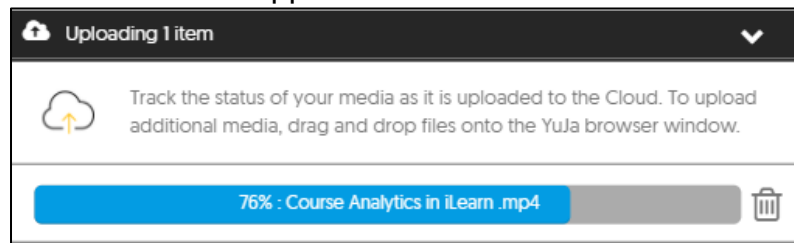

2. Select **Upload** from the menu

3. Select **Browse**, select the appropriate video, and select **Open**
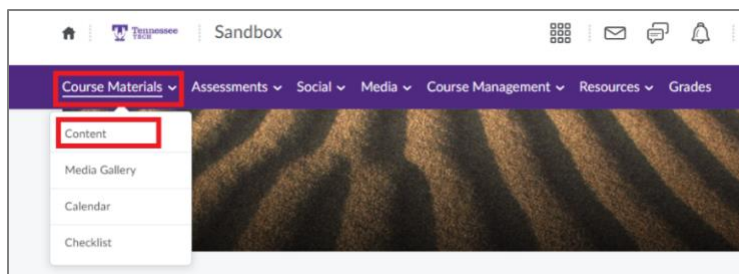
4. Select **Start Upload**

- A tracker bar will appear at the bottom with the status of the upload
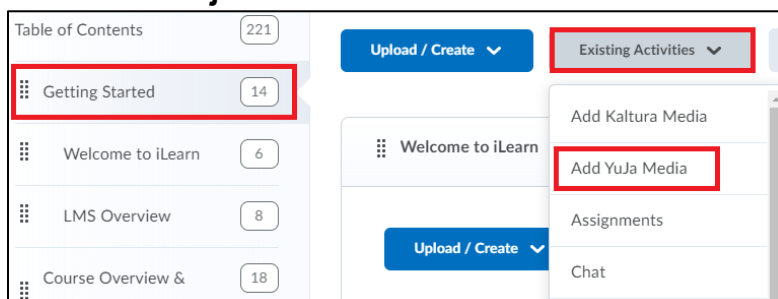

To Add in Content

1. Select **Course Materials** from the navbar then select **Content** from the drop-down menu

2. Select the module you want to add the link to, select **Existing Activities** then select **Add Yuja Media** from the menu

3. A permissions window will display asking for Yuja Video Link application to be used. If you do not want it to ask, select the **checkbox** labeled *Do not ask me again for this application*. Then, select **Continue**
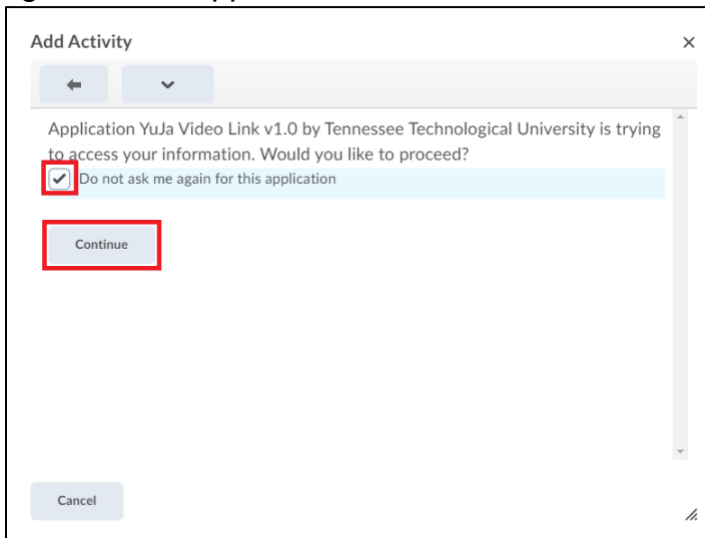
4. You can either upload a new video by selecting *browse* and following the steps in the previous section, or select **a previously upload video** by scrolling down and selecting the intended video.