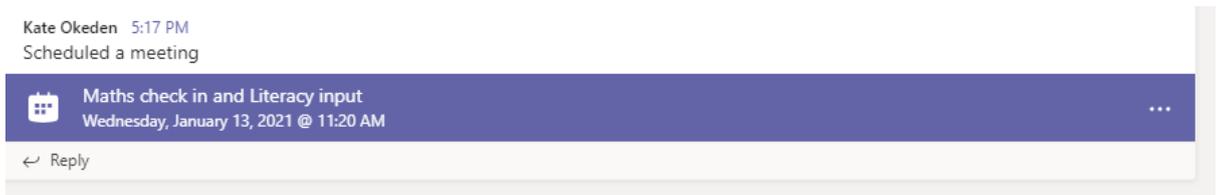


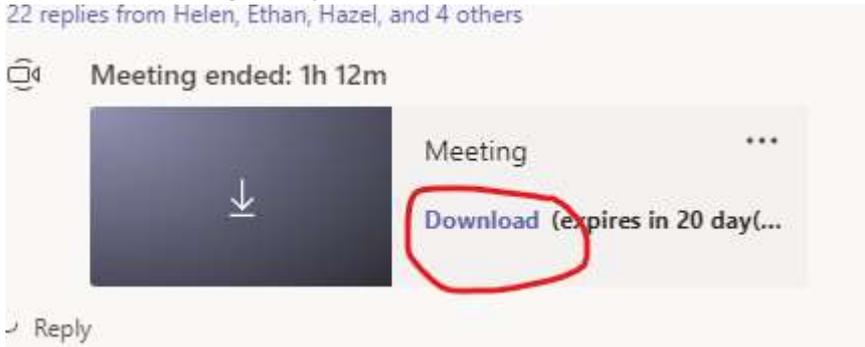
How to download recordings of Teams Meetings

We aim to record all of our scheduled Teams Meetings that we have with the children. Here is how you can find and download these recordings in case you were not able to join them live.

1. Go into Microsoft Teams
2. Click on the Team that the meeting was arranged in, selecting the 'Channel' it was uploaded into (might just be 'General' or a channel for that week, etc)
3. See where the teacher has scheduled the meeting. You will probably see the conversation/comments that took place during that meeting.



4. Where the meeting ends you should see a box like this:
22 replies from Helen, Ethan, Hazel, and 4 others



(If you can't see this box straightaway, you might have to expand the chat/conversation)

5. Click on 'Download' and the file will then be downloaded on to your computer. You should see a tab at the bottom of your screen showing that it has downloaded as a file.
6. You can then select the file and watch the meeting that you missed.