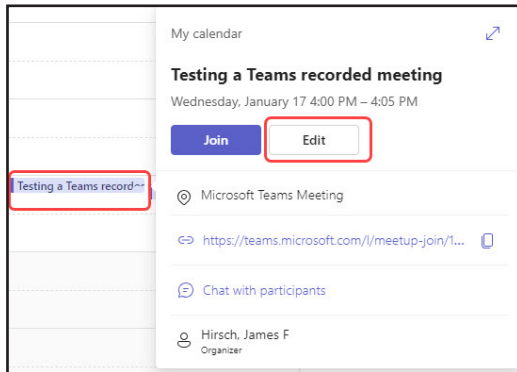


EDITING A TEAMS MEETING RECORDING

If you record a Microsoft Teams meeting, the recording is now available in the recap tab of the meeting invitation. You can also access the meeting recording in private chat or a channel, depending on the type of meeting that has taken place. You can also access all of your meeting recordings by going to the OneDrive tab and browsing files by Meetings.

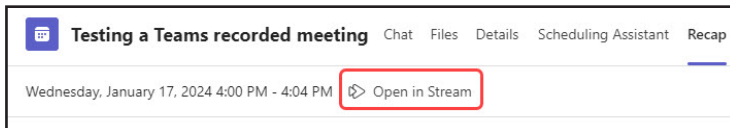
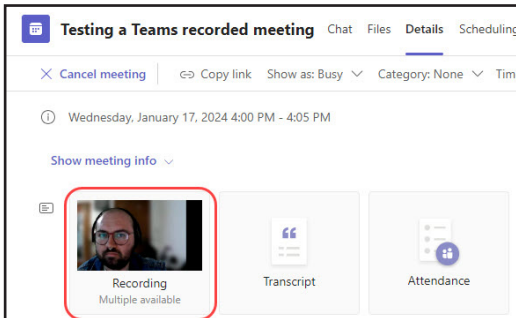
⇒ 1. LOCATE THE MEETING RECORDING

To find a Teams meeting recording, click on the calendar tab in Teams, and click the meeting once. Then, choose Edit.

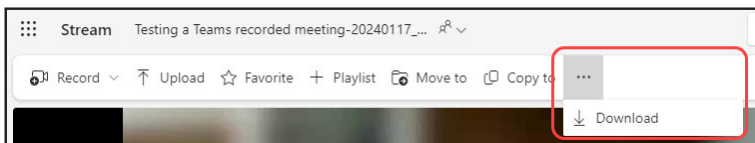


⇒ 2. DOWNLOAD THE RECORDING

Click on the Recording. This will take you to the Recap tab. Click Open in Stream.



Click the three-dot symbol and click Download.

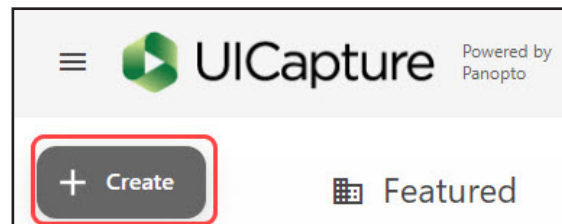


⇒ 3. UPLOAD TO UICAPTURE

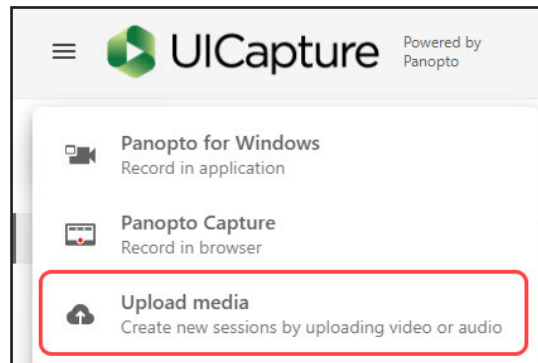
A. Open a browser and navigate to UICapture: <https://uicapture.hosted.panopto.com/>

B. Sign in with your HawkID and password

C. Click + Create



D. Click Upload media and choose the meeting recording you downloaded. The file will be in your downloads folder unless you chose a different place to save it.



⇒ 4. EDIT THE RECORDING

You can edit your recording as needed. Tips for editing in UICapture are located here:

<https://teach.uiowa.edu/UICapture/guides>

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