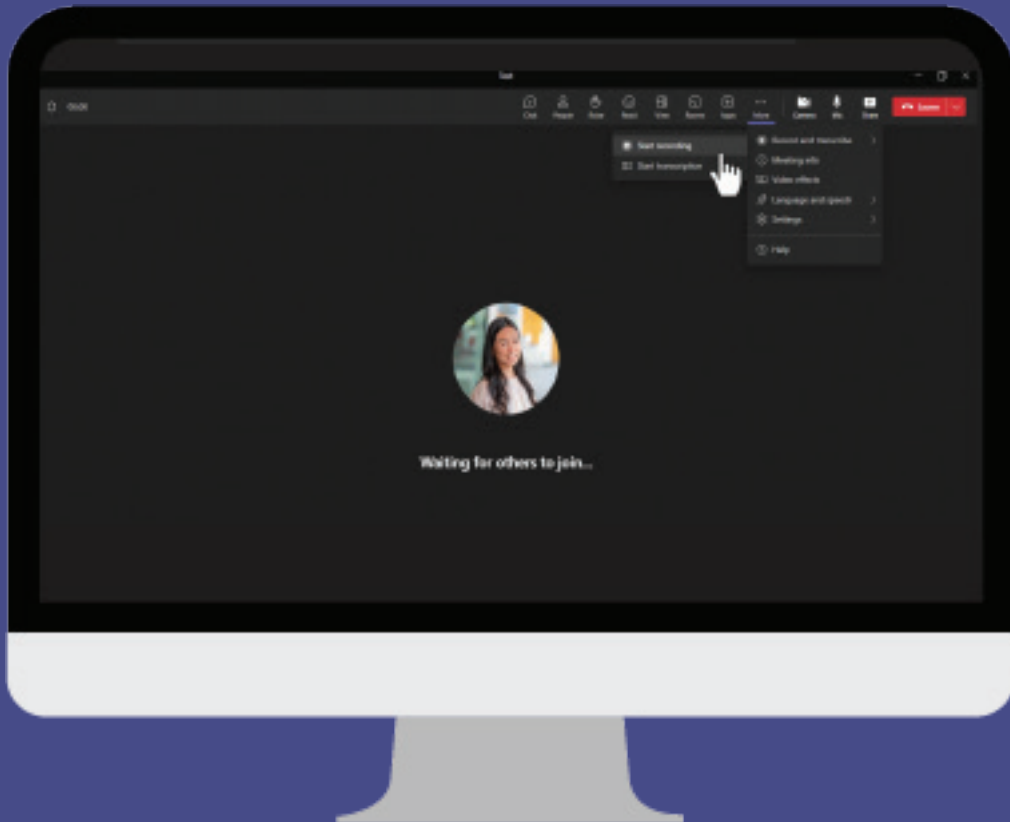


Never miss a beat by recording & transcribing



Recording & transcribing a meeting:

- 1 The meeting host clicks on 'More ...' in the meeting
- 2 Select 'Record and transcribe' and then select 'Start Recording'
- 3 A window will appear alerting the host of the recording and a red recording icon will appear on the top left corner of the meeting
- 4 When the meeting is complete, go to 'Chat', select the chat named after the meeting to review the transcript and recording

Learn helpful tips and how to best adapt MS Teams to your needs!
communications.vpfo.ubc.ca/ms-teams