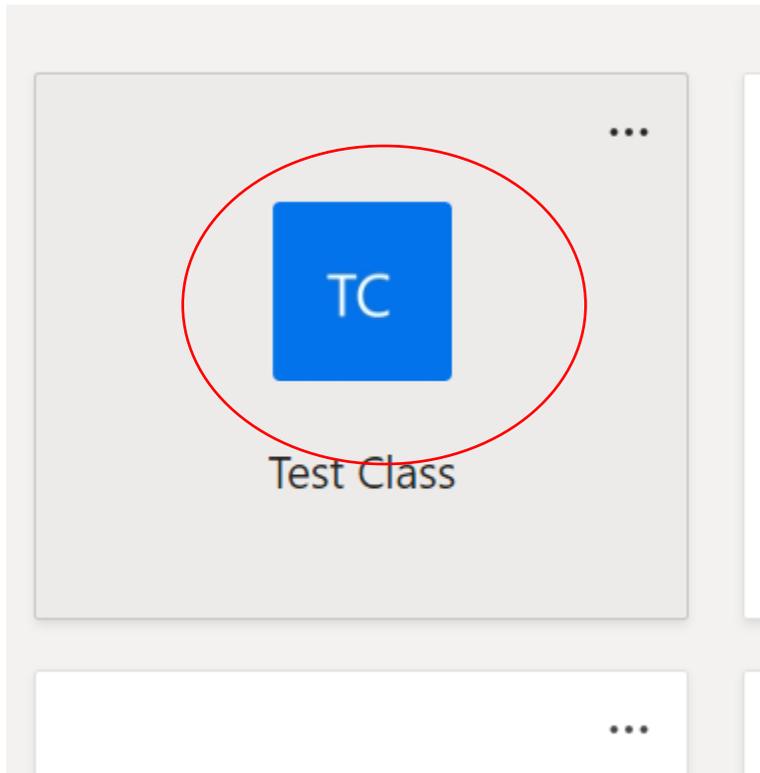
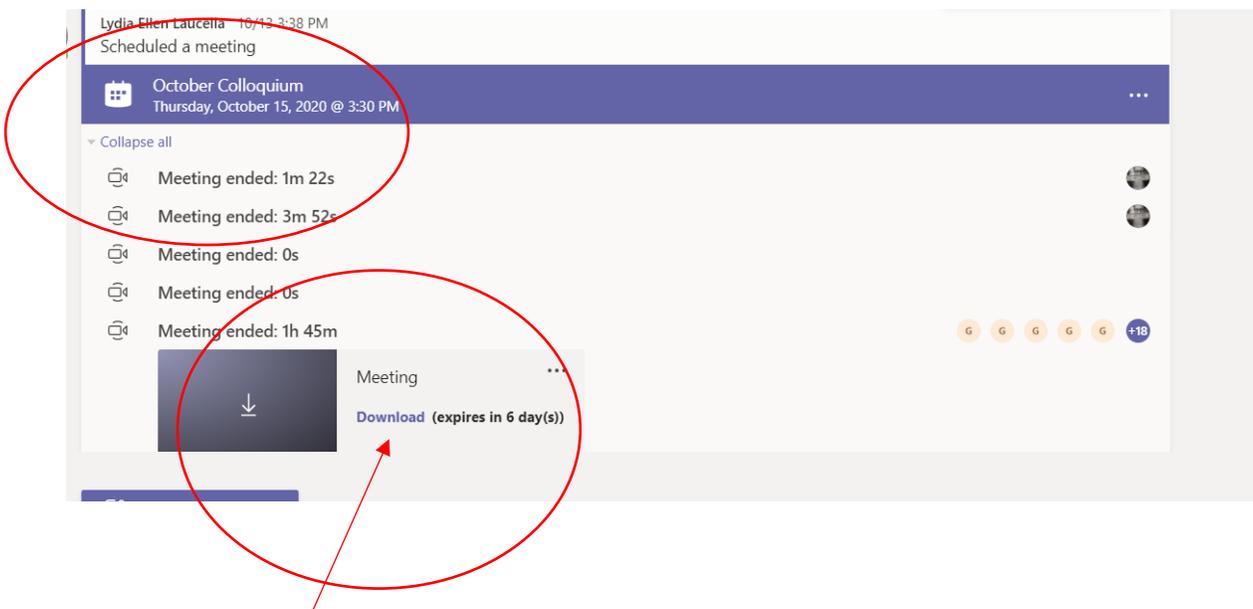


## How to Download Recordings in Teams

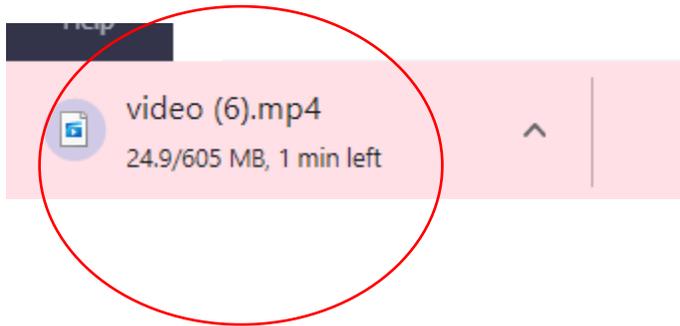
1. Login to your Microsoft Teams account. Click on the Team in which you need to locate the recording.



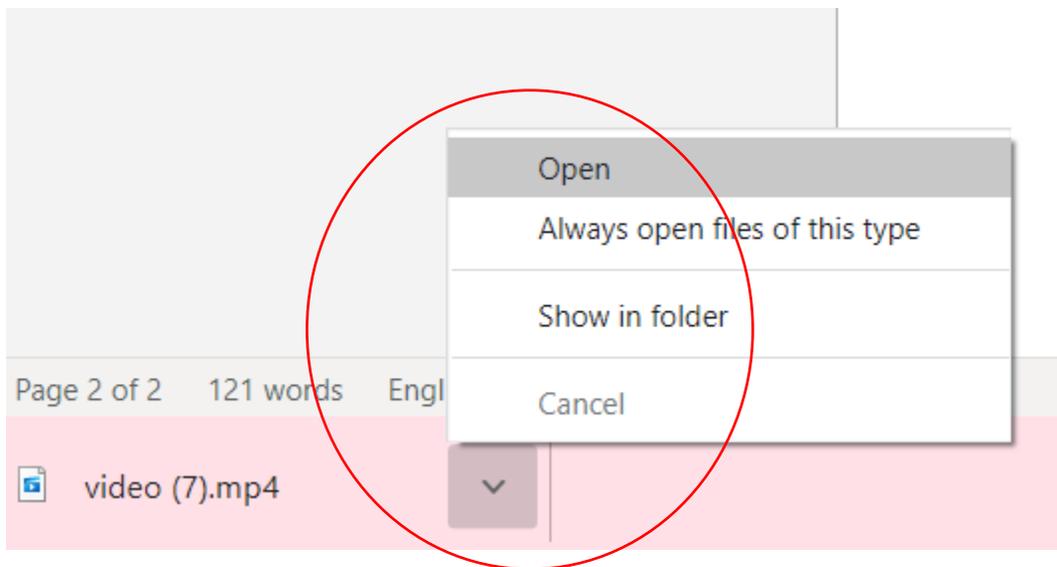
2. Then, in the general channel, locate the recording. \*You might need to click on the replies under the concluded meeting to locate the recording.



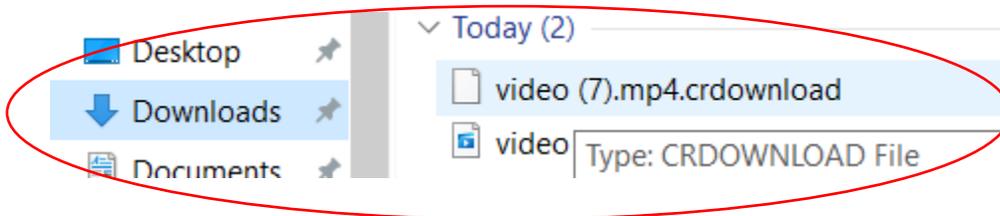
3. Click download. This will prompt the download of an MP4 that can be saved to your computer. Notice that there is a deadline to download recordings in Teams. Recording are only downloadable for 14 days.



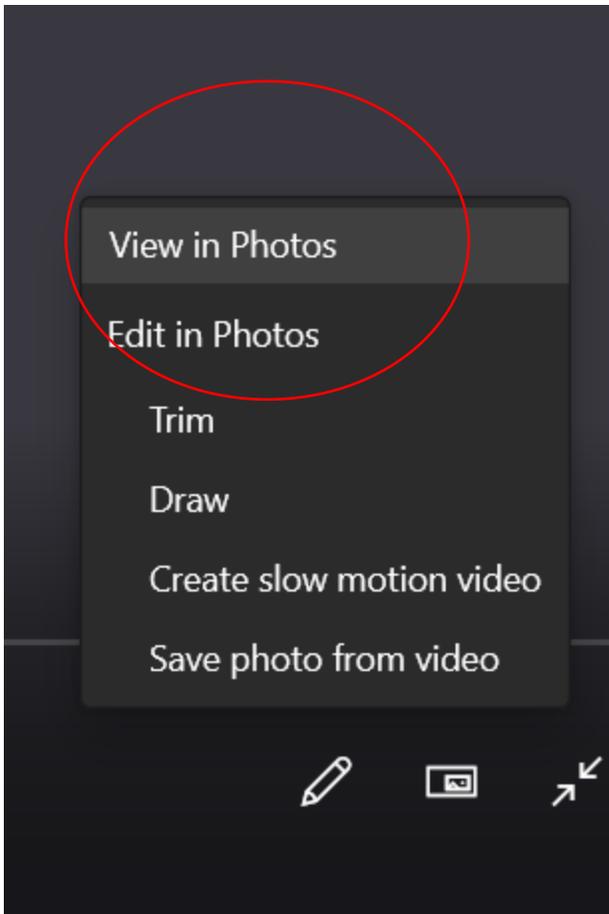
4. Once the file has finished downloading, open the file to view it and/ or save it to your computer.



5. You can also locate the file in your Downloads on your computer's hard drive.



6. Open the file to view. To save the file, click on the editing icon and click View in Photos (or another app that allows you to view MP4 videos).



7. Then click on the kabob to save the video to your computer.

