

Download Microsoft Teams – follow link – Open

Click on calendar



Fill in details as you would in outlook to set up a meeting

Add parent/carer email address here

click save

Click join in Calendar

Make sure your camera and microphone are on and your location is correct following safeguarding guidance



Wait to see the lobby

Click Admit

At this point the live streaming will be active

To start Recording

Click on the 3 dots

Click - Start Recording

When call is finished

Click on the 3 dots then - Stop Recording

Hang up



When you have ended the call it will go to this screen.

You will see the call has been recorded



Wait for the recording to process – this will take some time and be working in the background

This will automatically happen but can take quite a while depending on length of video and internet connection

To download the video

Click on the 3 dots – Click on Open in Microsoft Stream



Microsoft Stream will open automatically in a browser



Click on my content

Click on videos

Click on the 3 dots

Click download video

The video will download in the bottom left of the browser





Drag the video into the file using VPN

Photos and Videos – 2019-2020 – Live video stream recordings – Class group

The videos can then be deleted from Microsoft Stream following the same process as downloading but by clicking Delete