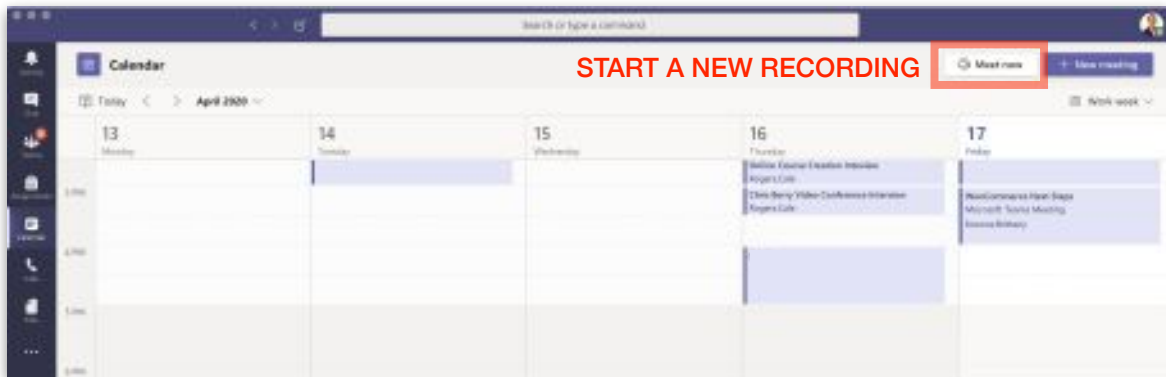


RECORD A VIDEO IN MICROSOFT TEAMS

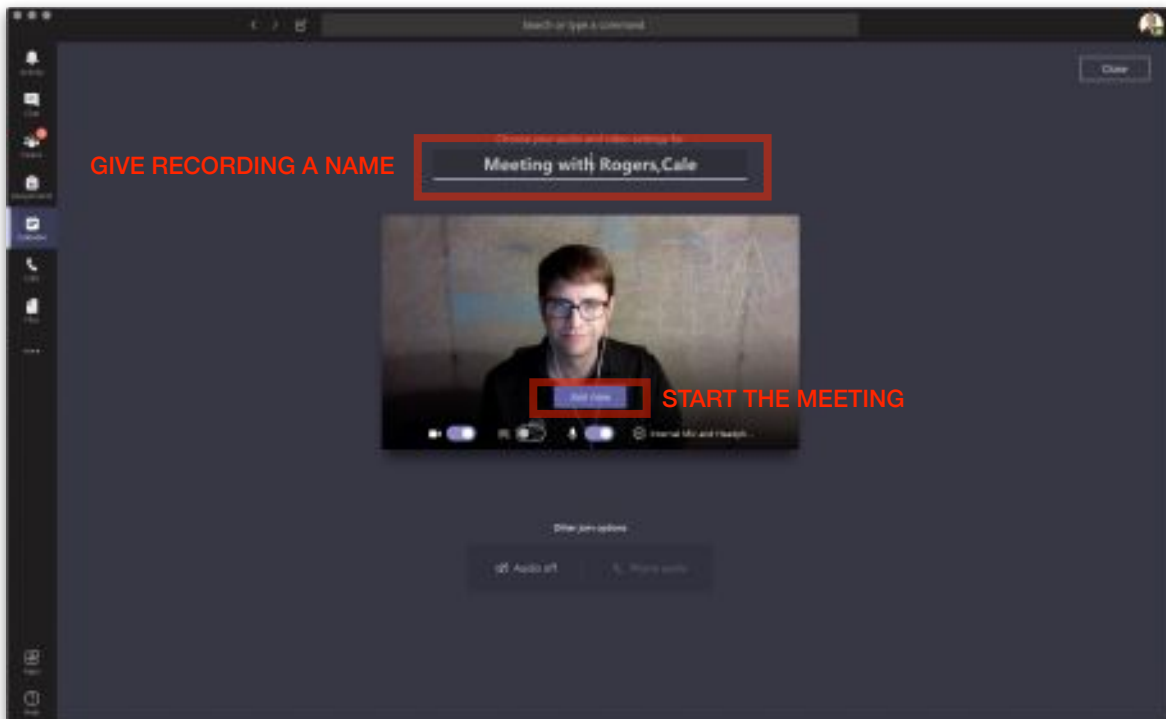
STEP 1

Open Microsoft Teams, and click on the 'Meet now' button.



STEP 2

Next, name the recording. Then, start the meeting by clicking the 'Join now' button.



STEP 3

Use the sidebar panel to invite people into the meeting. Make sure your interview subject is online with the Teams application on their desktop or mobile device. Once they're online and using the Teams app, enter their email address.

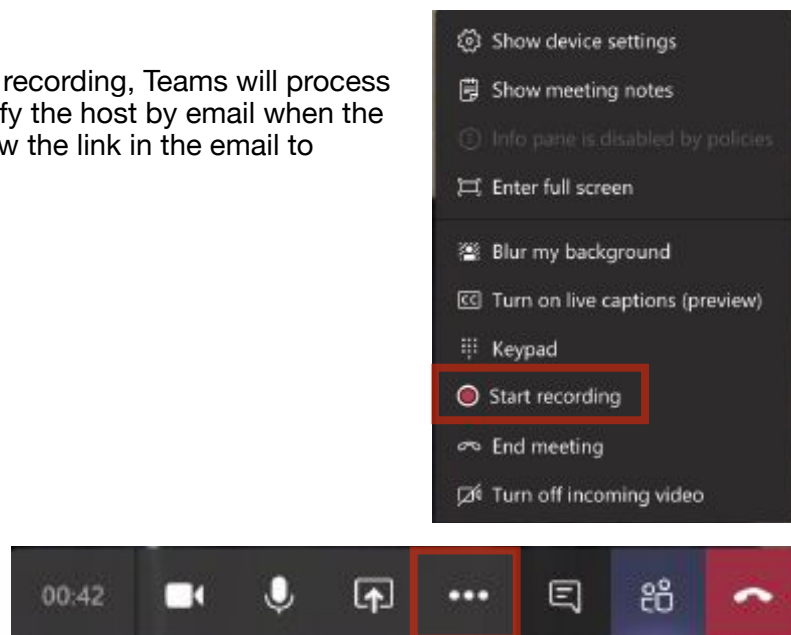


STEP 4

Once everyone has joined the meeting, select the three button menu in the control panel to activate the popup. In the popup menu, click 'Start recording' and the recording will start. Use the same menu option to stop the recording.

STEP 5

Once you have stopped the recording, Teams will process the video recording and notify the host by email when the video will be available. Follow the link in the email to access the video.

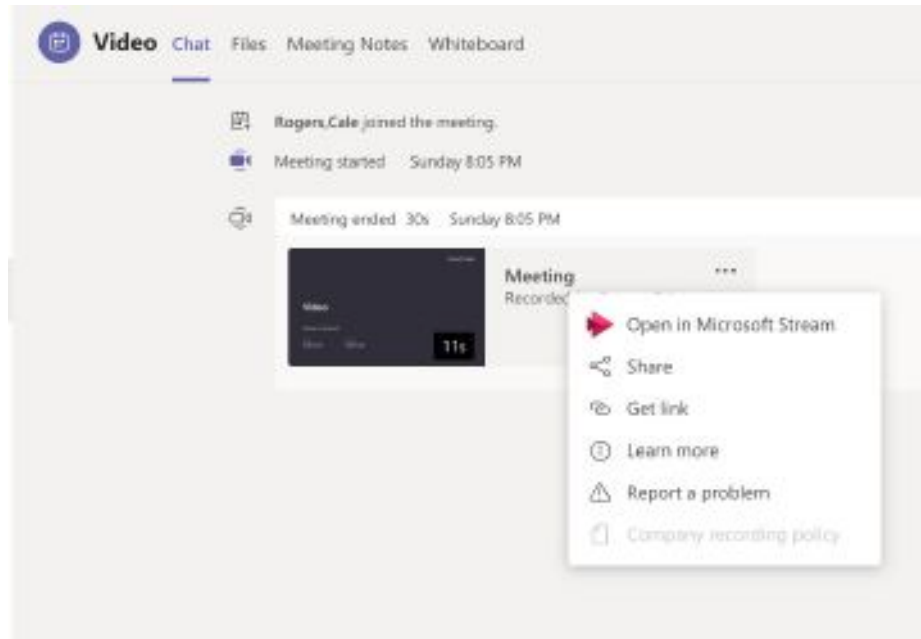


STEP 6

If you need to share the video with someone on the team, you'll need to create a shared link. Find the video event and click on the three dot navigation dropdown.

STEP 7

Click on 'Share' and copy the link to an email to share the video. You'll need to accept the window that asks about sharing the video with others.



AUDIO TIPS

FIND A QUIET SPACE

Find a small space in your home or office to minimize audio reflections. Try to reduce ambient noise from household appliances and HVAC systems by turning them off during the recording. Be careful not to record too close to windows if they are close to neighborhood or traffic noise.

USE A MICROPHONE

Computer audio is often poor because the built in microphone is often too far from the subject speaking. Use a basic microphone such as an Apple iPhone headphone set to move the mic as close to the subject as possible.

MUTE OTHER MICS

If recording with a video conferencing software to record an interview, remember to mute unneeded audio sources. Video conferencing roots record all audio courses together. Muting needed audio sources will help improve the quality of the subject's audio.

