

## **Guide how to easily record your own video presentation using Microsoft Teams software.**

The principle of recording a video presentation file with the Teams software is that you start a video meeting where you do not invite any other participants and in the meeting you share your PowerPoint presentation and record it together with your video.

This is required for you to record a Teams meeting:

- You must use the Teams client.
- You must have space on your computer to save large files

Rekommendations:

- Good lighting
- Avoid distracting background sound and visual objects.
- If possible, use a microphone other than the one built into your computer. I.e. your mobile headset.
- Do not run any more software than necessary on your computer while recording.

Vitalis and Svenska Mässan do not provide support for the use of Microsoft Teams software.

You can find instructions on how to record at Microsoft website: <https://support.office.com/en-us/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

Once you have recorded your presentation, you must download the meeting recording to your computer before uploading it to Vitalis. Information on how to download the meeting recording can be found under the heading "Download a meeting recording" here , <https://support.microsoft.com/en-us/office/play-and-share-a-meeting-recording-in-teams-7d7e5dc5-9ae4-4b94-8589-27496037e8fa>