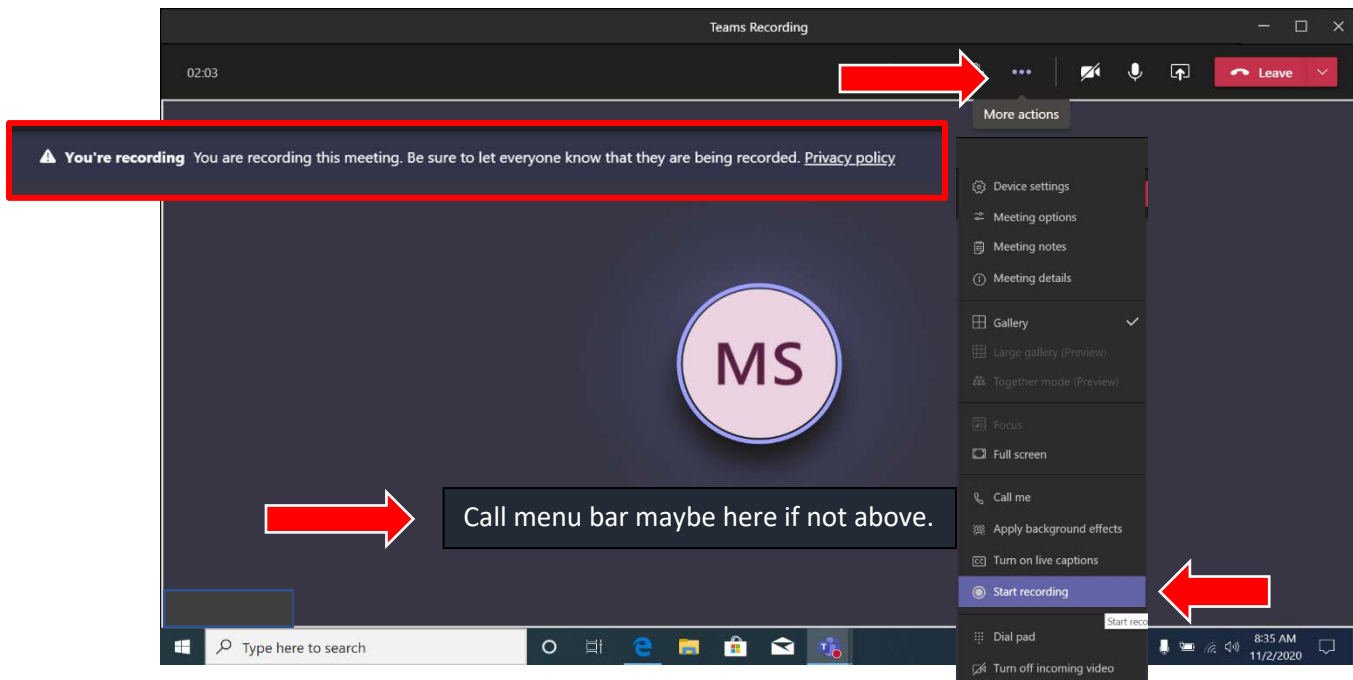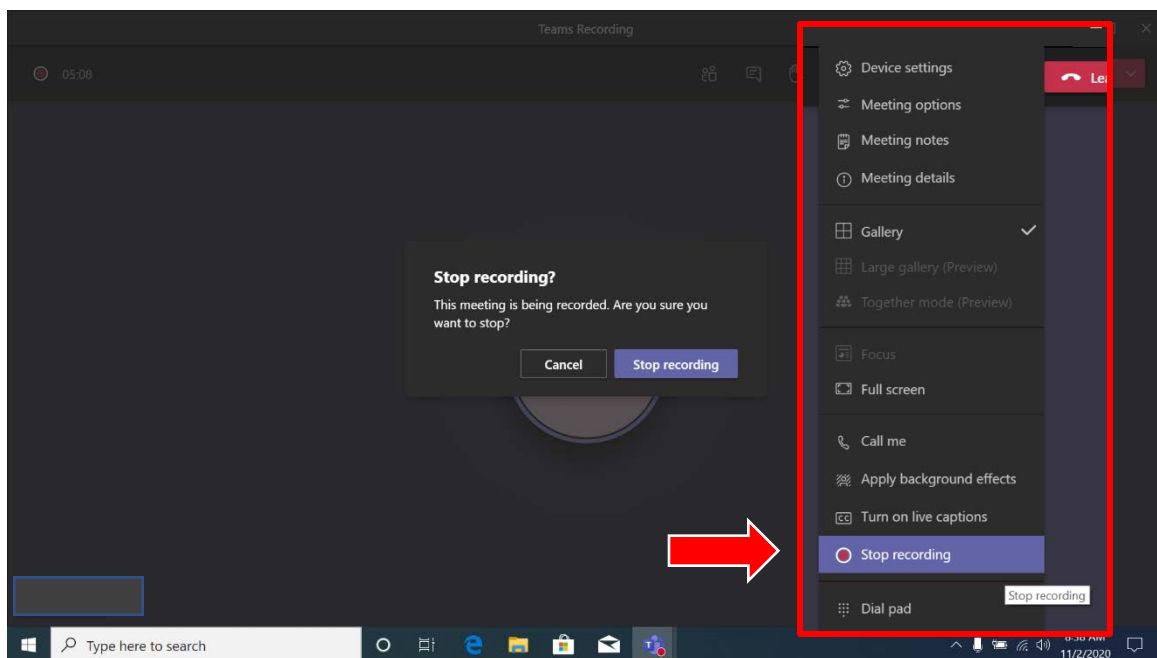# Microsoft Teams: Recording Calls (Other Version)

This is a quick reference guide to help you record your call on Microsoft Teams and download or share the recording.
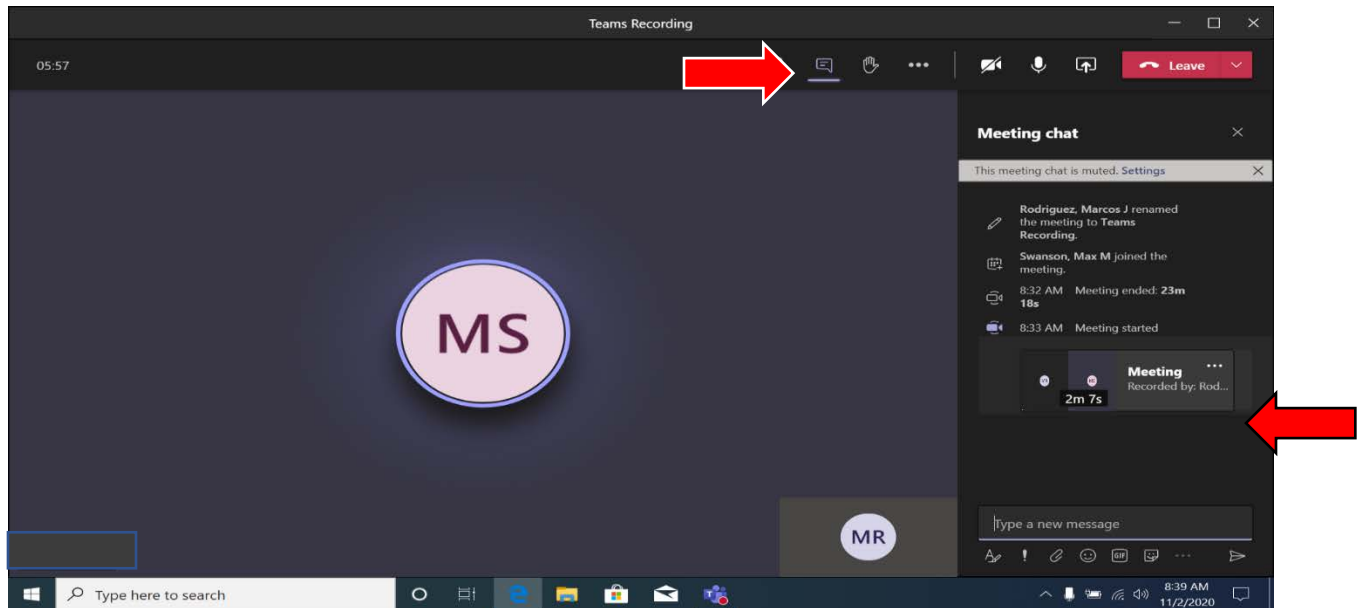
1. During your Teams call, click the three dots on the **Call menu** bar (might be below if not above the screen). This will open a drop-down menu, where you can begin your recording. You will receive a notification when your recording has begun.

2. In the same drop-down menu as before, you can stop the recording, a notification for this will appear as well.
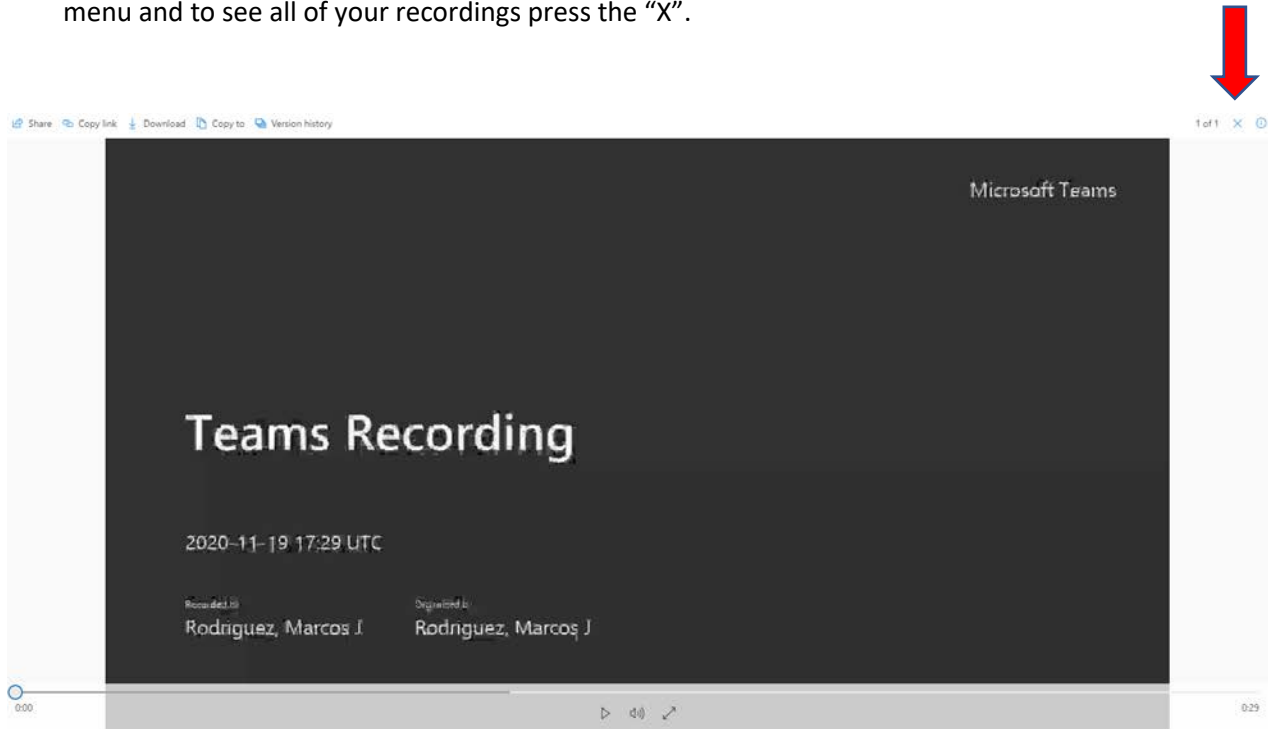
3. Once you stop the recording, click the **"show conversation"** icon; from there, you can view your recording by clicking the three dots in the corner of the recording's box – then click "Open in OneDrive"

4. After clicking "Open in OneDrive" a window may pop up asking you to enter your email. Sign in using your full NetID (i.e., ########@student.commnet.edu) and click **Next** to enter your password.

5. After entering your email, you will be led to a video of your recording. In order to get out of this menu and to see all of your recordings press the "X".

6. After pressing the "X" you will see all your previous recordings on SharePoint/OneDrive.