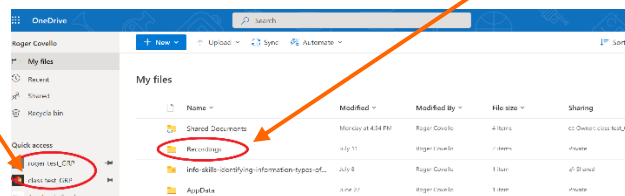


The location for new Teams meeting recordings will be stored on OneDrive and SharePoint instead of Microsoft Stream.

One-to-one and group meetings will be stored in the OneDrive space of the person who started the recording in a special folder labelled "Recordings" – that sits at the top level of the recorder's OneDrive. Team channel meetings will be stored in a folder labelled "Recordings" under a folder named after the channel under the Team's document library.

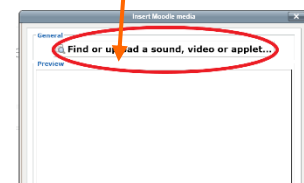
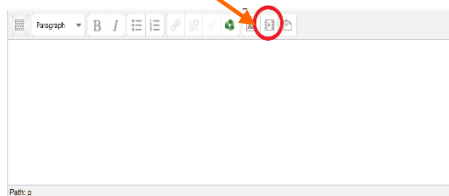


How to Upload a Teams video to moodle

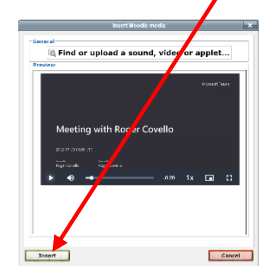
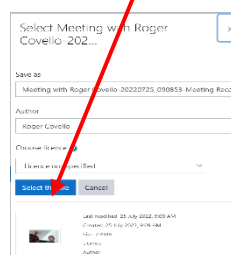
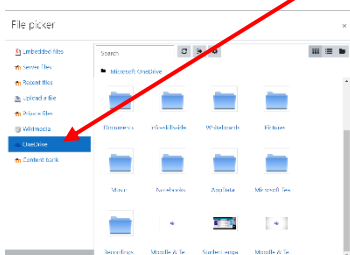
1. Login to Moodle and open the module you want to add a video to. Turn editing mode on and select **+ Add an activity or resource** and then the label activity.

2. Select the video icon in the label text box and then select Find or upload button

General



3. In the "file picker" select OneDrive and open the folder named "Recordings". Click on the video you would like to upload. "Select this file" button and then select "insert". The video will then be inserted and play within moodle.



4. If the recording was made in a Teams channel you will need to copy the recording from the channel in OneDrive to the main recording folder first. To do this, open OneDrive in a web browser, find the Teams channel and open the recording folder. Right click on the recording and select copy to. Select "my files" and copy to the main recording folder.

