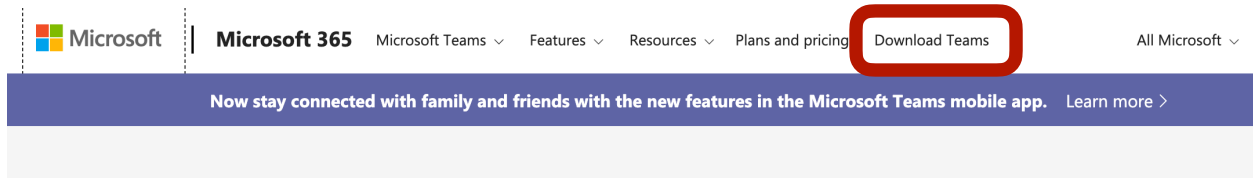




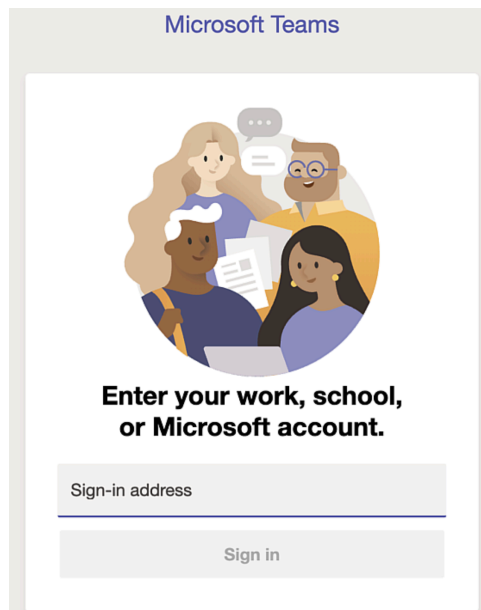
INSTITUTE FOR TEACHING AND LEARNING EXCELLENCE

Livestream and Record Your Class with Microsoft Teams

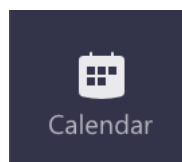
1. Navigate to microsoft.com/teams and download the Teams app.



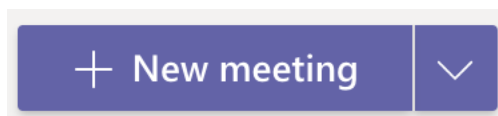
2. Install the app on your computer. When it is installed, login using your O-Key account credentials.



3. Click the Calendar button on the left side of the Teams screen.



4. Click the +New Meeting in the top-right corner of the Teams screen.





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5. Enter the parameters for your course meeting time and days.
- Title is the name of your course. (i.e. MSIS 4033, EPSY 3223, etc.)
 - Required Attendees needs at least one email address in order for the meeting invitation to be generated. You can use your own personal (i.e. non-OSU) email address, or that of a TA. You do not need to enter the email addresses of your students, though in smaller classes this is an option to consider.
 - Use the calendar to specify the time and day your course meets.
 - Click "Does not repeat" and then "Custom" to set a repeating time/day for your course. Click Save to return to the meeting configuration screen.

Custom recurrence

Start

Repeat every

S M **T** W **T** F S

End [Remove](#)

Occurs every Tuesday and Thursday starting 8/16/20 until 12/5/20

6. No other information is necessary on the meeting configuration screen, though you can enter details in the Meeting Notes section such as "Come to class prepared, having read the chapter and watched the videos." Click Save in the top-right corner when finished.

7. Your course now shows up in the Teams calendar. It also syncs with your Outlook calendar and will show up there as well.





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8. Click the meeting in your calendar, and then select the text in the Notes section that includes the meeting details. Copy this text (Ctrl-C or Edit > Copy) and paste it into an email or Canvas Announcement to send it to your students. This is the link they will use to join the meeting.

[Join Microsoft Teams Meeting](#)

+1 405-673-2739 United States, Oklahoma City (Toll)

Conference ID: 603 373 867#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

9. To begin livestreaming from an OSU classroom, login to the classroom computer using your O-Key account information. After logging in, open the Teams app on the desktop. If you do not see it, use the search bar at the lower-left corner of the screen and search for "Teams."



Microsoft Teams

App

10. Login using your O-Key account credentials and click the Calendar icon on the left side of the screen. Then click the "Join" button on your course meeting in the calendar.



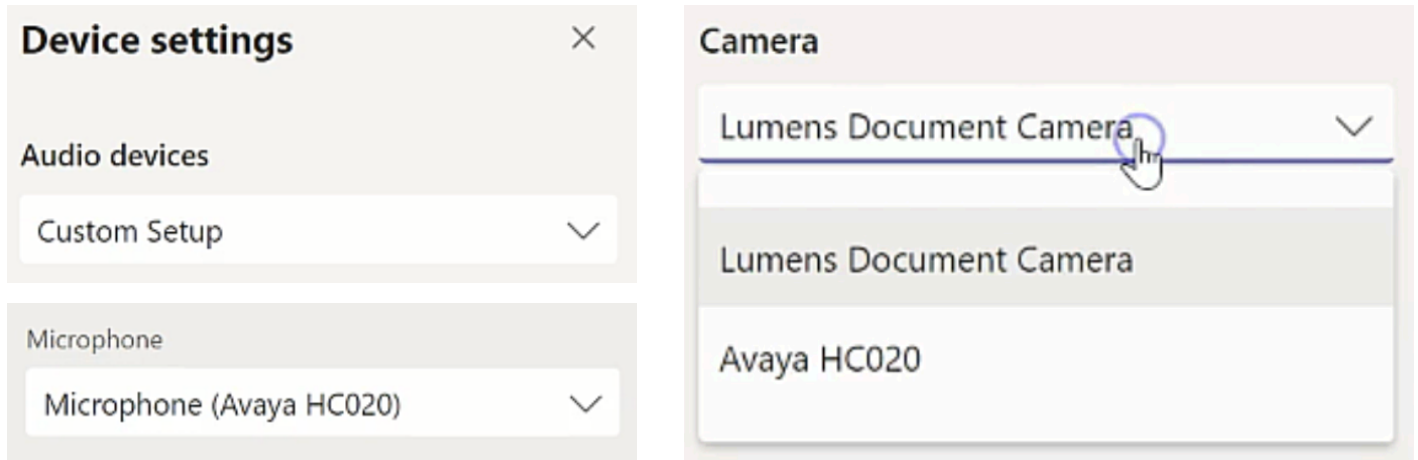
11. Use the controls at the bottom of the preview window to turn the video and microphone on and off. Click Custom Setup to explore additional options.



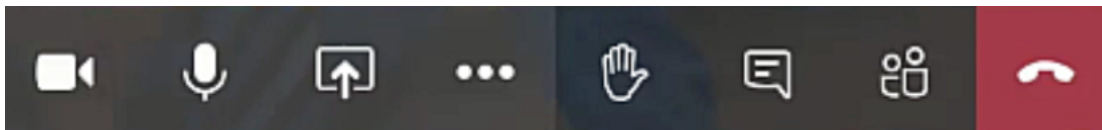


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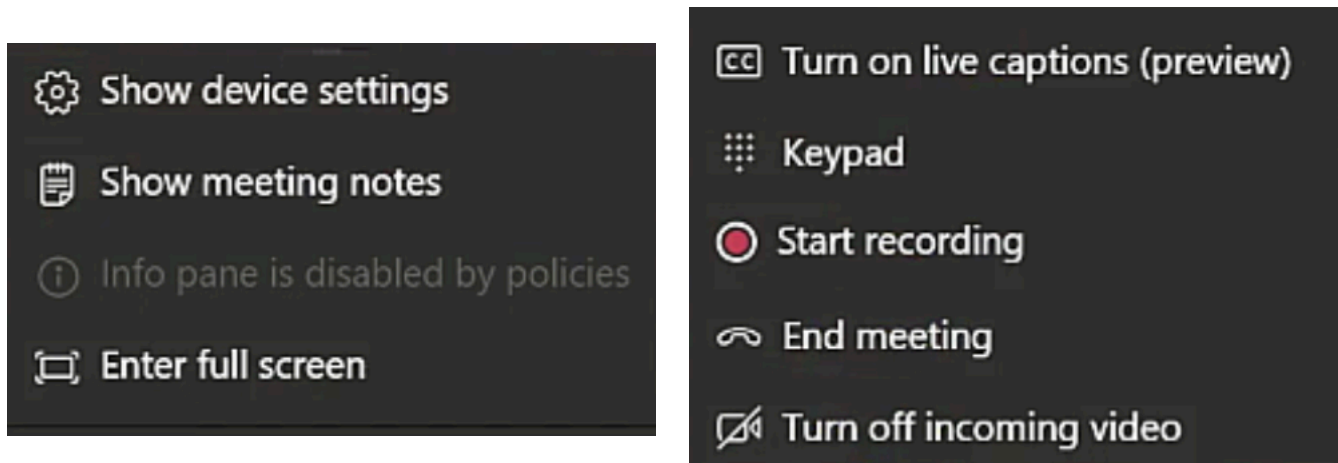
12. After clicking Custom Setup, use the controls on the right side to change microphone and camera options. In most cases it's best to leave the microphone as-is. Use the Camera option to select either the in-room camera (OWL, Huddle, or Avaya) or the Document Camera.



13. Once your livestream has begun, students can join using the link that you sent out in Step 8. Use the controls at the bottom of the meeting window to enable/disable the camera and microphone, share your screen, show/hide the chat window, and see the participant list.



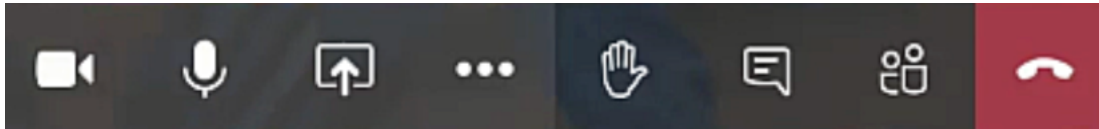
14. Click the three-dot icon to access More Actions. Use these options to show device settings (Microphone, Camera, etc.) enable live captioning, and record your livestream. Click "Start Recording" to begin a recording of the livestream.





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15. When class is finished, click the red "Hang Up" button to end the livestream. This will also stop the recording if it was enabled in Step 14.



16. To view the recording of your livestream, visit stream.microsoft.com and click the Sign In button. Login using your O-Key credentials.

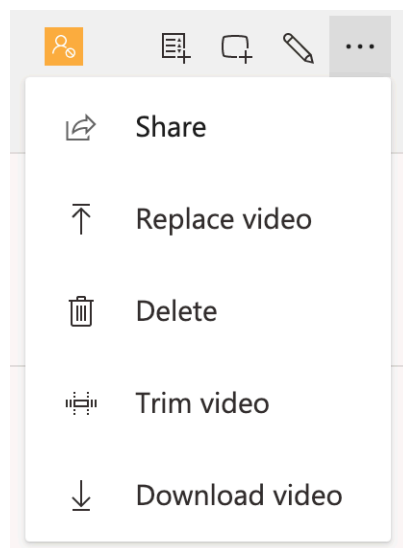
Sign in

17. Click "My Content" and then "Videos" at the top of the screen to view any recordings of your Microsoft Teams livestreams.

My content ▾

Videos

18. Locate the livestream recording you want to share with your students. Use the three-dot "More Actions" button on the right to share the video or download it to your computer.



19. If you Share the video you can get a link to send to your students. If you Download the video you can then upload it to Canvas Studio to embed directly into your Canvas site.