# How to Access a Teams Lecture Recording (Student Instructions)

Class recordings can be stored in one of two locations, depending on how the instructor has created the recordings. The instructor will notify students of which location recordings will be stored.

1) Within the class team space
2) On the Microsoft Stream website

Below are instructions on how students can access content in both these locations.

## ACCESS RECORDING IN TEAMS

1. Open Microsoft Teams, then click the **Teams** tab in the left sidebar.
2. Click on the **General** channel for your class team.
3. Click the **Files** tab at the top.
4. You will now see a list of all meeting recordings.
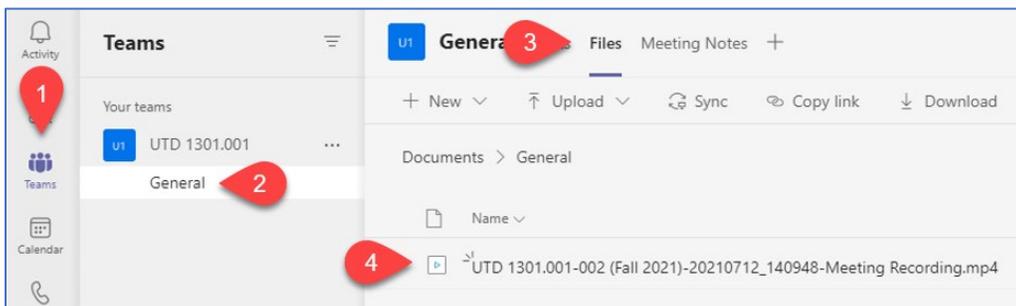


## ACCESS RECORDING IN MICROSOFT STREAM

1. Go to the Microsoft Stream website – https://www.microsoftstream.com. (You'll also find a link to Microsoft Stream in your course menu in eLearning.)

2. Now login using **NETID**@utdallas.edu as your username.
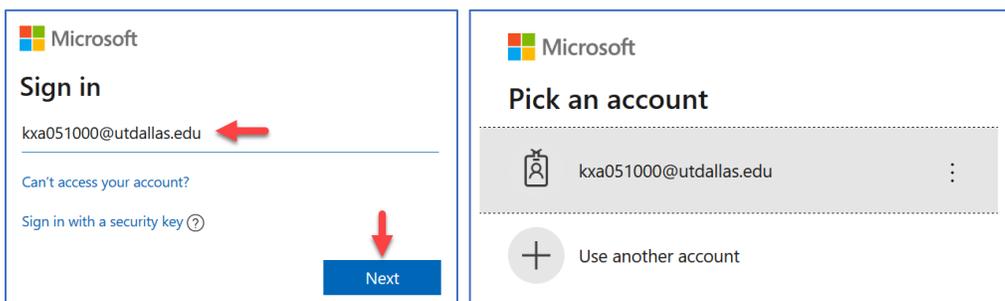
3.  Now that you're logged into Stream, go to **My Content > Groups**.
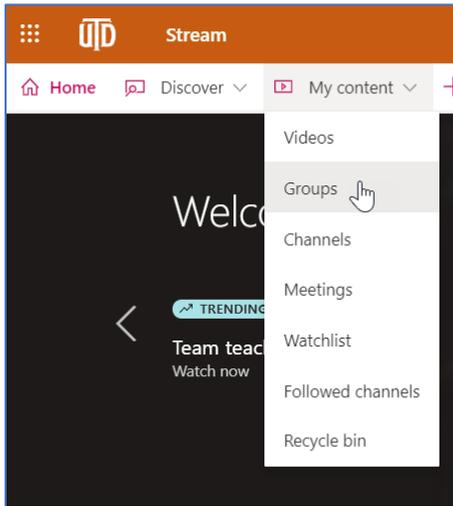


4.  You'll now see a list of all groups you belong to.  Notice that any courses you're enrolled in will each appear as a group.  Click the course group.
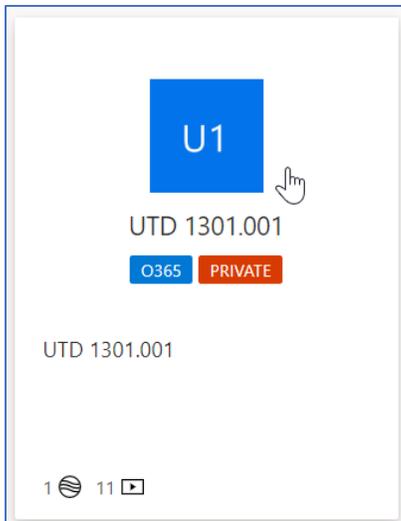


5.  Now that you're in the course group, click the **Videos** tab.  You can then sort the videos by **Publish Date** to easily see the most recent videos.
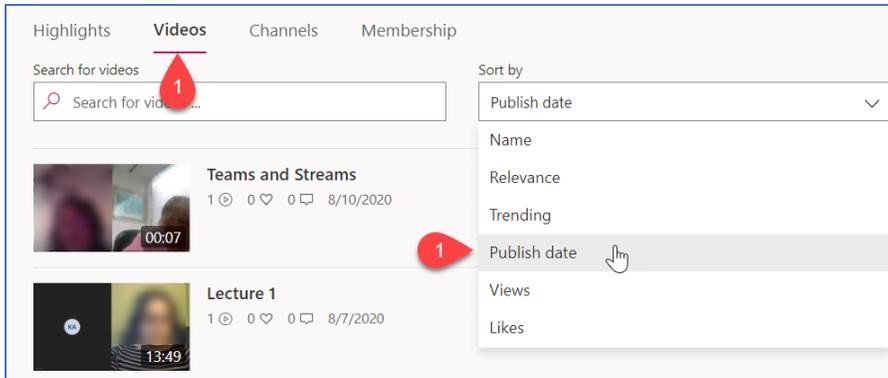
6. Click the name of the name of the video you want to view, and you're now able to see the recording. There are several settings that are useful…
   a. Turn on closed captions.
   b. Change the playback settings (including playback speed and video quality).
   c. Switch to Theater Mode.
   d. View in full screen.
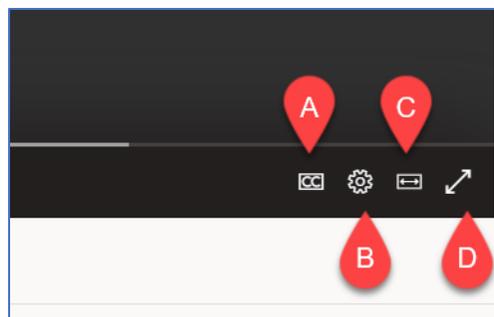


**TROUBLESHOOTING**

If your instructor sends you a link to a video in Microsoft Stream (i.e. in an announcement, email, or posted in your eLearning course), and you click on that link and get the error message below…



This may not be for you

It looks like you don't have permission to watch this video
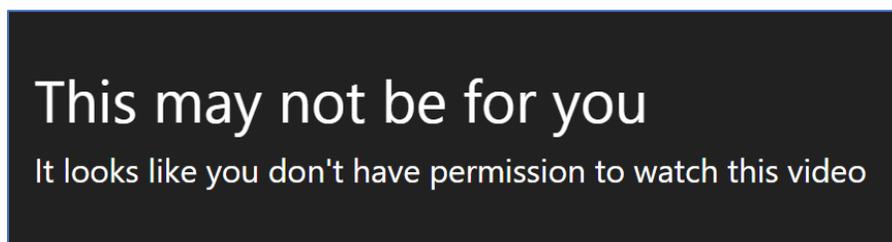
… this means that the instructor has not yet given your class group permission to view the video. If this happens, please contact the instructor to let them know so that they can fix the issue.