

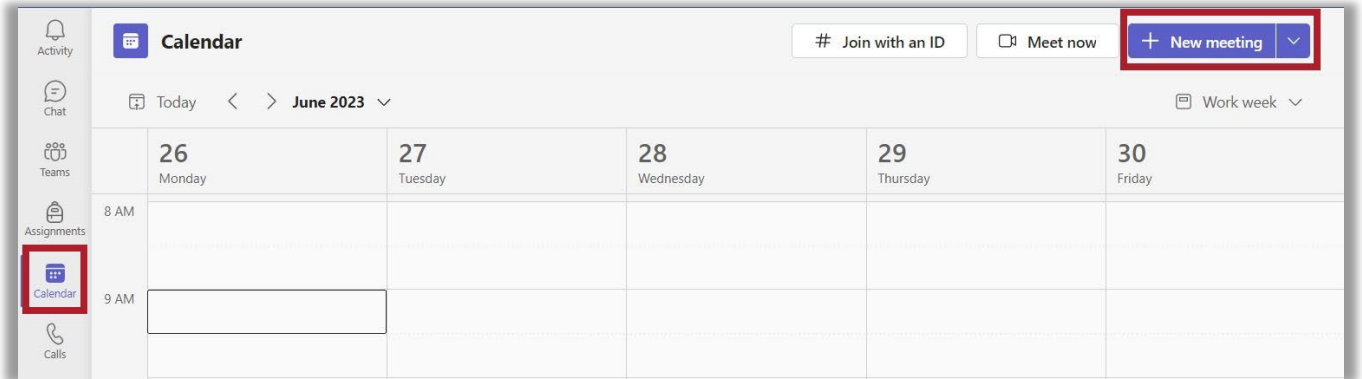
# How to Use Microsoft Teams in GoVIEW

## Table of Contents

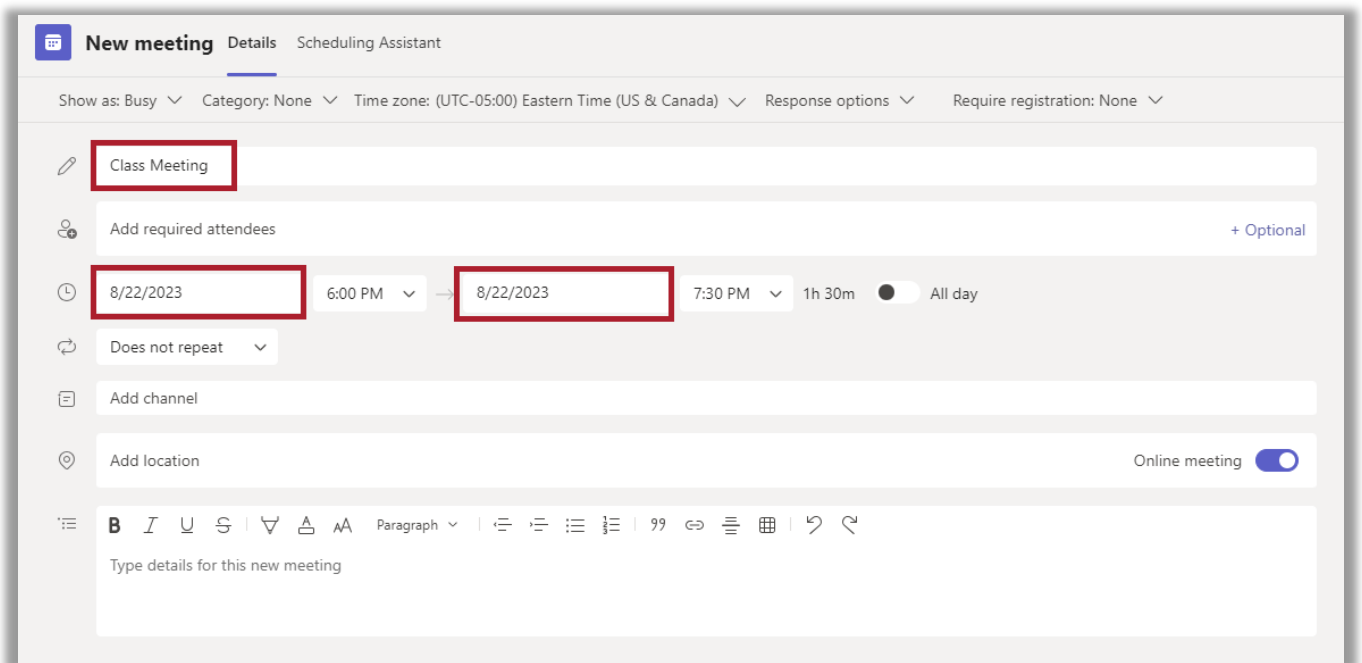
- How to Use Microsoft Teams in GoVIEW ..... 1
- Creating a Teams Meeting Link to Add in GoVIEW ..... 2
- Copying a Teams Meeting Link ..... 3
- Sharing a Teams Meeting Link in GoVIEW ..... 3
- Recording a Teams Meeting..... 5
  - Start a Recording ..... 5
  - Stop a Recording ..... 5
- Locating a Teams Meeting Recording ..... 6
- Managing Teams Meeting Recordings..... 7
  - Changing the Expiration of a Recording..... 7
  - Downloading a Recording ..... 8
  - Sharing a Recording..... 8
- Sharing a Teams Recording Link in GoVIEW ..... 9

## Creating a Teams Meeting Link to Add in GoVIEW

1. From the **Teams** app, select **Calendar** on the left navigation bar.
2. Then, select **New meeting** in the top right corner.



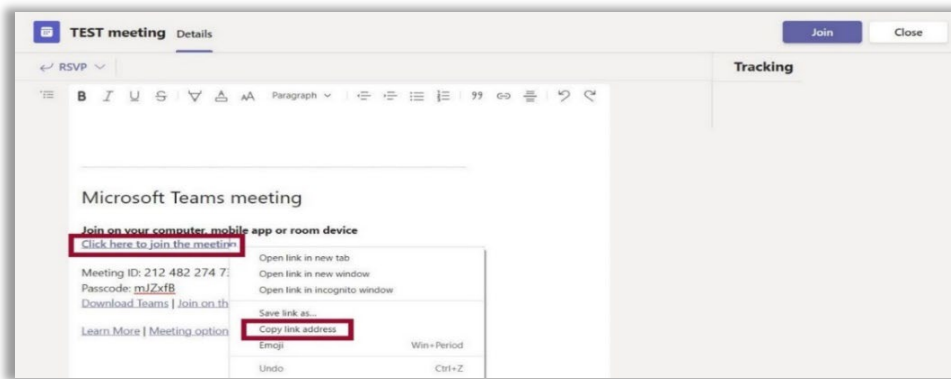
3. A **New Meeting** window will open. Under **Add title**, enter the meeting name.
4. **Optional:** If you want to send an invitation to specific individuals, use the **Add required attendees** field to enter their email address(es). **Note:** You can download a list of your students with their email addresses from INGRESS.
5. Enter the meeting **Start** and **End** Dates and Times. If this will be a regularly scheduled meeting, select **Does not repeat** and choose the recurrence option, e.g., Every weekday (Mon-Fri), Daily, Weekly, Monthly, Yearly, or Custom. **NOTE: If you want the meeting link to be available throughout the semester, adjust the start and end dates to reflect the semester dates.**



6. **Optional:** Add a channel. **Note:** You must activate a Class Team in order to add the channel to your meeting invitation.
7. **Optional:** Add a location.
8. **Optional:** Enter a description or add details about the meeting.
9. Click the **Send Button**. **Note:** A Teams Meeting invitation will be emailed to all attendees entered in the **Add required attendees** field.

## Copying a Teams Meeting Link

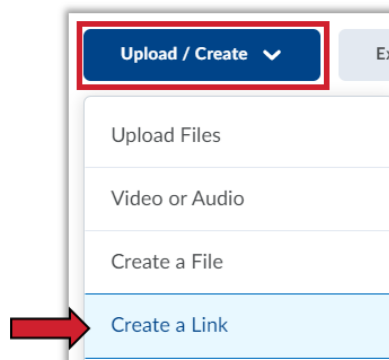
To create a meeting link to share, open the meeting and right click on the **Click here to join the meeting** link, then select **Copy link address** from the menu. The link can be pasted into an email or shared with attendees who were not invited using the **Add required attendees** field.



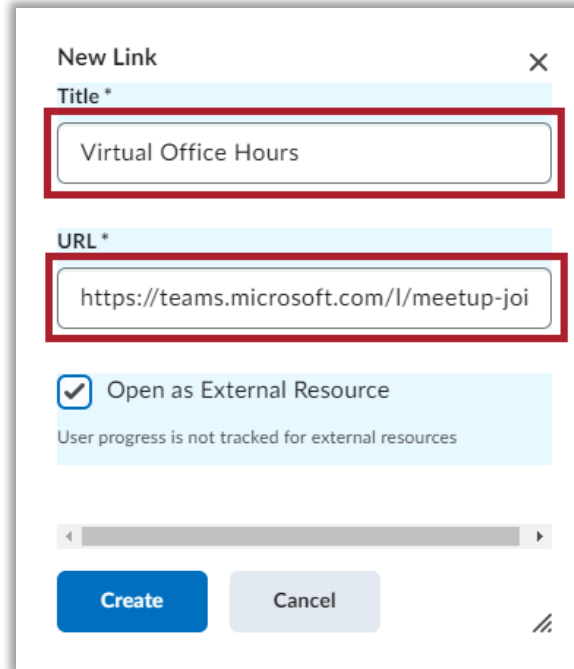
## Sharing a Teams Meeting Link in GoVIEW

Follow the steps to add a link to the meeting in your course.

1. Open your GoVIEW course.
2. Select **Content** on the Navbar, then select the module where you want to add the link to the meeting.
3. In the module, click **Upload / Create**, then select **Create a Link** from the dropdown menu.



4. Type in a unique title for your meeting in the Title field and paste the meeting link in the URL field, then click **Create**.



The image shows a 'New Link' dialog box with the following fields and options:

- Title \***: Virtual Office Hours
- URL \***: <https://teams.microsoft.com/l/meetup-joi>
- Open as External Resource**  
User progress is not tracked for external resources

At the bottom, there are 'Create' and 'Cancel' buttons, and a small icon in the bottom right corner.

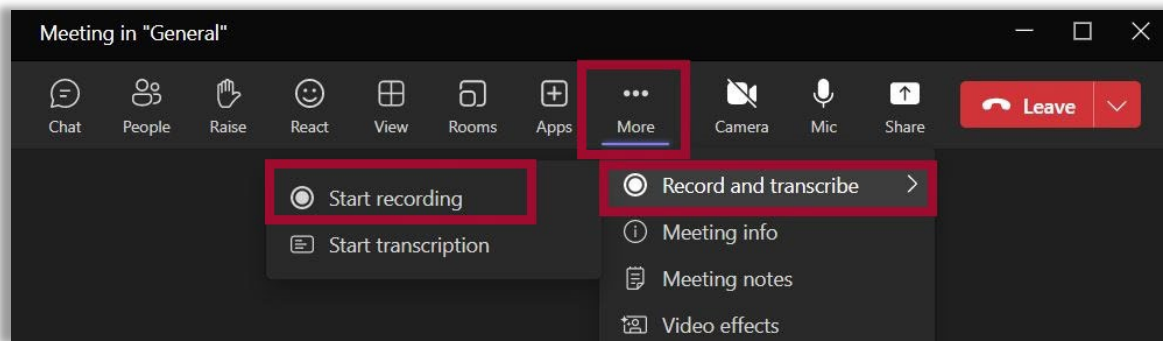
## Recording a Teams Meeting

Any Teams meeting can be recorded for future viewing. The recording captures audio, video, and screen sharing activity, that can be shared securely.

### Start a Recording

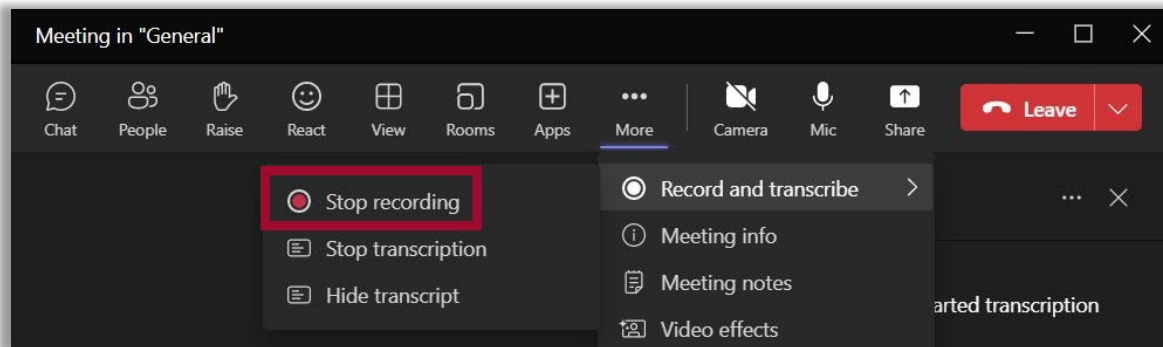
When you start recording a meeting, you also turn on [live transcriptions](#), and everyone in the meeting gets notified that recording and transcription have started.

1. First, start or join a meeting.
2. Go to the meeting controls and select **More actions** [ . . . ], **Record and transcribe**, and **Start recording**.



### Stop a Recording

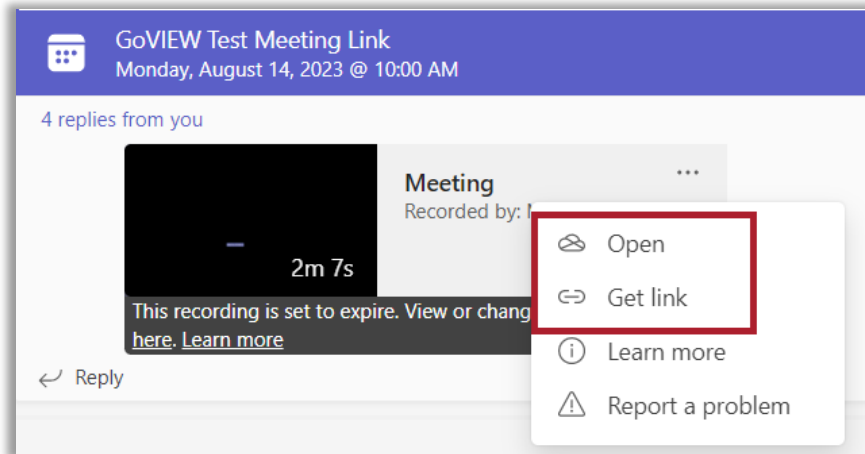
1. Go to the meeting controls and select **More actions** [ . . . ], **Record and transcribe**, then **Stop recording**.



## Locating a Teams Meeting Recording

Meeting recordings are saved in the meeting **Chat**. While everyone invited to the meeting can view the recording, only the organizer or the person who started it can edit it.

To locate a recording, from your Microsoft Teams app, click on the **Chat** link that was created for your meeting and search for the recording. Click **More actions** [ . . . ] and select **Open** to manage the video in Stream or click **Get link** to share a link in your course.



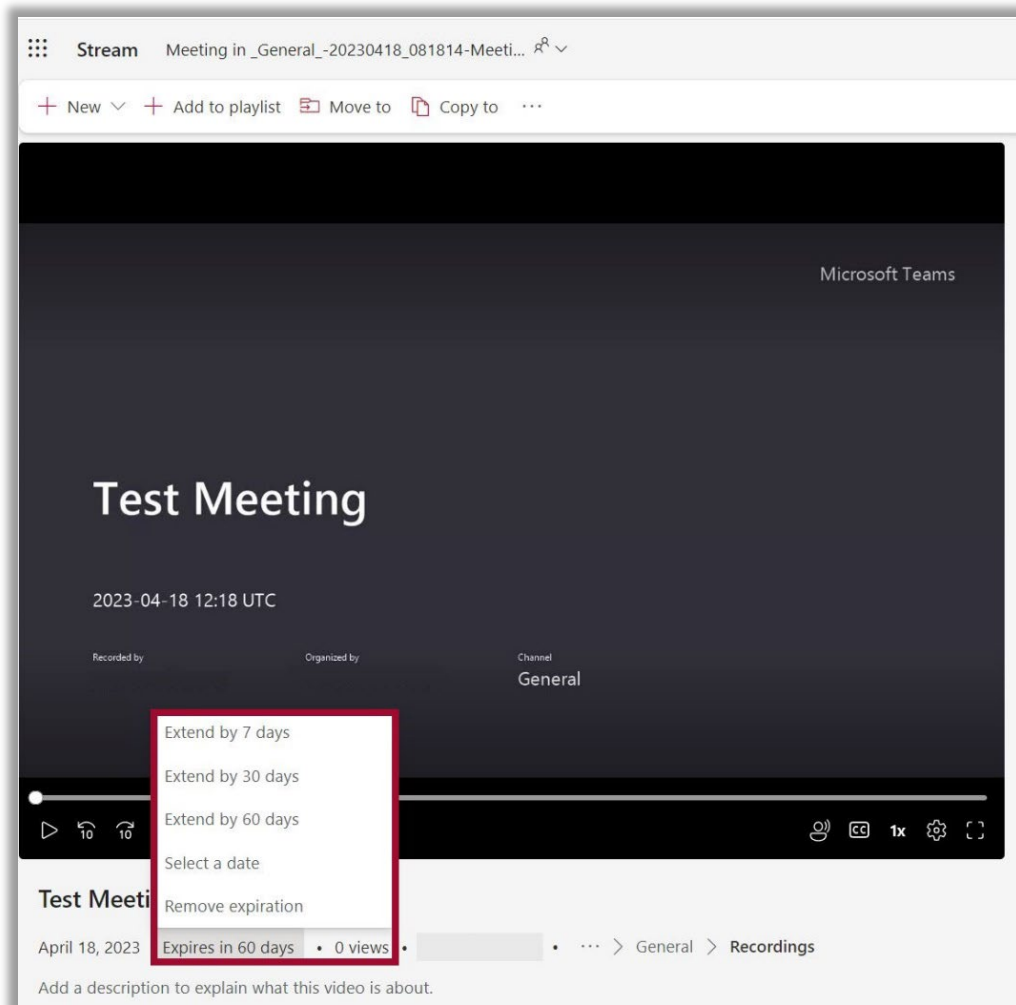
## Managing Teams Meeting Recordings

Use the options in Stream (SharePoint) to manage recording settings.

### Changing the Expiration of a Recording

A Teams meeting recording is set to expire after 60 days. The meeting organizer can use the settings in Stream to change the expiration date. **Note:** The owner/meeting organizer of the recording will get an email when it expires.

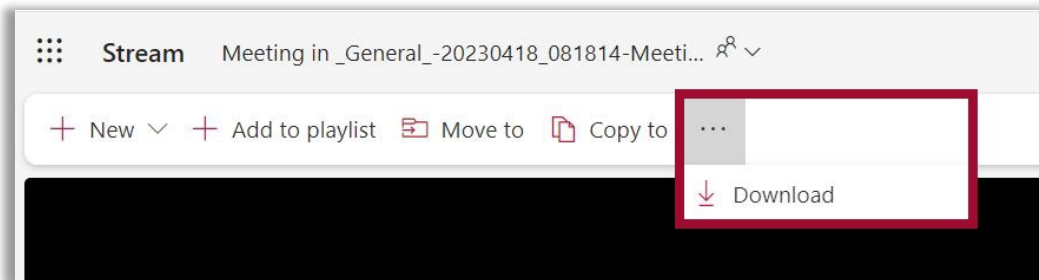
1. Select **Expires in 60 Days**, and from the menu select from the options listed. The **Remove expiration** option, removes the expiration date from the recording so it is always available.



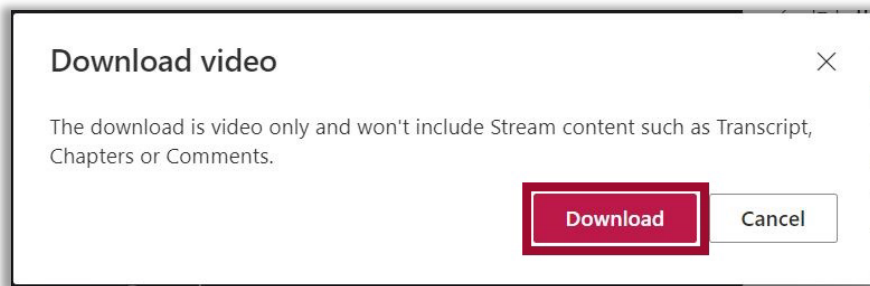
## Downloading a Recording

Teams recordings can be downloaded by the meeting recorder or the meeting organizer as MP4s using the Download link in Stream.

1. Select **More options** [ . . . ], then click **Download**.



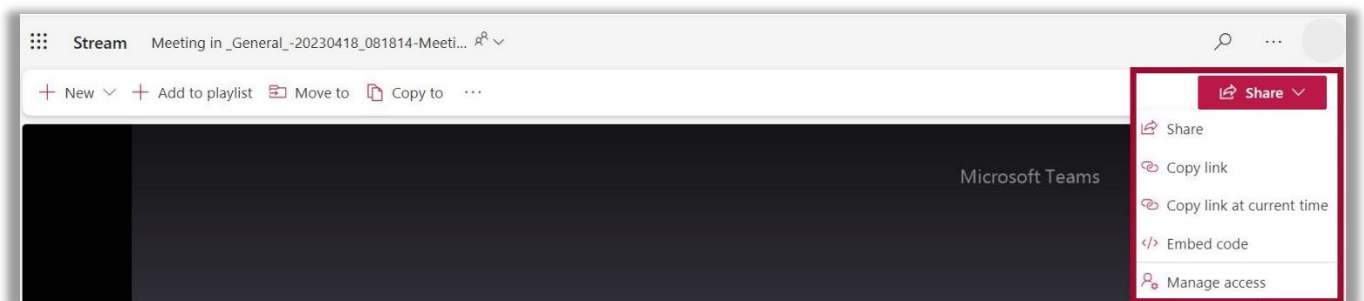
2. You will receive a notification that content such as the Transcript, Chapters or Comments will not be included in the download. Select **Download** to proceed. Save the recording in a secure location on your computer hard drive or in OneDrive.



## Sharing a Recording

Teams recordings can be shared with individuals who were not invited to the meeting using the **Share** options in Stream by the meeting recorder or the meeting organizer.

1. Select **Share** then choose from the menu options.

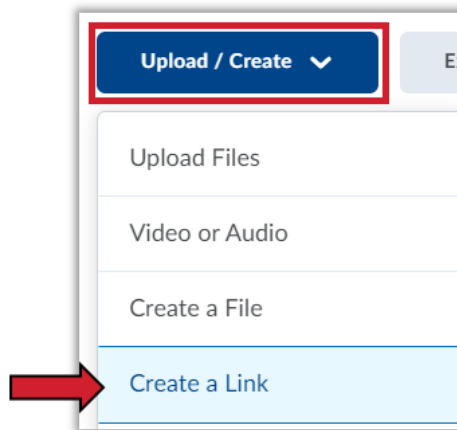




## Sharing a Teams Recording Link in GoVIEW

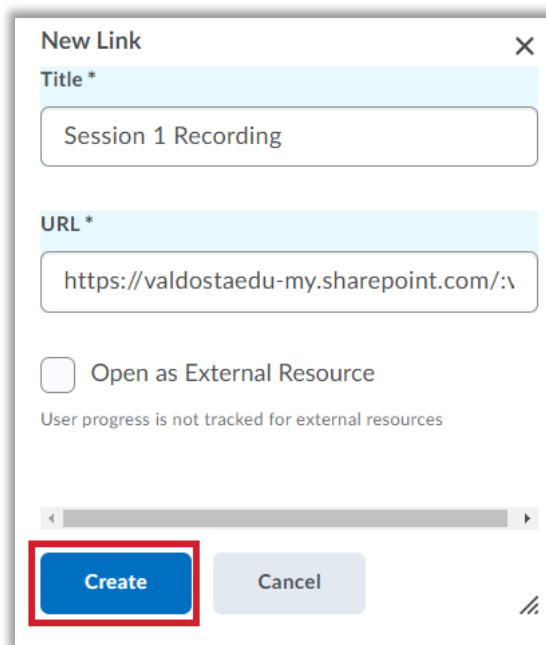
Follow the steps to add a link to the recording in your course.

1. Open your GoVIEW course.
2. Select **Content** on the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.
3. In the module, click **Upload / Create**, then select **Create a Link** from the dropdown menu.



4. Type in a unique title for your recording in the Title field and paste the link to the recording in the URL field, then click **Create**.

\*Optionally, you can click the box for Open as External Resource so the link opens outside of GoVIEW. However, user progress will not be tracked if it is opened externally.

A screenshot of a 'New Link' form. The form has a title 'New Link' and a close button 'X'. It contains two text input fields: 'Title \*' with the value 'Session 1 Recording' and 'URL \*' with the value 'https://valdostaedu-my.sharepoint.com/:'. Below the URL field is a checkbox labeled 'Open as External Resource' which is currently unchecked. Underneath the checkbox is the text 'User progress is not tracked for external resources'. At the bottom of the form, there are two buttons: 'Create' and 'Cancel'. The 'Create' button is highlighted with a red border.

For more information or assistance, call 229-245-6490 or email [goview@valdosta.edu](mailto:goview@valdosta.edu).

For 24/7 GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

*The Center for eLearning*  
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