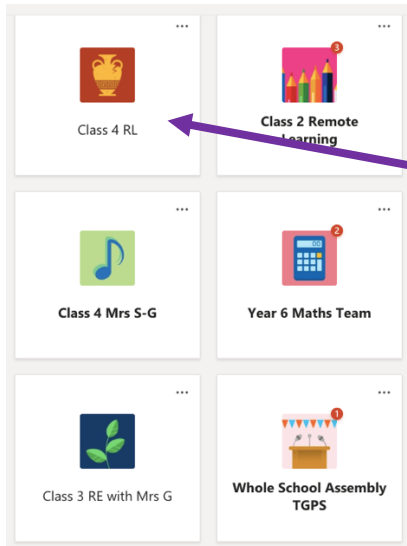


Accessing Recorded Lessons on Teams



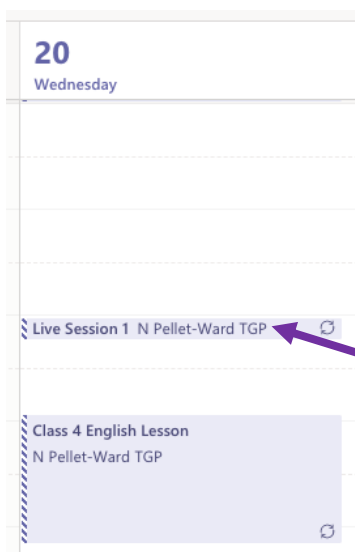
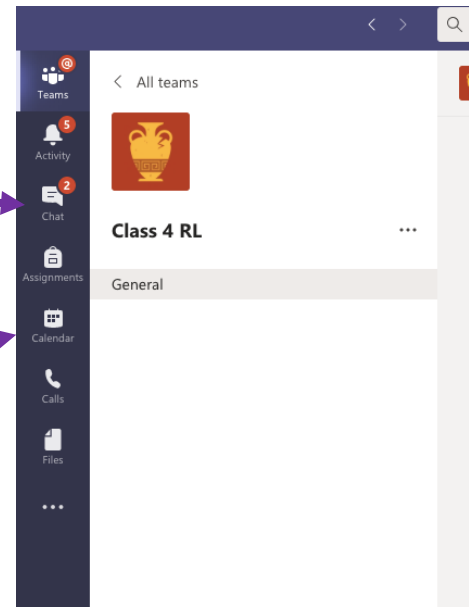
Step 1:

Go to your class Teams channel

Step 2:

If you have Chat facility, just click on that and you be at Step 5 and click on the recording you need.

If you not have Chat, then click on Calendar.



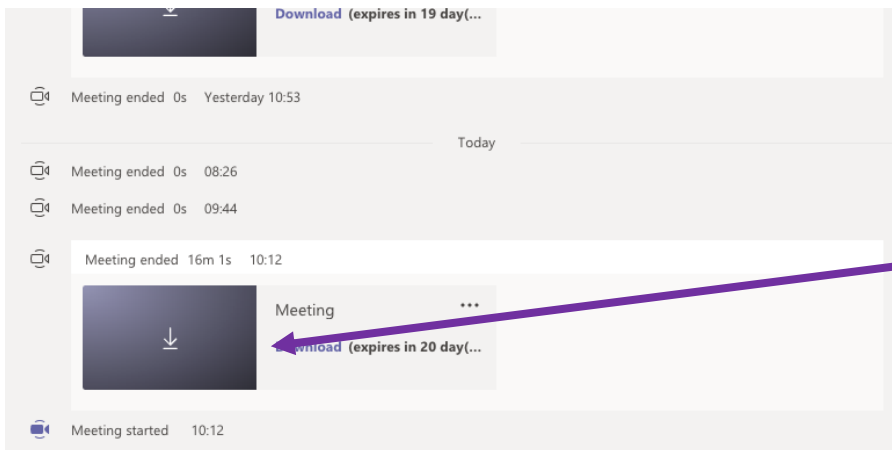
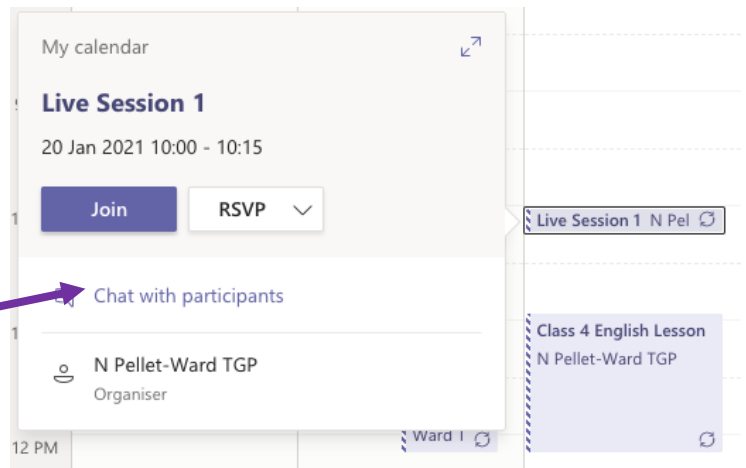
Step 3: This will take you to you...calendar where you will be able to see the link for the live lesson you need.
Click on the session...

Accessing Recorded Lessons on Teams

Step 4:

This box will appear.

Click on 'Chat with participants'...



Step 5: You are now in chat and will be able to see the recording of the lesson.

Click to download. You will find the recording in your Downloads folder.

IMPORTANT NOTICE

Please note that downloaded recordings are for personal use only and not to be shared on any other media platforms.

Once you have watched the downloaded live lesson recording, we would ask that you delete it.

Thank you.