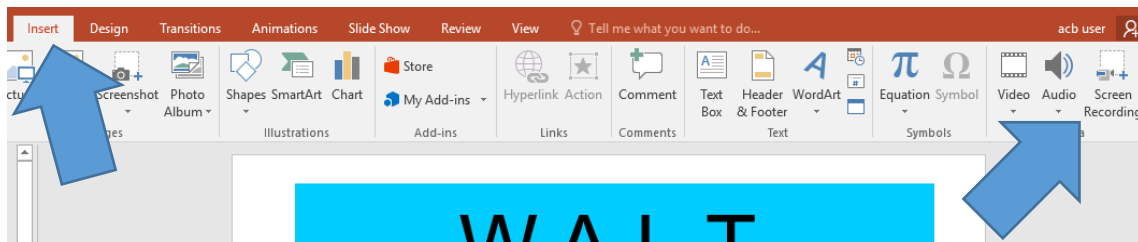


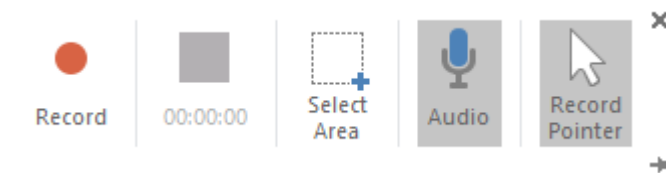
DOCUMENT 4

Publish a Video of your Conference

It can be useful to publish the video of your lesson so students without access can review it at school. PowerPoint lets you record your screen and record your voice and post it as a video. After you've joined your video conference (refer to Document 5 (Set up a Video Conference)), open a new PowerPoint and click the 'Screen Recording' button at the end of the 'Insert' tab when in PowerPoint.



A box will appear. Choose your options and click record.



When you click stop, the video is imported into the PowerPoint presentation. You can right click the video and select 'Save Media As' to export it as an MP4 video file. You can then upload this directly to teams. For help with doing this, refer to document 2 (Upload files to Teams).

