**![A pen and cutter with words

Description automatically generated]()**

**Step-by-Step Workflow: Recording in Teams, Editing in WeVideo**

**1. Preparing for the Recording in Microsoft Teams**

* **Schedule the Meeting:** Create a new meeting in Teams by going to the Calendar tab and selecting “New Meeting”. Fill in the details like date, time, and participants.
* **Set up Your Environment:** Ensure good lighting and minimal background noise. Use a high-quality microphone and camera for better video and audio capture.
* **Inform Participants:** If other people are involved, let them know that the session will be recorded for educational purposes.

**2. Recording the Video in Microsoft Teams**

* **Start the Meeting:** Join the meeting a few minutes early to check your audio and video settings.
* **Begin Recording:** Once all participants are ready, go to the meeting controls and select “More options” (three dots) and then “Start recording”.
* **Conduct the Session:** Proceed with your educational content. Remember to speak clearly and engage with your audience if it's interactive.

**3. Ending the Recording and Accessing the File**

* **Stop the Recording:** When finished, go back to “More options” and select “Stop recording”. The recording will be processed and saved in Microsoft Stream.
* **Access the Recording:** The recorded video will be available in the meeting chat or under the “Recordings” folder in Microsoft Stream.

**4. Sharing the Video for Post-Production**

* **Downloading the Video:** Go to Microsoft Stream, find the video, click on it, and use the “Download” option to save it to your computer.
* **Sharing with the Editor:** Upload the video file to a shared location in Teams, like a dedicated channel or chat where the video editor has access.

**5. Downloading and Importing into WeVideo**

* **Downloading by the Editor:** The video editor accesses the shared location in Teams, downloads the video file to their computer.
* **Importing into WeVideo:** The editor logs into WeVideo, creates a new project, and imports the downloaded video file by clicking “Import” or dragging the file into the WeVideo editor.

**6. Post-Production Editing**

* The video editor can now proceed with editing the video in WeVideo, adding effects, trimming content, or incorporating additional media as required.

**7. Review and Finalize**

* Once editing is complete, the editor can share a preview with you for feedback.
* Any necessary revisions can be made based on your feedback.

**8. Distributing the Final Video**

* The final version of the video can be exported from WeVideo.
* Share the final video through Teams, email, or any other preferred communication channel.

**Tips for a Smooth Workflow:**

* **Pre-Planning:** Have a clear outline of the content before recording.
* **Check Tech Regularly:** Ensure all equipment and software are working properly before each session.
* **Effective Communication:** Maintain clear communication with the video editor regarding expectations and deadlines.