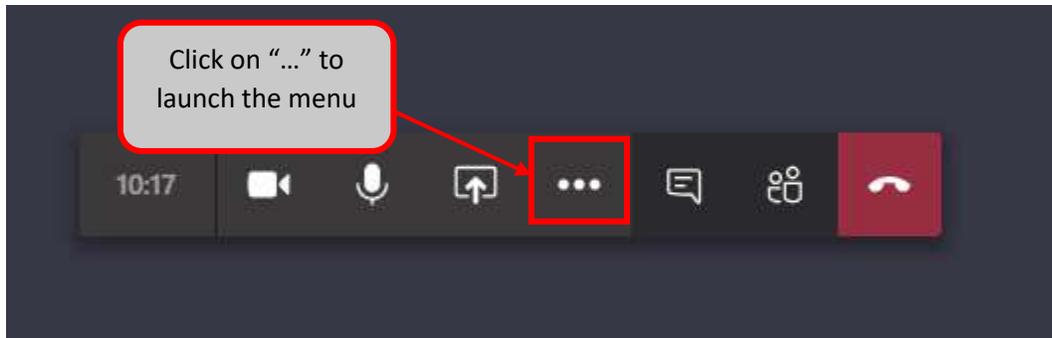


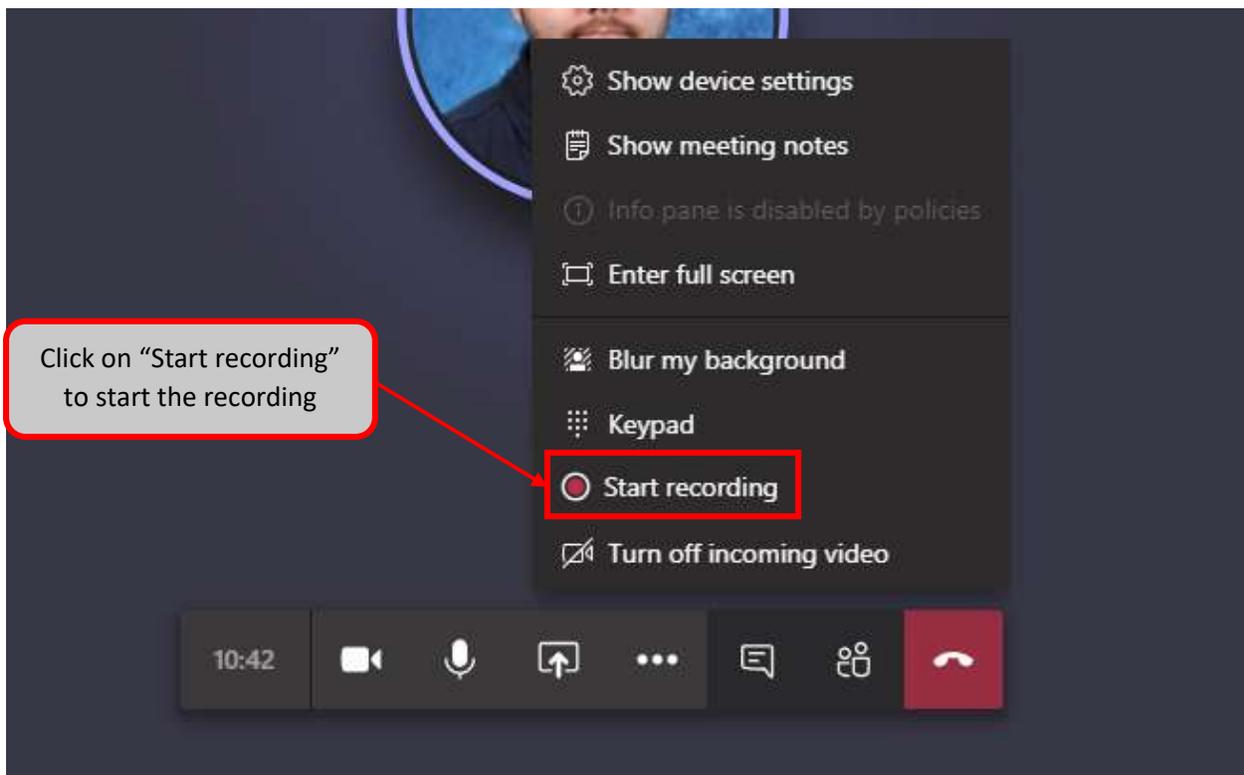
Recording with Whiteboard in a Teams Meeting

Currently, a Whiteboard launched from within a Teams meeting cannot be recorded (Microsoft is working on this functionality). The following is a workaround to this issue.

1. Once connected to call, look to the bottom toolbar (on some platform it auto-hides, move your mouse cursor to make it appear again). Click on the three dots “...” in the toolbar.



2. A small menu will appear. Click on “Start recording”



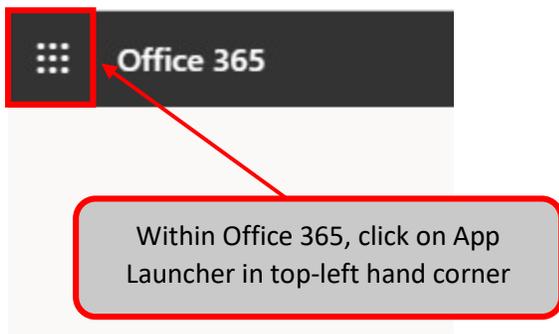
3. Click on the Share screen icon in the toolbar.



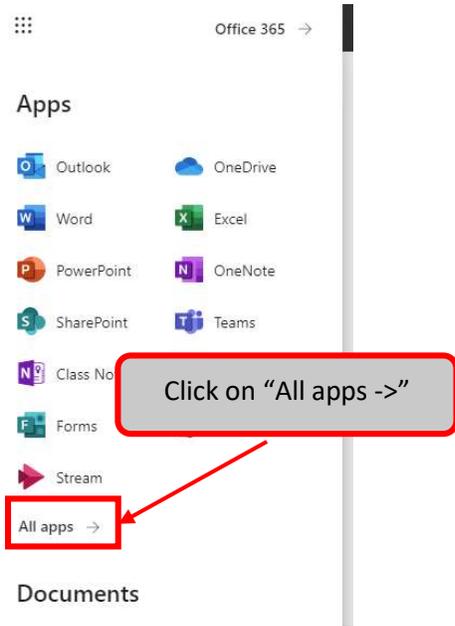
4. A menu will slide up. Choose Screen #1 (or desired screen, when your system has multiple screens) Your entire screen should now be shared.



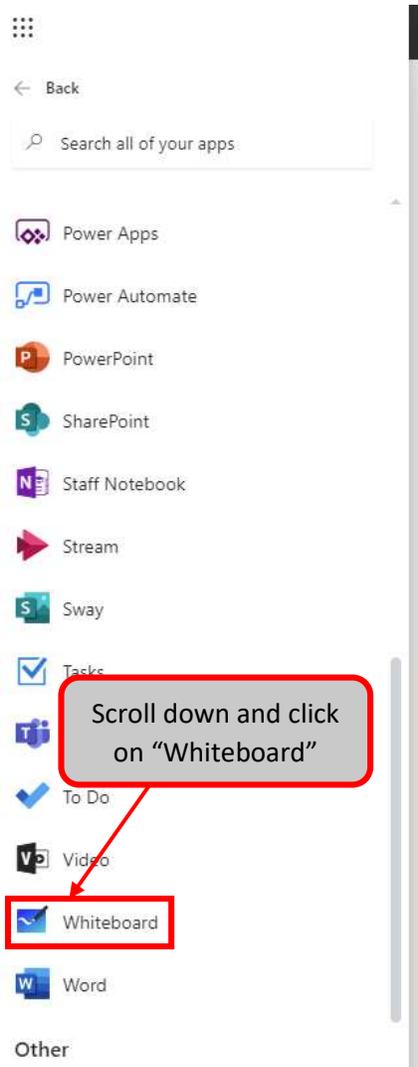
5. Now go to Office 365 in your web browser. Click on the app launcher in the top-left hand corner.



6. The App Launcher menu will appear. Click on “All Apps ->” at the bottom of the menu.



7. The app launcher will change. Scroll down until you see “Whiteboard” and click on it.



8. Create a new Whiteboard or choose a pre-existing whiteboard.

