

# Using Panopto to capture a Teams Meeting

This guide provides an overview of how to record a Teams meeting if you have Panopto installed on your machine. We will also show you how to share the recording with attendees/colleagues once the Teams meeting has concluded. The guide assumes that you know how to log into the Panopto website using your university username and password.

## Before you start recording

Make sure that you inform the participants they will be recorded and that you have their permission. Let them know who will have access to the recording, and the reasons why (is it for revision purposes, a research project.)

Ensure that you have nothing sensitive on your desktop or in your open tabs. Turn off any notifications which may pop-up on your screen as these will be displayed in the recording. You can also disable pop-up notifications in Teams.

## Setting your status in Teams

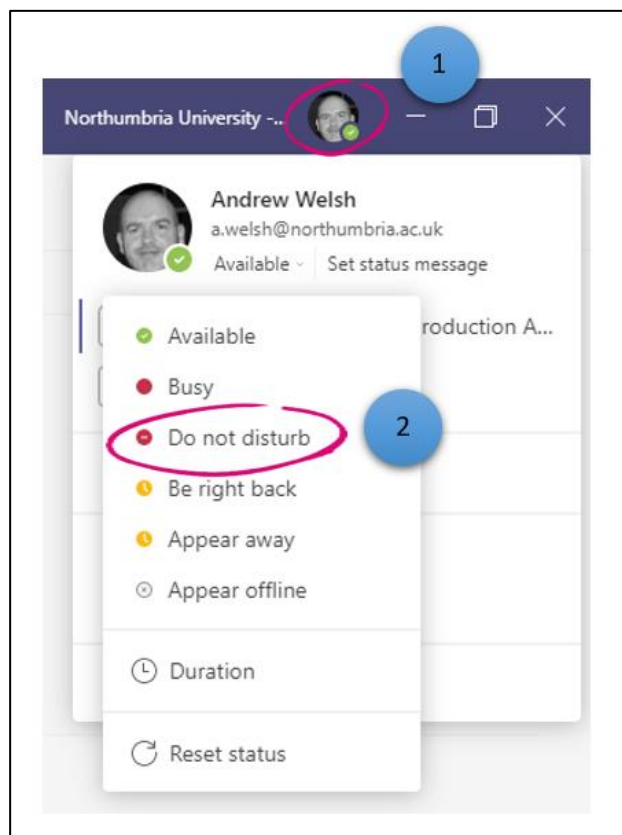
By setting your status to "Do not disturb" you will not receive notifications and when other users call you these will not pop up on screen.

### Step 1

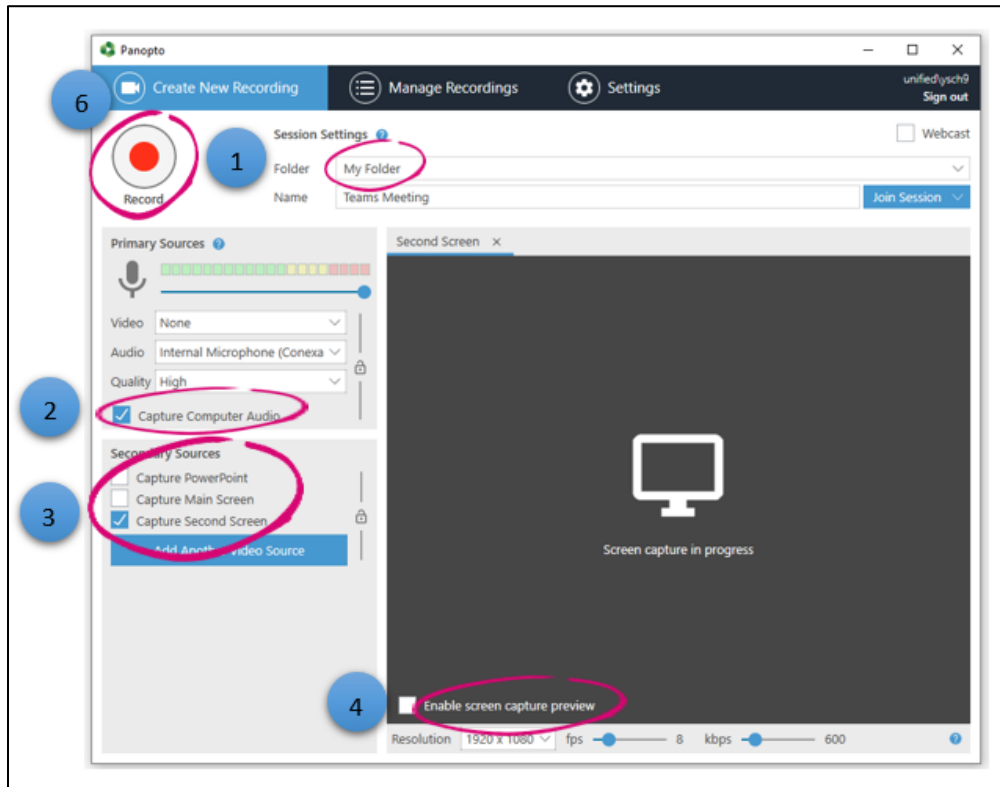
Click on your portrait or initials in the top right.

### Step 2

Select your current status and change it to 'Do not disturb'



## Using Panopto



### Step 1

Click on the folder option, you can write the module code in here or alternatively you can search for a space called **My Folder**.

### Step 2

Ensure that the '**Capture Computer Audio**' is selected. This is so that you can capture all the participants voices.

### Step 3

If you need to capture the image of the attendees to your meeting, ensure you select the appropriate **Secondary source**. This will allow you to capture their webcam as well as their voice.

### Step 4

If you have multiple screens, make sure you choose the correct one. You will get a preview in Panopto by selecting '**Enable screen capture preview**' box.

You will probably not need to capture your webcam, or PowerPoint slides (unless you have the slide deck for the whole meeting, in which case it may be worth capturing slides as well as your screen).

**Please note:** You do not need to use any of the additional screen capturing options if you're only capturing the audio of the meeting.

### **Step 5**

Start the Teams meeting/seminar.

### **Step 6**

Click back into Panopto to start the recording by pressing the big red 'Record' button, **then switch back to Teams**. (This is essential, as Panopto is capturing what is being displayed on the screen, and we don't want to capture the Panopto window)

### **Step 7**

At this point, you can focus on your Teams meeting.

### **Step 8**

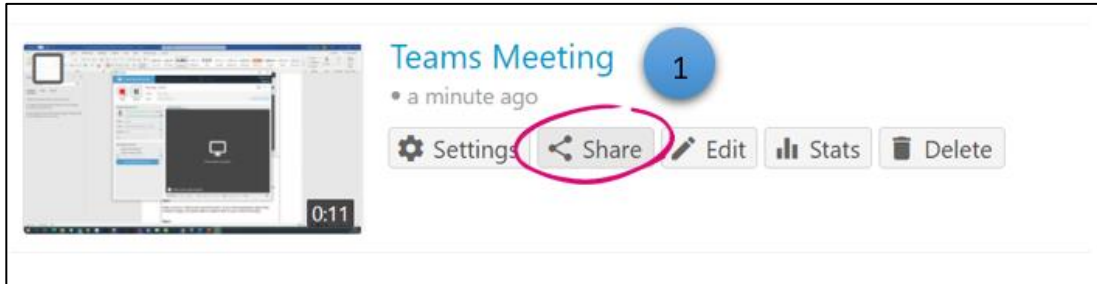
When finished, close Teams, return to Panopto and stop the recording. A confirmation box appears, and when accepted, the recording will be uploaded to the folder you have chosen to record to.

## **After your recording has finished**

Login to the <https://www.northumbria.ac.uk/panopto> and search for the folder you recorded to, if this was your **My Folder**, it will be on the left-hand menu.

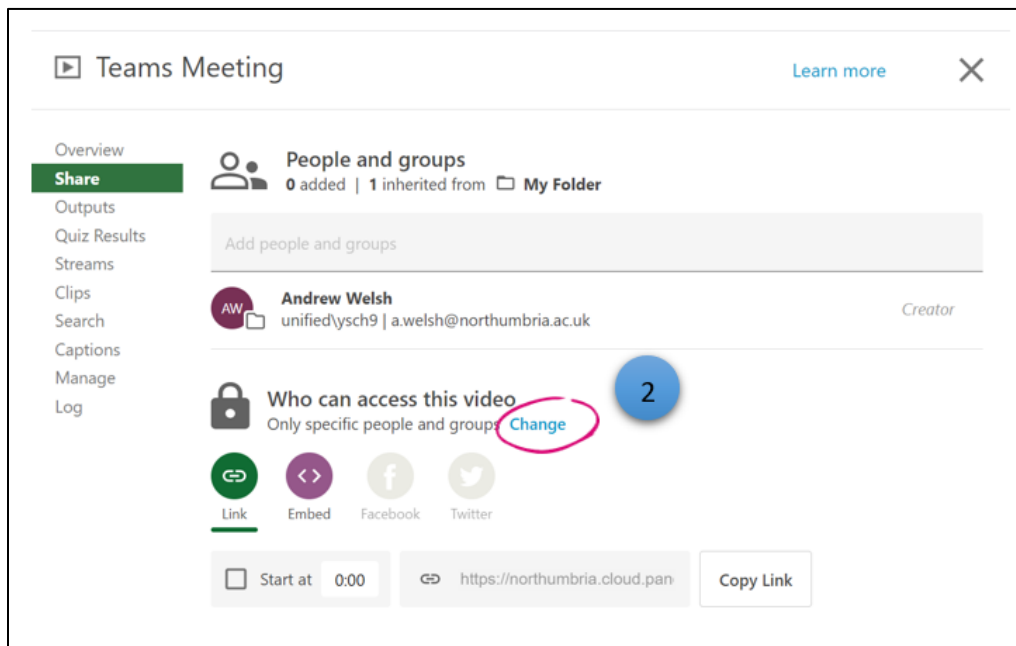
## Step 1

Click on the **'Share'** button. This will allow you to set the permission to distribute the clip to participants.



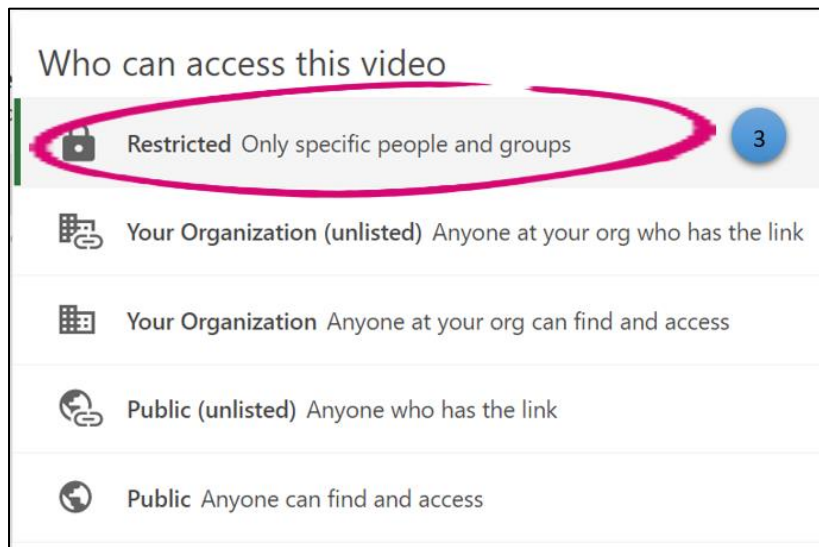
## Step 2

Click on the **'Change'** link to assign the permissions.



## Step 3

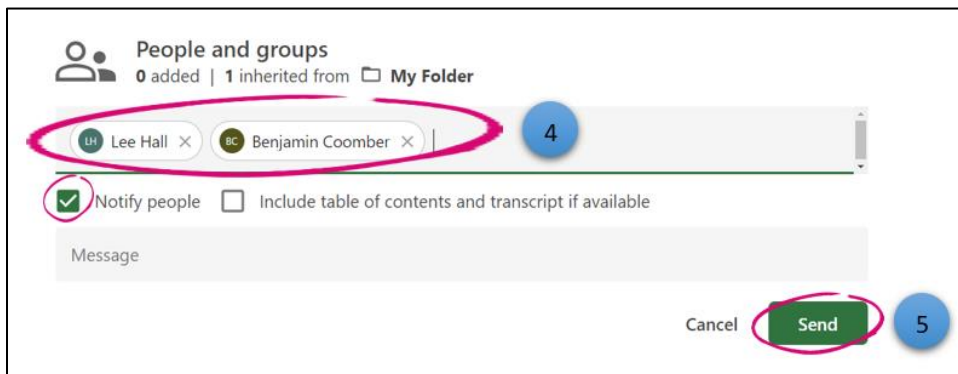
Select the **'Restricted Only specific people and groups'** menu item.



### Step 4 and 5

Type in the name of the participants into the box provided. If they are external to the university and do not have a Panopto account, type in their full email address. (Press return to complete and continue with more email entries if needed.)

Ensure that the 'Notify people' box is ticked, you can also type a message in the box provided if you wish to do so. Press **'Send'** to complete the process.



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