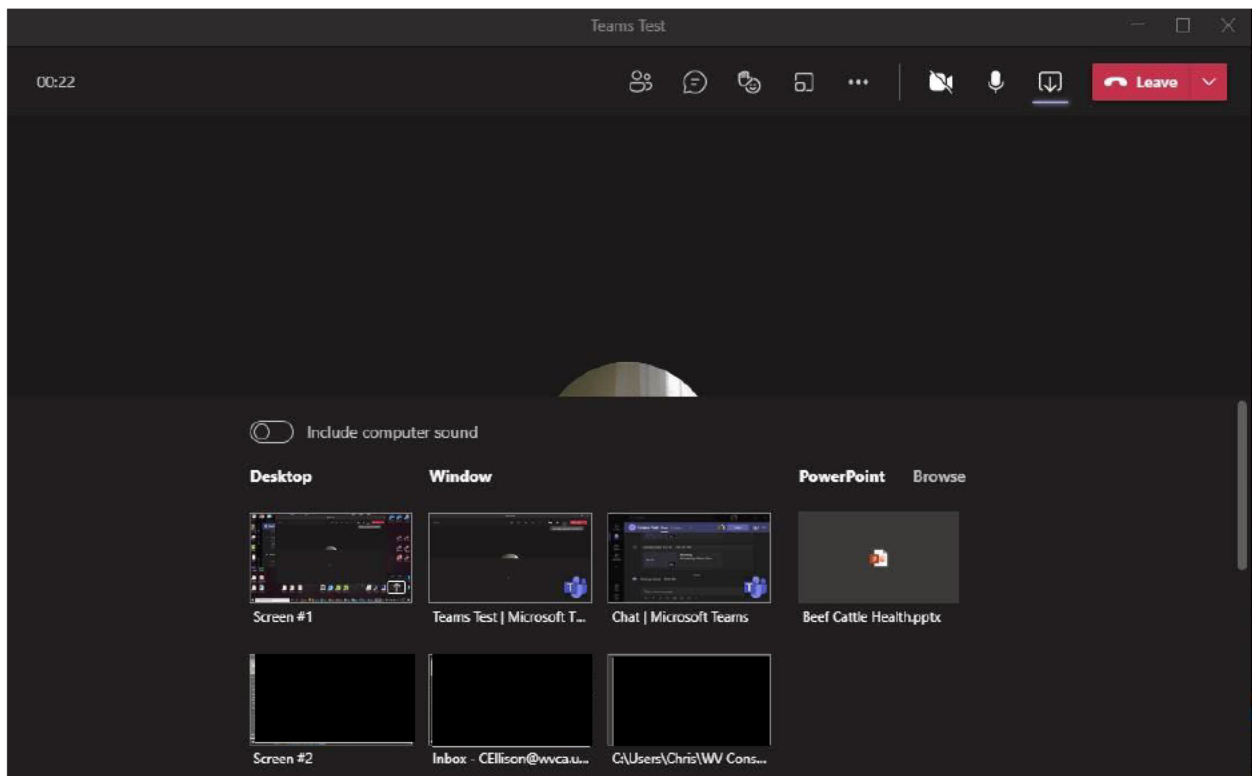


Create and Record a Teams Meeting

Create a Teams meeting between all members of the Envirothon Team that will be participating in the 5th topic presentation.

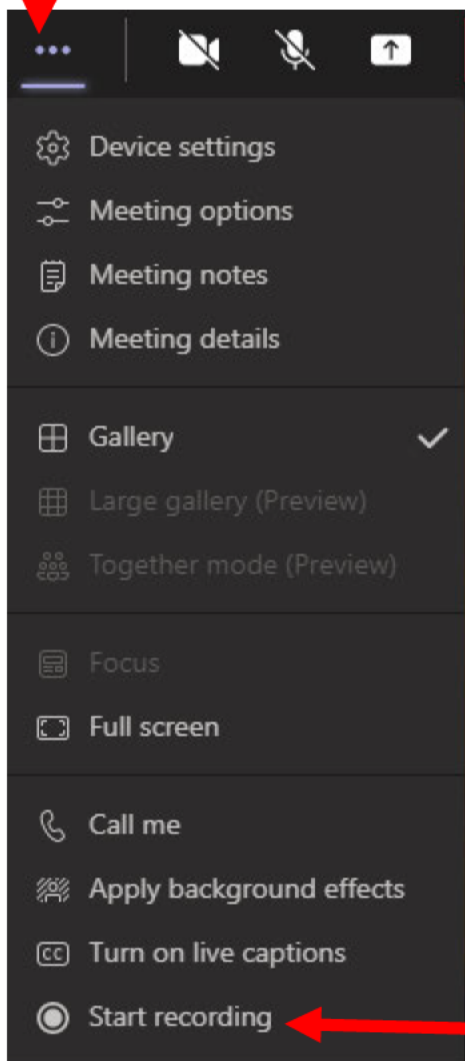
Open any multimedia, such as a Powerpoint presentation, that will need to be displayed during the presentation (videos embedded inside of the recording are not allowed).

At this point, select the icon to the left of the “Leave” button, and select the screen from the options at the bottom where your Powerpoint or any other media you plan to use.



Next, select the option to record the meeting. Once recording begins, the team may begin the 10 minute presentation

Click three dots in the menu bar.

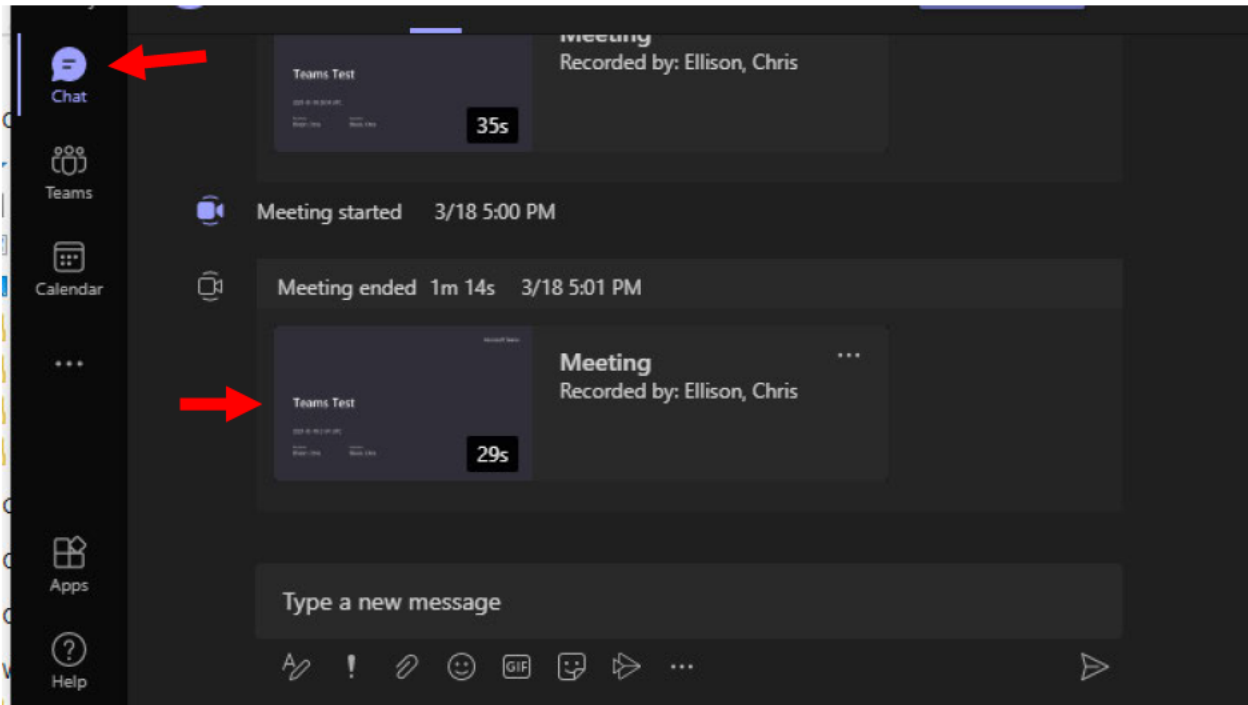


Click Start Recording.

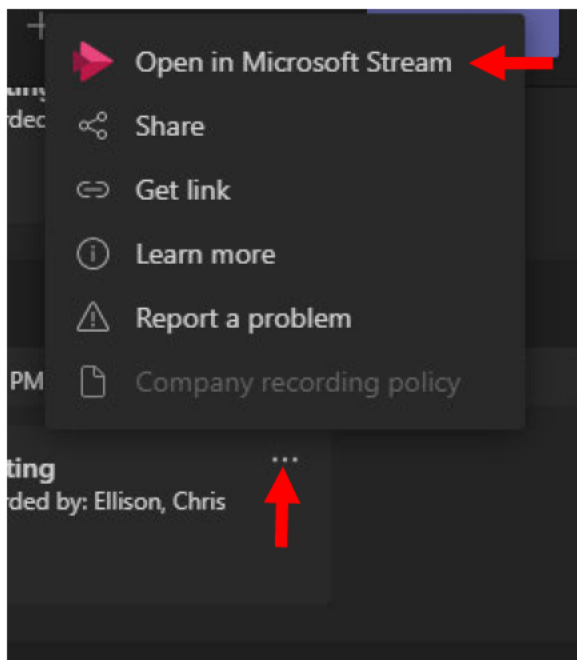
Once the presentation is completed, simply end the meeting by disconnecting the call.

Next, you must upload the video to the Envirothon committee.

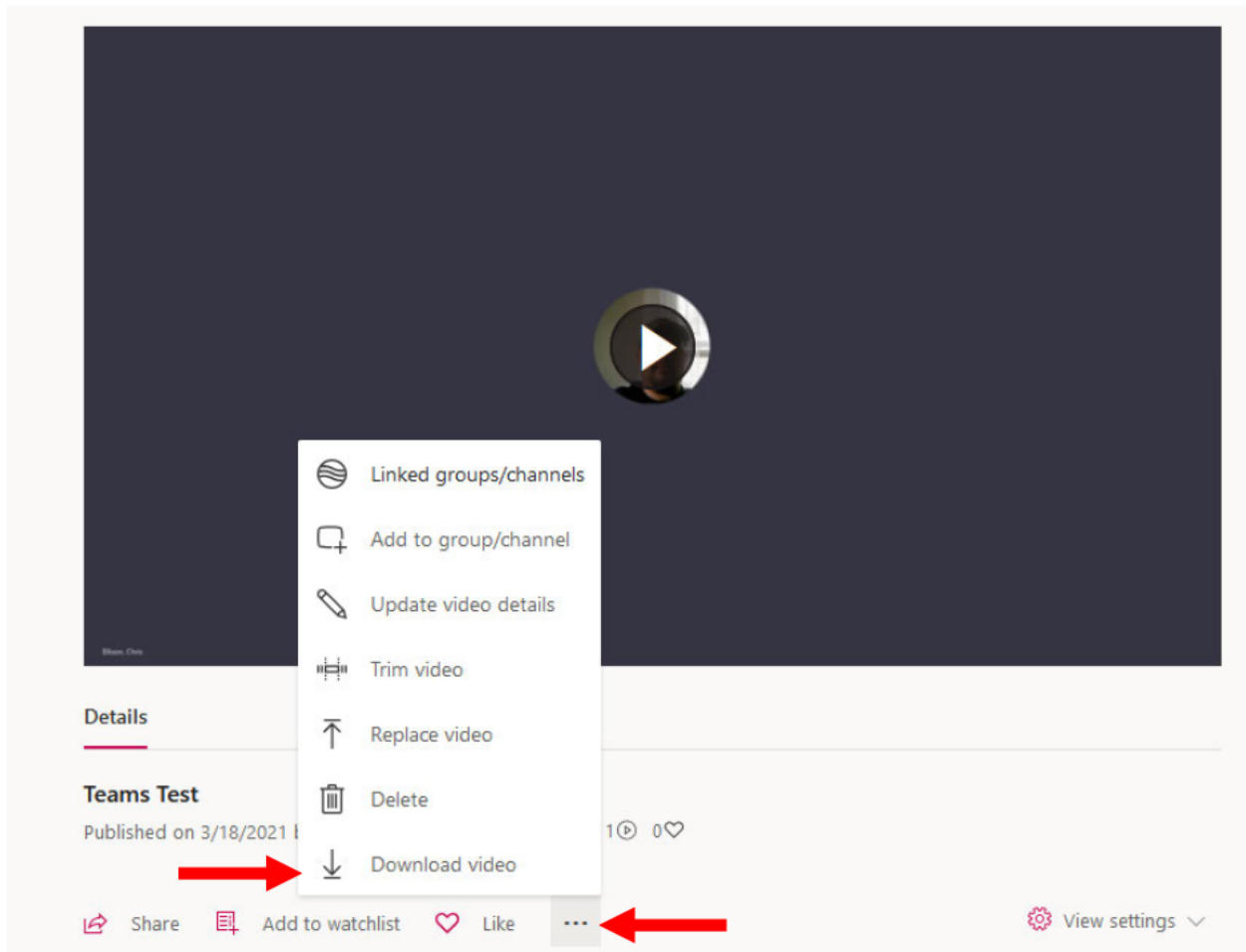
To retrieve the recording, open Teams and click on the list of Chats, and you will see the recording that you just created (Similar to the view below)



Click on the three dots and select “Open in Microsoft Stream”



When the website opens with the video that you recorded, click on the three dots beneath the video and hit “Download Video”



Save the file to the local computer.

Go to the Envirothon Participants page, enter Team Name and Contact Email (Team Captain address) and click “Browse”. Locate the saved video file to upload and then hit Submit.

Video File Upload (All Fields Required):

Team Name:

Contact Email:

Video Upload No file selected.

