

Recording with Skype for Business

Skype for Business is already built into Windows 10

Click on the start tab in the bottom left hand corner of the windows screen and type "skype for business"

Click on the "skype for business " tab

It will ask you to login. Login with your @moore.sc.edu credentials

Now that your logged in click on the gear symbol in the top right corner of the Skype for business app it will be titled "options".

In the options tab select recording. Make sure to save your recordings to your onedrive for USC, it may currently be set to save to your laptop/desktop drive. *Note* You can save the file to your desktop and then upload it to your onedrive as well. <https://support.office.com/en-us/article/skype-for-business-recording-location-and-resolution-00668a52-06f1-4a04-9cb2-b7227af70365>

Once your video is in your onedrive for USC you can right click on it and hit "share" and send it through outlook or you can copy and paste the link.

Go back to the gear symbol titled "options" and select audio device. Under microphone you should see microphone array and the microphone levels moving. That means your mic is working. Click Ok.

Got back to the options and select video device. It should say integrated web camera. You should see your camera image. Click Ok.

At the main skype for business page hit the "meet now" button.

It will ask you to use the Skype for business full audio and video experience. Click OK.

You are now in the Skype call. Click on the camera icon and then hit "start my video"

Your microphone is already enabled.

To the right of the microphone icon is the "share content" button. Hit this button and click "share your desktop" and OK. You will now see a yellow border on your screen confirming content is being sent.

Now you are ready to record. To the right of the phone icon is another icon with three buttons. Click on that and select "start recording"

You should see a message that says "looks like you're the only one in the call" and it should say recording.

You can now minimize the Skype for business app and bring up your powerpoint,excel,etc..

When you are done recording bring the Skype for business app back up. Select the Skype session that says "conversation". To the left of the phone icon you will see a square that says "stop recording". Click that square.

You should see a message pop up that says your file is being sent to the Skype for business recording manager.

When your file starts processing you can view it on the Skype for business recording manager (this can take a while). This should open automatically after your recording is done. If you need to find it, just click on the start menu and type "Skype for Business recording manager"

Once your video loads onto the recording manager select your video and hit play. This will play back your video and confirm all was captured. I recommend running a short test recording to confirm all was set up properly before you get into a full lesson. If for some reason in your test you did not capture audio/video or content, go back and double check the steps I outlined earlier.

When your file is ready select it and click the "browse" button this will take you to the video. Make sure that its uploaded to your onedrive for USC, if its not you can manually drag and drop it from your PC to your onedrive for USC.

Once your video is in your onedrive for USC you can right click on it and hit "share" and send it through outlook or you can copy and paste the link.

Here are a few helpful links

<https://support.office.com/en-us/article/record-and-play-back-a-skype-for-business-meeting-6d1dd3c5-ded7-4935-8db0-d6d7173c482f>

<https://www.youtube.com/watch?v=rXfyoajlsGM>