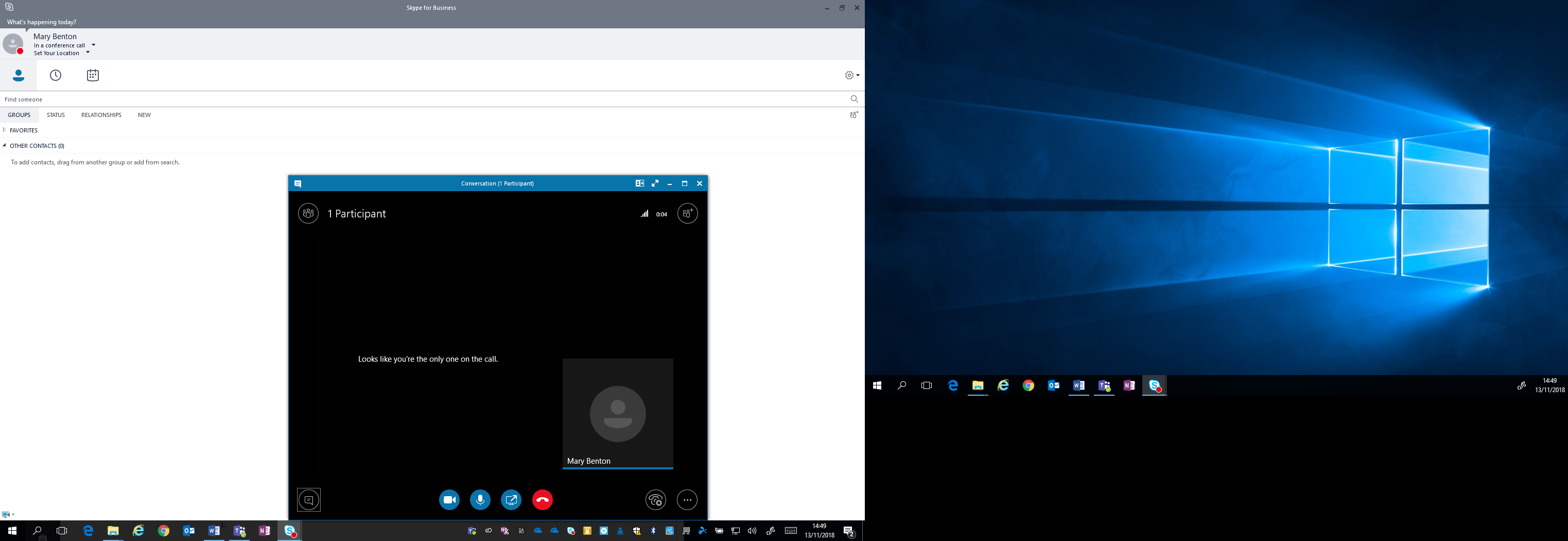
**SCREEN RECORDING USING SKYPE FOR BUSINESS**

<https://www.youtube.com/watch?v=bZ6jGMvYdiM>

**Instructions in Short:**

1. Open Skype for Business
2. Down arrow as Settings beside the cog
   1. Meet now
   2. Full audio and video experience, OK
   3. Click on the present button



* 1. Share your desktop
  2. Share
  3. Once title bar shows “currently presenting” press the **…** and start recording
  4. **…** to stop recording
  5. **…** to end meeting, OK

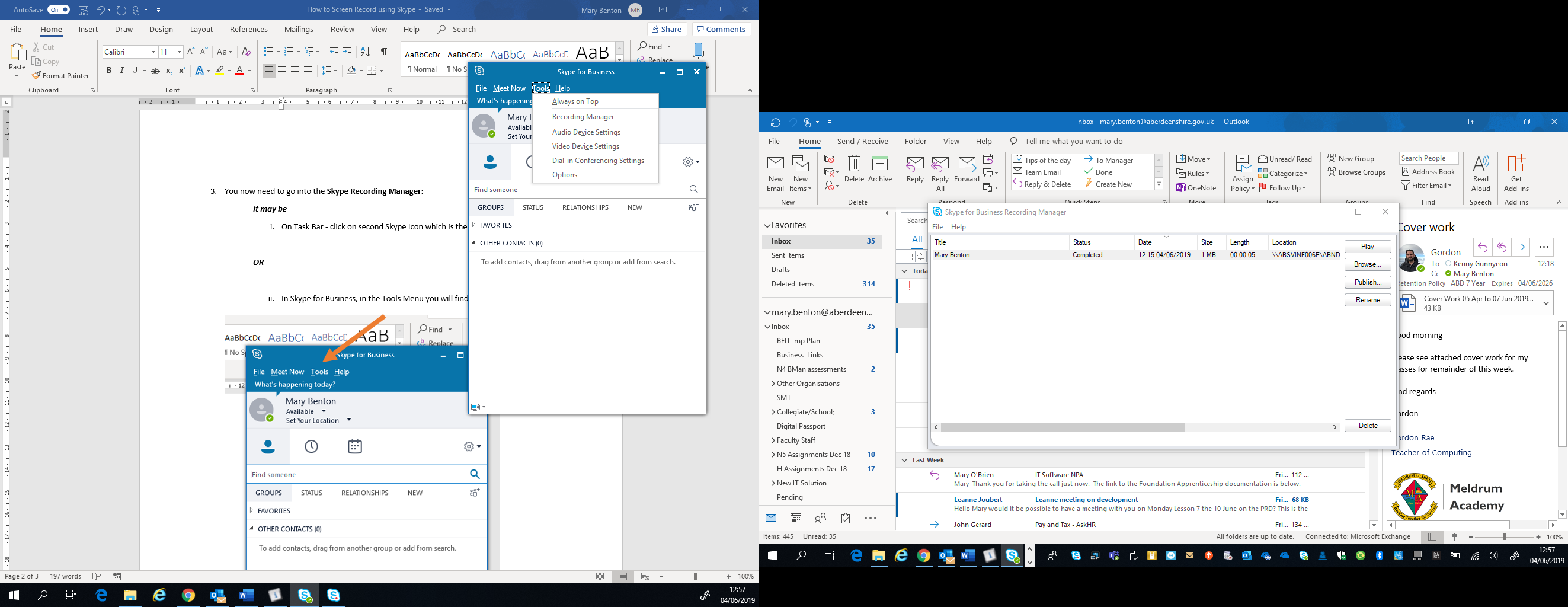
1. You now need to go into the **Skype Recording Manager**:

***It may be***

* + 1. On **Task Bar** - click on **second Skype Icon** which is the **Skype Recording Manager**

***OR***

* + 1. In Skype for Business, in the **Tools Menu** you will find the **Recording Manager**



1. You will see the meeting as “**processing**”
2. Once completed processing, highlight it and click browse to find the video on your computer.
3. Now is a good time to rename and move the video from the Lync Recordings folder into your OneDrive.

NB. If you have issues recording and an Error message appears at step 4 above it is often due to lack of disk space, make sure you move any videos from the Lync Recordings file to OneDrive then delete from Lync Recordings to free up space!

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