

# T4L Support Guides

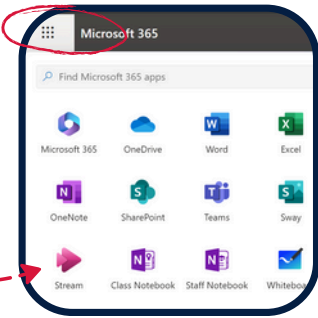
## Microsoft Stream

### Screen Recorder



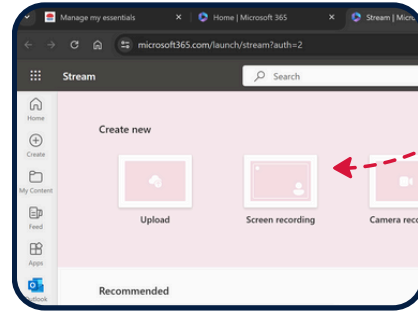
### Step 1

Open Microsoft 365 via the Portal and select from the waffle icon in the top left hand corner of the screen, Stream.



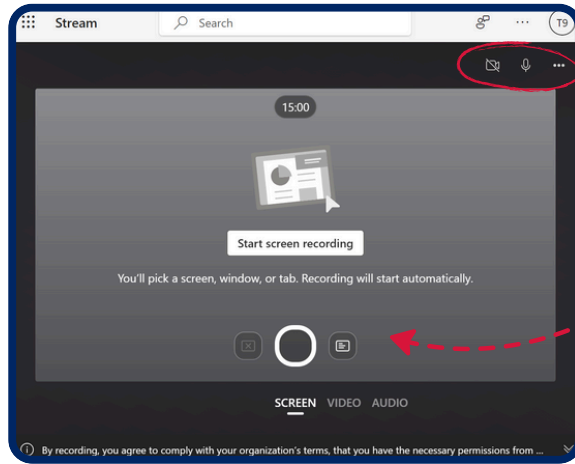
### Step 2

From the options available, select Screen recording.



### Step 3

In the top right hand corner of the screen choose to enable microphone and camera.

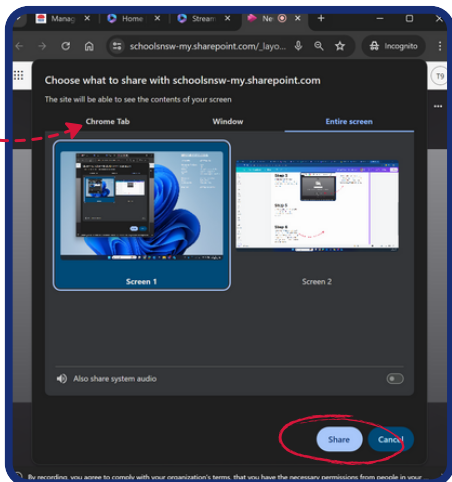


A teleprompter is available to help people read a script showing them what they need to say, word for word.

### Step 5

Choose whether to record a tab, an application window or the entire screen.

Click Share to begin the screen recording.



### Step 6

Once you have finished the screen recording, click top sharing at the bottom of the screen.

Review the video. Use the trim tool to tidy up your recording and if you wish, add some music.

Click Finish to upload your screen recording into Stream or select the download button to store a local copy.

