

# MS Teams in BlazeVIEW Student Guide

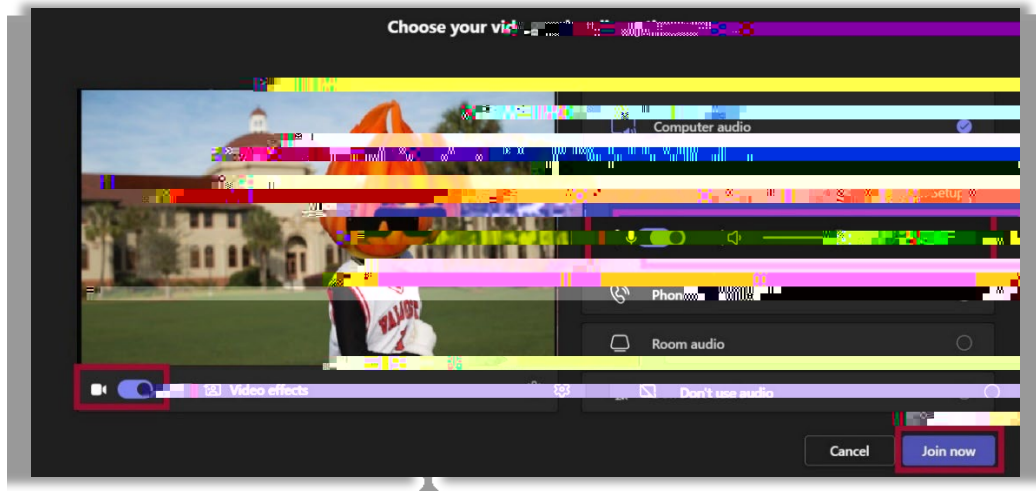
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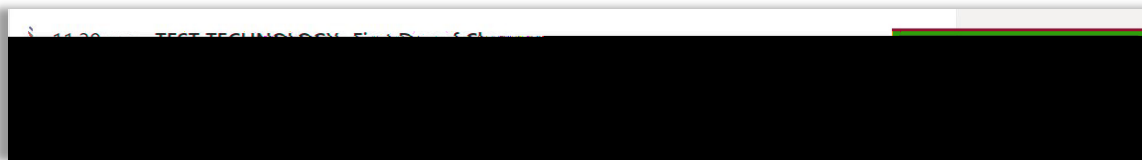


- When you open your meeting, you can choose your video and audio settings before clicking the **Join now** button to join the meeting.

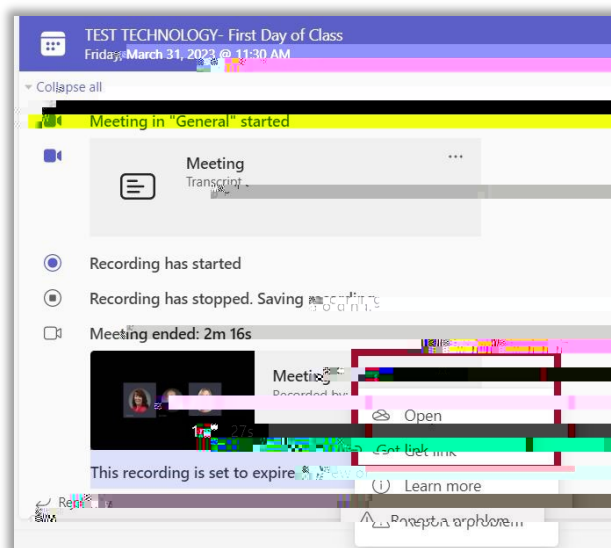


## Locating a Teams Meeting Recording from BlazeVIEW

- From the Microsoft Teams Meetings dashboard in BlazeVIEW, locate the meeting and select **More Options** [ . . . ]. Then select **Chat with participants**.



- A new browser tab will open displaying the Microsoft Teams Class chat associated with the channel. Scroll to locate the recording then, use the **More options** [ . . . ] setting to **Open the video**.



For more information or assistance, call 229-245-6490 or email [blazeview@valdosta.edu](mailto:blazeview@valdosta.edu).