# Student Guide: How to Allow MS Teams (Non-Channel) Meeting Attendees to Download the Video Recording

Note: This guide outlines one method for enabling video recording downloads for attendees. It covers two steps: first by the meeting organiser, then by the attendees.
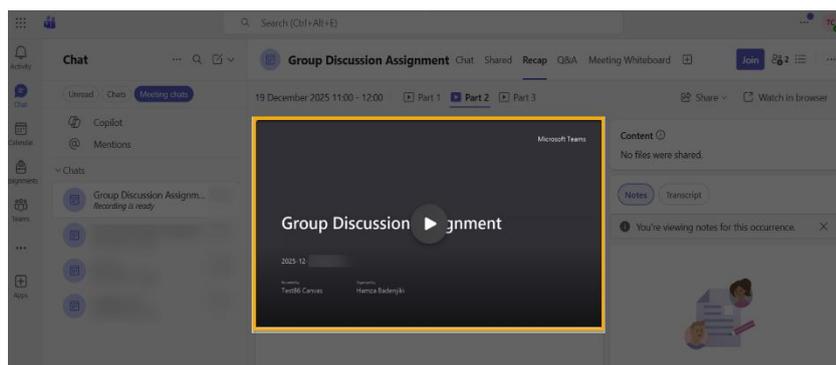
Steps for a Meeting Organiser:

After the meeting, attendees can view the video recording in the **Chat** area under the **Meeting Chat** tab in Teams. By default, downloading is not enabled for them. To allow downloads:
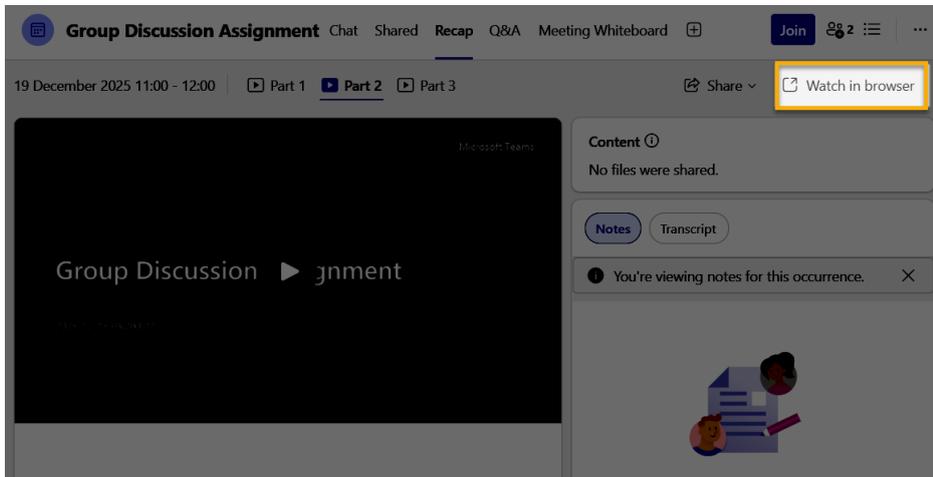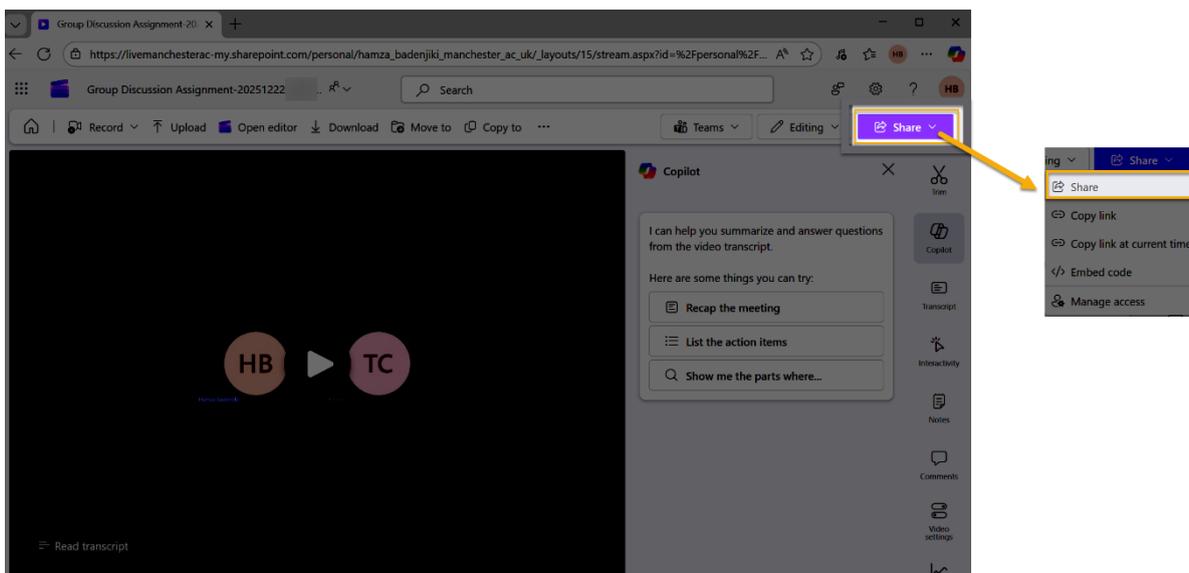
1. Select the video **thumbnail**.
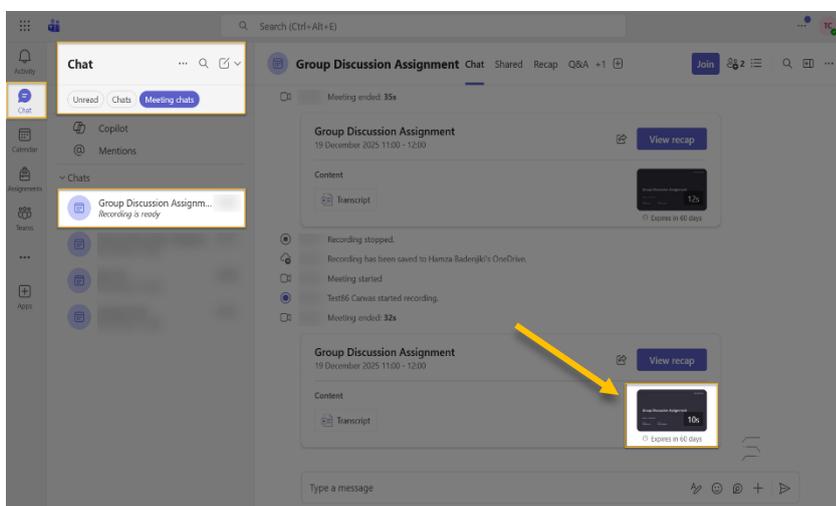
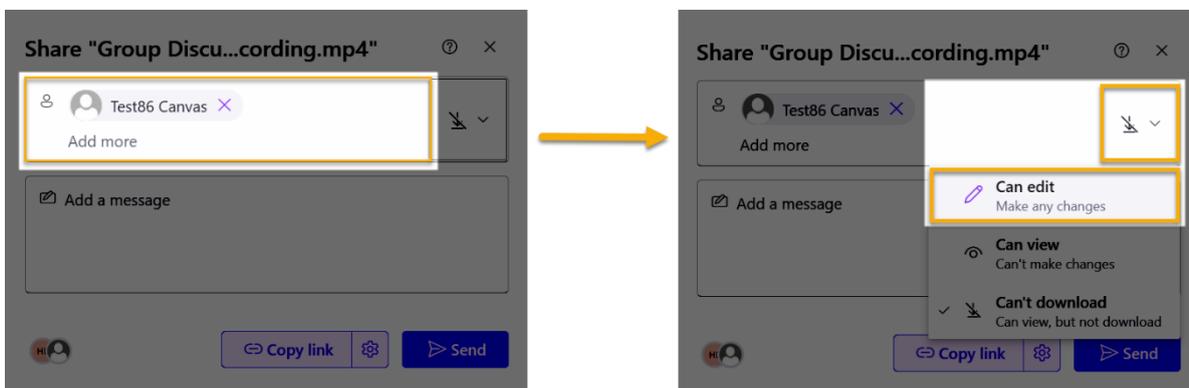The video will display within Teams.
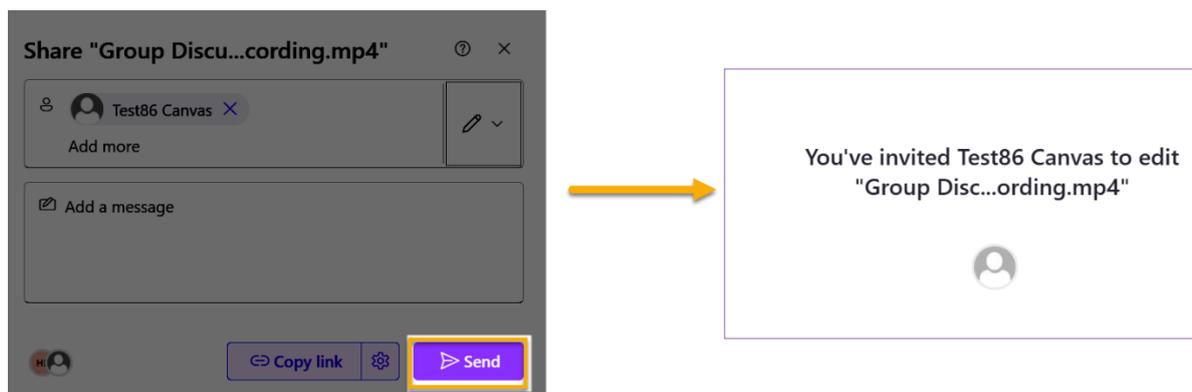
2. Click **Watch in browser** button.

3. Click **Share** button, then select **Share** link.

4. Enter the names of attendees in the specified field. Then, select the **Can edit** option from the drop-down menu on the right.
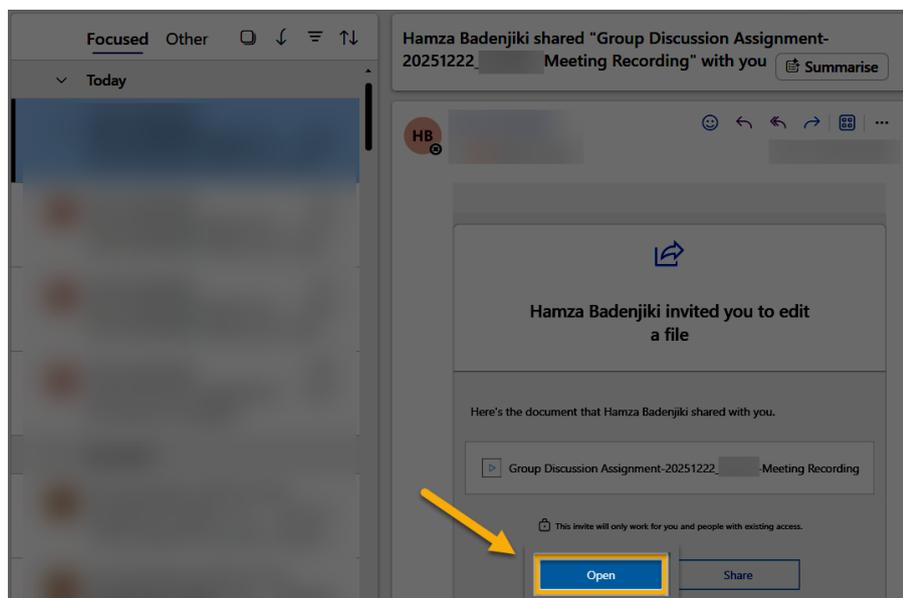
5. Press the **Send** button. A notification message will appear confirming that an email has been sent to attendees' UoM Outlook inboxes.
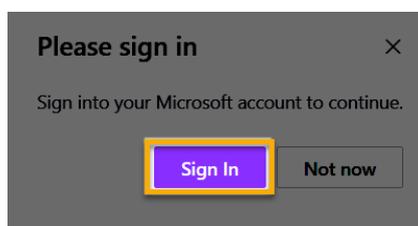

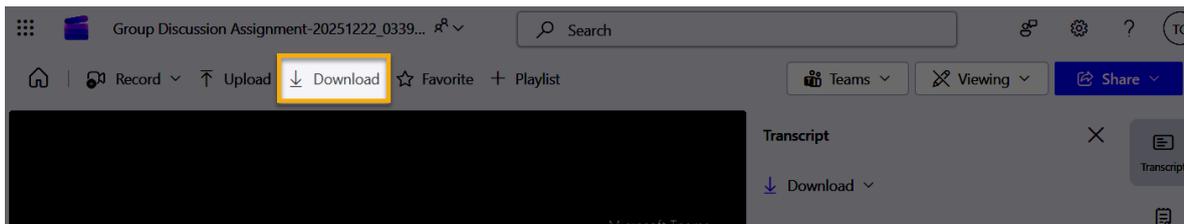
Steps for Meeting Attendees:

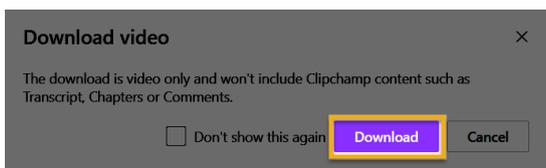1. Open UoM Outlook inbox, find the notification email, and click **Open** button.

2. If this pop-up message is displayed upon launching the browser, select the **Sign In** button.
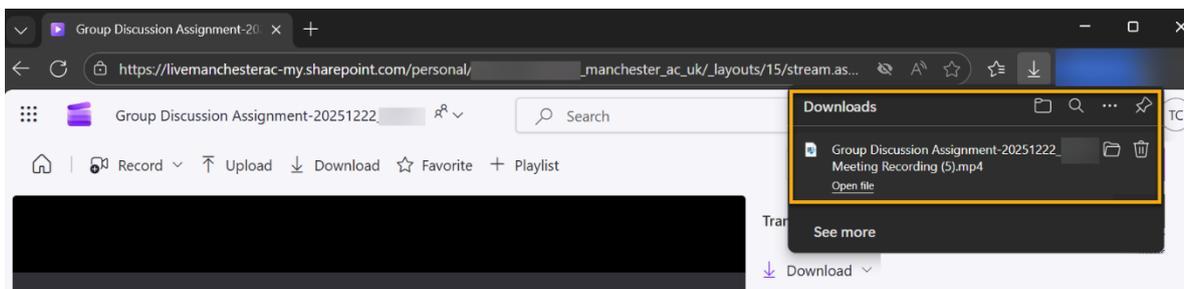
The University of Manchester
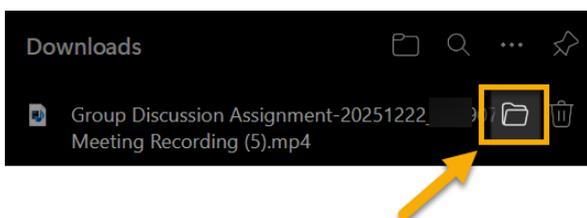
3. Click **Download** button.

4. If this pop-up message appears, select the **Download** button.

A notification will be displayed in the upper-right corner of your browser indicating that the video recording has been downloaded to your default **Downloads** folder unless you have specified an alternative location for downloads.

5. Click **Show in folder** button.

The video recording will appear in the **Downloads** folder.