

The how to guide for:

**USINg THE AUDIO RECORDING FUNCTION**

Introduction

This is a step-by-step guide on how to use the audio recording function to record a meeting.

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| **1** | To access the Voice Recording App, click on the search box on the bottom left of your screen and type ‘Voice Recorder.’ |  |
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| **2** | On the search page the ‘**Voice Recorder’ App** should appear in the drop down. Click on this to open the App. |  |
| **3** | Click on the record button (blue button) as shown in the picture to start recording. |  |
| **4** | To pause the recording click on the pause button at the bottom (as shown in the picture).  To stop the recording click on the blue button (at the centre). |  |
| **5** | After the meeting has concluded, to share the recording, click on the 3 dots icon at the bottom right-hand side -> click ‘Open file location’, you should be able to see the folder where the audio file has been saved. The audio file can be shared with the participants attending the meeting (if requested).  The ‘Voice Recorder’ function can be used to record an in-person meeting and a virtual meeting (via MS Teams) by following the above steps on a laptop. |  |