## MS Teams in BlazeVIEW Student Guide

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7. 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

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

2. 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**.

	TEST TECHNOLOGY- First Day of Class Friday, March 31, 2023 @ 11:30 AM
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For more information or assistance, call 229-245-6490 or email <u>blazeview@valdosta.edu</u>.