

## How to access your recorded lessons on MS Teams

If you were unable to attend your MS Teams lesson or you would like to revisit the lesson you can do so before the next lesson by watching the recorded lesson.

Follow the steps below and never miss out on a lesson again!

1. Open your MS Teams
2. Select the three dots in the control panel on the left
3. Select STREAM which will launch your WATCHLIST
4. On the right hand side of the screen select the pink MICROSOFT STREAM
5. Select GROUPS from the menu bar
6. Select the class group that you wish to access
7. Select and play the video you wish to watch:
  - a. The most recent videos will be displayed in the HIGHLIGHTS section
  - b. Older videos can be found under the videos menu