**Setting Up to Record Teams Meetings in Panopto**

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| Teams, left-hand navigation. The "..." more menu is highlighted by a red box. | To add the Panopto application to Teams, open Teams and  Select “More Added Apps” (**the 3 dots** from the left-hand navigation). |
| The Apps menu appears, and "More apps..." is highlighted by a red box. | Select **More apps** from the window that appears. |
| Panopto app page, MS Teams. On it, the button "Add" is highlighted by a red box. | Select **Panopto**  and select **Add.** |
|  | The Panopto app will now be visible on your left navigation. If you do not see it, expand the window.  When you click the Panopto app, you may be prompted to sign in to Panopto. Select AzureAD/Office365 and enter your password if prompted. |
| Panopto app in MS Teams. It appears connected, with Teams listed in the left-hand column. | You should now see the Panopto window showing the Panopto folder where Teams Meetings are stored.  In this case, Teams meetings are stored in “Meeting Recordings.”  If you are OK with recordings being saved to this folder, you are done. If you wish to change the folder, continue. |
| Panopto app in MS Teams. Next to the Default Recordings Folder, the option to "Edit" is highlighted by a red box. | If you wish to change the folder where recordings will be stored, select **Edit.** |
|  | Pull down the menu and select the desired folder. |
| Default Recordings Folder section, Panopto app, MS Teams. On it, the drop-down folder selector menu is highlighted by a red box, as is "Save" | Select **Save**. |