




Terra Dotta will only accept .mp4 file uploads. Both Teams and Zoom should save videos as .mp4 as default. Uploading video files to Terra Dotta is the same as other file formats.

How to record a meeting using Microsoft Teams

In a Teams meeting, one person can record at a time. When you start recording a meeting, everyone will be notified automatically. You can also turn on [live transcriptions](#) and view them during the meeting.

1. Start or join the meeting.
2. In your meeting controls, select More (***) > Record and transcribe  > Start recording .
3. Select Confirm.
4. To stop the recording, in the meeting controls, select More(***) > Record and transcribe  > Stop recording.
5. Once you leave the meeting, the video will begin to save to the Teams channel/chat with the individual in the call.
6. Once saved, the video will appear in the right hand corner of the message. Right click on the video and select Download.
7. Send the downloaded recording and the completed interview assessment form to your HR contact.

How to record a meeting using Zoom

The host must record the meeting or grant the ability to record to a co-host.

1. Start a Zoom meeting as the host.
2. Click 'More' then 'Record'.
3. Select the option for Record on this Computer.
4. Once the meeting has ended (you do not need to end the recording first), Zoom will process the recording. While Zoom is processing the video and audio files, it will show a progress bar.
5. Once the file processing is complete, Zoom will open the folder that contains the file(s) generated by recording.
6. Send the downloaded recording and the completed interview assessment form to your HR contact.