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# How to Upload a Microsoft Teams Recording to Kahootz

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## How to Upload a Microsoft Teams Recording to Kahootz

Uploading a Teams meeting recording to Kahootz is a straightforward process once you have the recording file on your local device.

Follow these few simple steps below to retrieve the video recording from SharePoint and add/upload it to your Kahootz workspace.

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### Prerequisites

- **Access to the Teams recording** - Recordings are stored in the associated SharePoint site for the meeting.
- **Permission to download files from SharePoint** - Ensure you have the required SharePoint access rights.
- **A Kahootz account** - You must be logged in your `site name.kahootz.com` unless you have a custom branded site.
- **Sufficient storage space** - Verify that the Kahootz workspace where you plan to upload has enough space for the video file.

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### Step-by-Step Guide

#### 1. Locate and Download the Teams Recording

1. Open the Teams channel or meeting chat where the recording was shared.
2. Click the **"Open in SharePoint"** link (usually displayed beneath the recording thumbnail).
3. In the SharePoint library, locate the recording file (typically a `.mp4`).
4. Select the file and choose **"Download"** to save it to a folder on your computer.

**Tip:** If you have the SharePoint library synced with File Explorer, you can simply drag the file from the synced folder to your desktop.

## 2. Log In to Kahootz

1. Navigate to the Kahootz portal: `your site name.kahootz.com`
2. Enter your credentials and sign in.

## 3. Navigate to the Desired Workspace

1. From the dashboard, select the workspace (or group) where you want the recording to appear.
2. If needed, create a new sub-folder to keep recordings organized.

## 4. Upload the Recording

### Option A - Using the + Icon

1. Click the "+" button within the workspace.
2. Choose "Create a new item" → "Document".
3. In the file selector, browse to the location where you saved the Teams recording.
4. Select the video file and click "Upload".

### Option B - Drag & Drop (if SharePoint is synced)

1. Click the "+" button within the workspace.
2. Choose "Create a new item" → "Document".
3. Open the folder containing the downloaded recording in File Explorer.
4. Drag the file directly onto the Kahootz workspace window.
5. The browser will automatically upload the file for you.

## 5. Verify the Upload

- Once the upload completes, the video will appear in the workspace list.
- Click the file to preview it and confirm that the playback works correctly.

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## Common Issues & Troubleshooting

| Issue | Possible Cause | Solution | |-----|-----|-----| | **Error: "Access denied"** | Insufficient SharePoint permissions | Request the required SharePoint access from your administrator before downloading. | | **Upload fails or stalls** | Large file size or unstable internet connection | Reduce the file size (e.g., trim the video) or try uploading from a more stable network. | | **File not visible after upload** | Browser cache or workspace view settings | Refresh the page or switch to a different view (list/grid) to locate the file. |

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## Best Practices

- **Rename the recording** before uploading (e.g., TeamMeeting\_2024-03-15.mp4) to make it easily searchable.
- **Add a description** or tags in Kahootz to provide context for other users.
- **Set appropriate permissions** on the Kahootz item if you need to restrict who can view or edit the recording.

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## Need Further Assistance?

If you encounter any difficulties that aren't covered here, please contact the Kahootz support team. Provide the following information to expedite the resolution:

- Your full name
- Your email address
- The URL of the Kahootz site you are working on
- A brief description of the problem and any error messages received

Our support team will review your request and respond as quickly as possible.

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*This article was prepared by the Kahootz Ai to help users seamlessly transfer Microsoft Teams recordings into Kahootz.*