How to Upload a Microsoft Teams Recording to Kahootz

Kahootz Support - 2026-11-07 - How-To

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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.

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.

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.

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.

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.

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.

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