

Skype for Business Recording provides users with the ability to capture audio, video, instant messaging, screen sharing, PowerPoint slides, whiteboard activity and polling during Skype for Business Meetings and Peer-to-Peer Calls.

The Skype for Business Recording feature is available on an opt-in basis per NHSmail organisation. To enable Skype for Business Recording for your organisation, your Local Administrator will need to contact NHS Digital at feedback@nhs.net.

Steps to Record a Meeting in Skype for Business

Use the following instruction to record your meeting in Skype for Business:

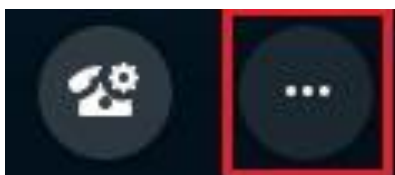
1

Start a meeting in Skype for Business and inform the participants that you are about to start recording of the session.

It's good practice to let people know that you are recording the meeting. Skype for Business also displays the message "Recording has started" in the meeting window for all attendees to see

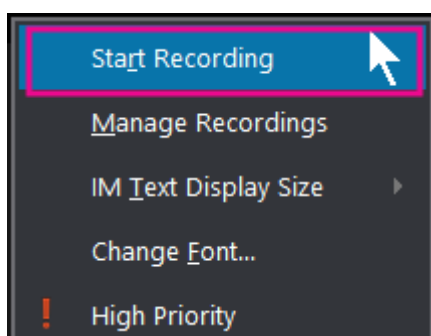
2

To start recording, click the **More Options** icon (three dots)



3

Select **Start Recording**

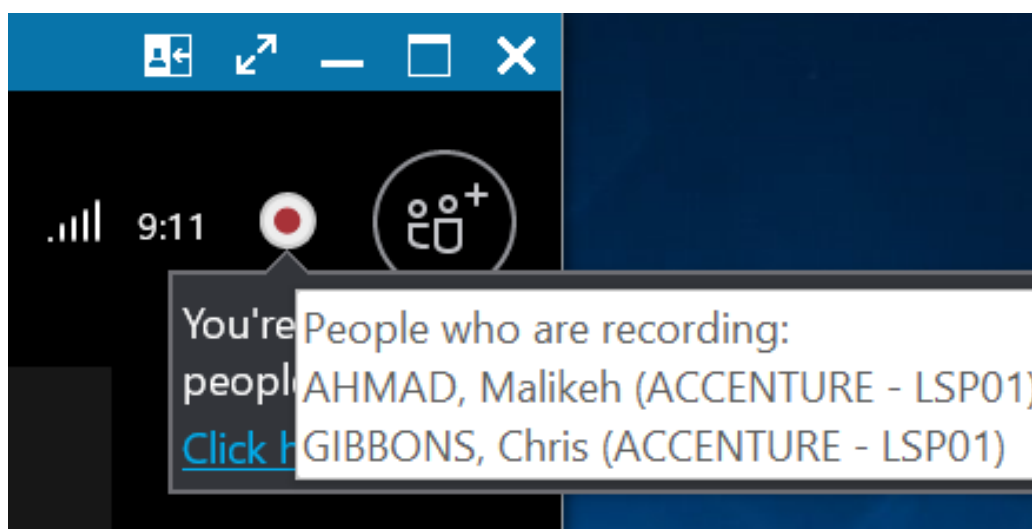


If the start recording option is not available, your account has not been enabled for Skype for Business Recording and you should contact your Local Administrator.


4 Use the recording controls at the bottom of the meeting screen to **Pause** or **Stop** recording



5 When in a conference call, to see who else is recording, point to the red recording button.



6 To finish the recording, click **Stop Recording**.

 All recordings have stopped.

For information on how to save the recording, please refer to the 'Save and Publish Recording' Section of this guide.

Save and Publish Recording

Use the **Save** and **Publish** options to rename the recording, choose where to store it and choose which content to output.

1 Open Skype for Business and click **Tools** then **Recording Manager**.

2 Select a recording and click **Publish**.

3 Type a new name for your recording in the **Recording file name** box.

4 To change the location of the recording, click **Browse** next to the **Save to box**, then go to the folder where you want to save the video.

5 By default, recordings include audio, video, IMs, and presented content, such as screen sharing and PowerPoint slides.

If you want, you can remove some of the content from your recording. Click **Options** and uncheck any of the content that you don't want to keep, like:

- **Audio**
- **Participants video**
- **Panorama video**
- **Instant message**
- **Presented content**

6 Click **OK**, and your recording is saved in the new location and with the content you selected.



Is Recording available for Peer-to-Peer Calling and Skype for Business Meetings?

Skype for Business Peer-to-Peer Calling is the name of the features used to place a direct call from one user to another. Skype for Business Meetings is the name of the features used when you schedule a meeting with multiple attendees. Skype for Business Recording is available for both scenarios, however there are certain limitations to consider:

- Peer-to-Peer Calling requires both users to be enable for Recording in order to record a session
- Skype for Business Meetings requires the organiser to be enable for Recording in order to record a session. In order to record the session, you must have the Recording features enabled on your account. For example, if the you are the meeting organiser and have Recording enabled, but a colleague in the same meeting doesn't; you will be able to record, but your colleague will not.



What is the file type and size of recordings?

Files are stored in MP4 format and the size will vary based on the length of time, quality and contents of a recording. An example is provided below for a call recording of video and audio only:

Image Resolution	Duration (Mins)	Average File Size	Average for 30 Minute Session
480p	1	3MB	90 – 110MB
720p	1	4MB	120 – 140MB
1080p Full HD	1	5MB	150 – 190MB

You should ensure that there is sufficient storage space on your local workstation and that recordings are stored in line with local data management policies.



Are there any additional considerations for clinical use?

The NHSmail Skype for Business Service is approved for clinical use. However, you should always ensure your use of the Service is within your local clinical communications and data management policies. When using the recording features, you should consider:

- Whether it is appropriate to recording sensitive information within a session
- How recordings are stored and who they are shared with
- Ensuring all participants captured on the recording are aware of the recording taking place

The NHSmail Service is not a replacement for the clinical record. All clinically relevant information should be stored in your local clinical record system as per local policy.