How to Locate Your Skype For Business Recording

By Scott Badger



- 1. Once you have stopped your recording, you will see the "Recording has stopped" message popup right above your system tray.
- 2. This message is letting you know that your recording has been stopped and the Recording Manager software is processing your recording.



- 3. Once your recording is done processing, you will see the "Your recording is now available" message.
- 4. Click on the popup message

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Skype for Business Recording Manag	er					- Kalbara	
ile Help							
Title	Status	Date	Size	Length	Location	<u>^</u>	Play
adger, Scott E.	Completed	9:09 AM 5/11/20	4 MB	0:01:49	C:\Users\sbadger\Vi		They
adger, Scott E.	Completed	9:05 AM 5/11/20	1 MB	0:00:08	C:\Users\sbadger\Vi		Browse.
adger, Scott E.	Completed	9:00 AM 5/11/20	2 MB	0:00:16	C:\Users\sbadger\VI		
adger, Scott E.	Completed	8:54 AM 5/11/20	5 MB	0:01:15	C:\Users\sbadger\Vi		Publish.
adger, Scott E.	Completed	11:30 AM 5/8/20	74 MB	0:40:48	C:\Users\sbadger\Vi		
alazzo, Alexander A., Badger, Scott E.	Unavailable	11:20 AM 5/8/20	8 MB	0:02:27	C:\Users\sbadger\VI		rename
adger, Scott E.	Completed	10:17 AM 5/8/20	7 MB	0:01:26	C:\Users\sbadger\Vi	=	
roulx, Tara M., Badger, Scott E.	Unavailable	11:42 AM 5/6/20	6 MB	0:00:55	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	11:15 AM 5/6/20	14 MB	0:04:43	C:\Users\sbadger\V		
adger, Scott E.	Unavailable	11:11 AM 5/6/20	11 MB	0:02:44	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	11:05 AM 5/6/20	5 MB	0:01:06	C:\Users\sbadger\V		
adger, Scott E.	Unavailable	11:03 AM 5/6/20	5 MB	0:01:25	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	10:59 AM 5/6/20	6 MB	0:01:19	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	10:58 AM 5/6/20	0 MB	0:01:17	C:\Users\sbadger\V		
adger, Scott E.	Unavailable	10:55 AM 5/6/20	10 MB	0:01:52	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	10:49 AM 5/6/20	18 MB	0:03:21	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	10:47 AM 5/6/20	8 MB	0:01:46	C:\Users\sbadger\V		
adger, Scott E.	Unavailable	10:42 AM 5/6/20	13 MB	0:03:46	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	9:33 AM 5/6/2015	8 MB	0:01:20	C:\Users\sbadger\V		
adger, Scott E.	Unavailable	9:26 AM 5/6/2015	5 MB	0:01:05	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	9:16 AM 5/6/2015	20 MB	0:04:13	C:\Users\sbadger\Vi		
adger, Scott E.	Unavailable	9:11 AM 5/6/2015	14 MB	0:03:27	C:\Users\sbadger\V	*	Delete

- 5. The Skype for Business Recording Manager window will appear.
- 6. Make sure that your recording is selected and the click the "Browse" button.



7. The Windows Explorer will open and your recording will be selected. (**Note**: You now know where your Skype for Business recordings are being saved on your local machine.)