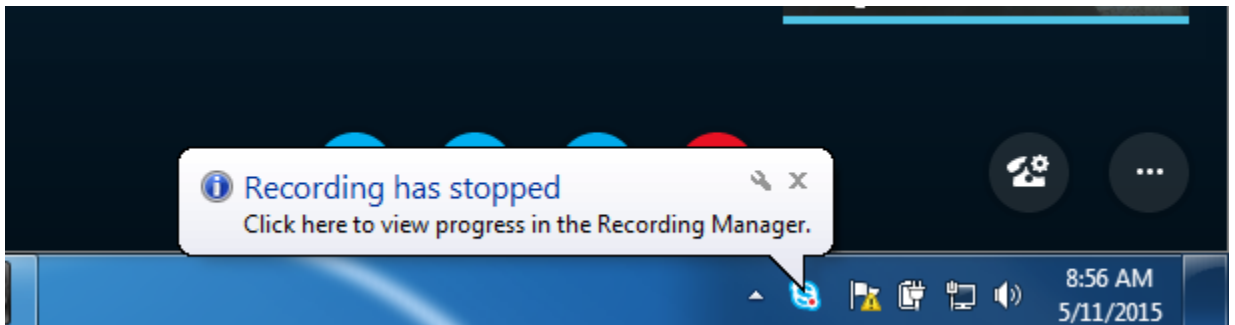
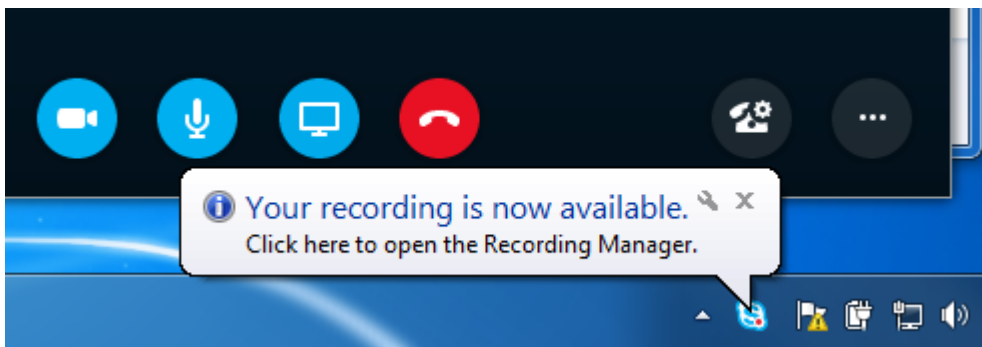


How to Locate Your Skype For Business Recording

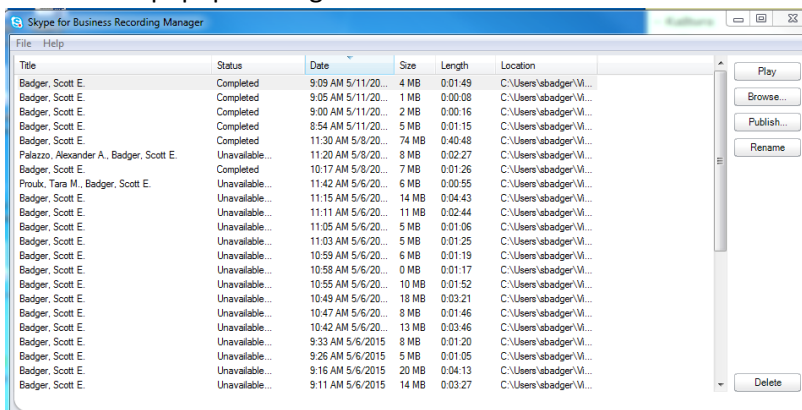
By Scott Badger



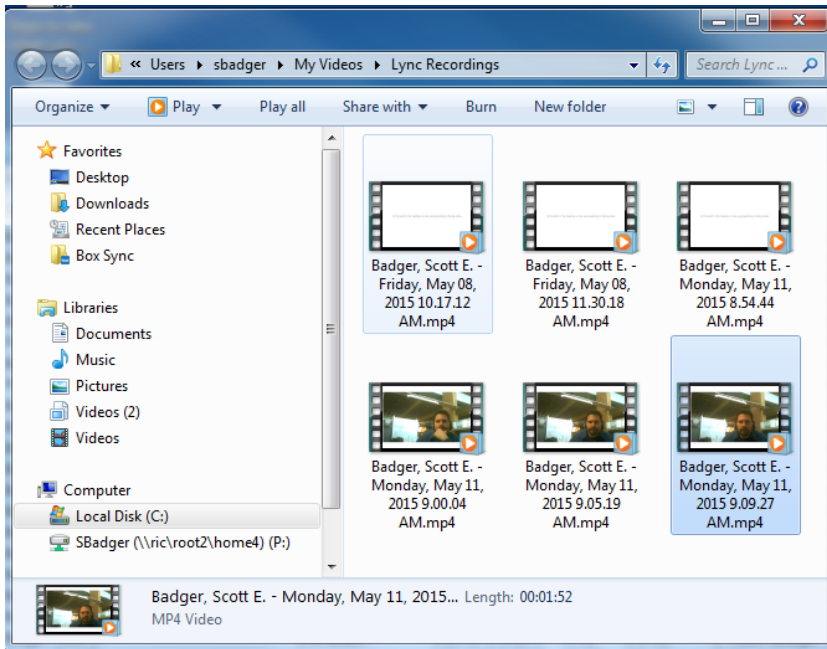
1. Once you have stopped your recording, you will see the “Recording has stopped” message popup right above your system tray.
2. This message is letting you know that your recording has been stopped and the Recording Manager software is processing your recording.



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



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.)