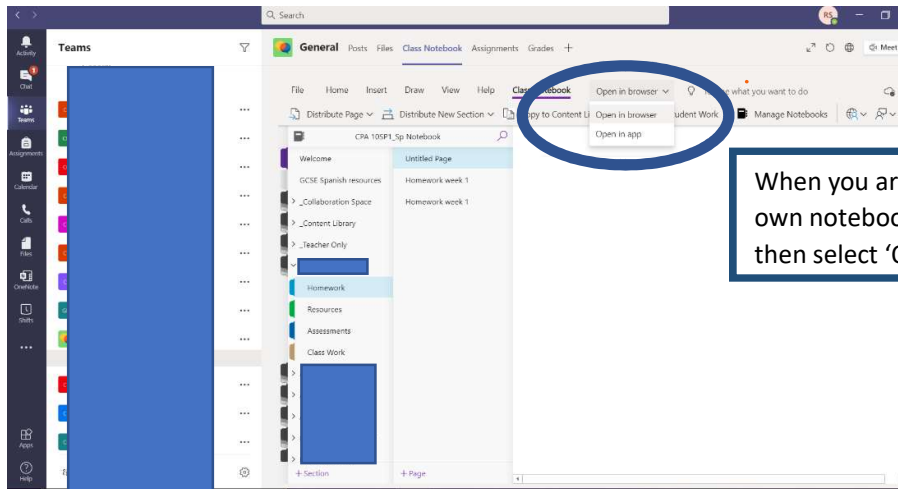
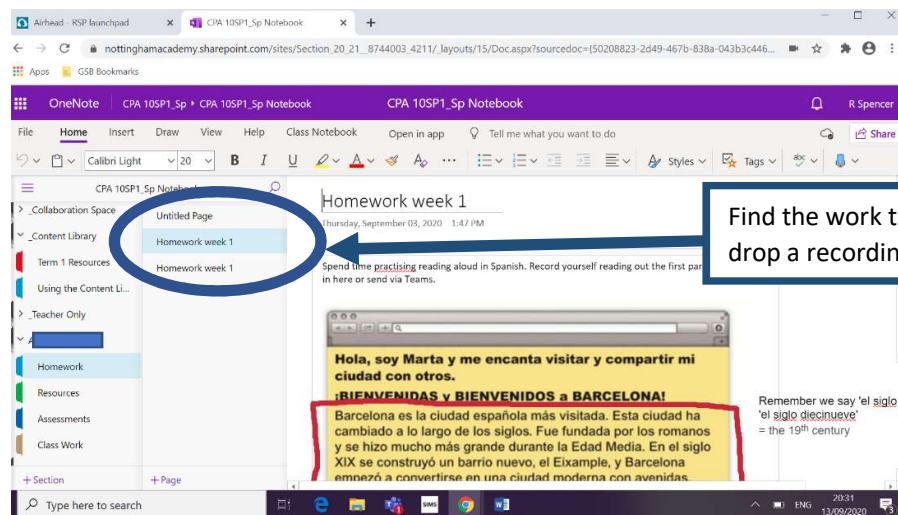


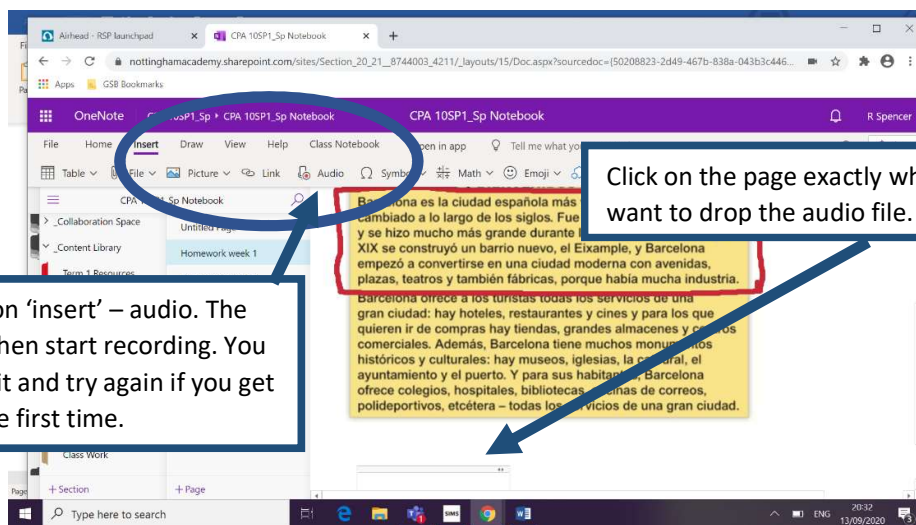
Guide to recording audio into Teams notebook work.



When you are in Teams go to your own notebook (where your work is) then select 'Open in browser'



Find the work that you want to drop a recording into.



Click on the page exactly where you want to drop the audio file.

Then click on 'insert' – audio. The audio will then start recording. You can delete it and try again if you get it wrong the first time.