
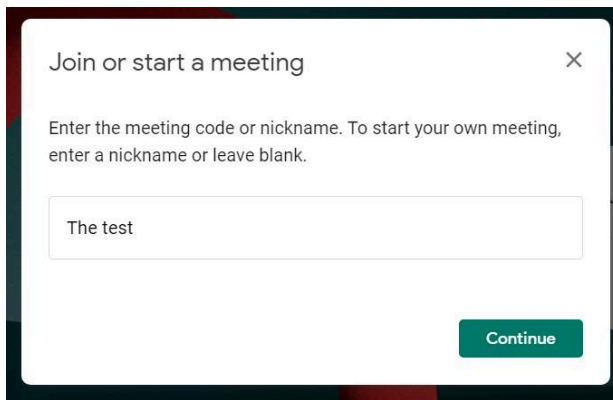
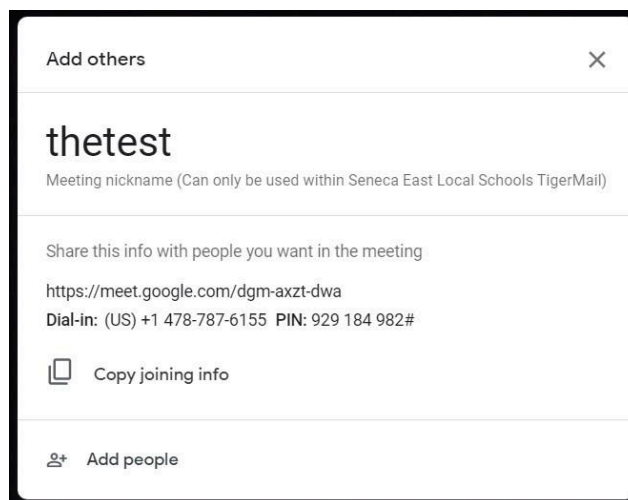


To record your message/ meetings then share them follow these steps

1. Go to [hangouts.google.com](https://hangouts.google.com) or click on the square of 9 dots in the upper right corner  right corner
2. Click on "Video call"
3. Click on "Join or start a Meeting"
4. You will have to Nickname the Meeting/ room

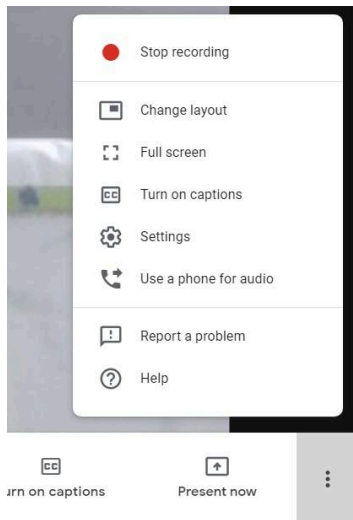


5. Join your Meeting
  - a. You do not have to add any persons to your meeting or share any links to record a message. So, simply click the X in the upper corner message that will pop up.



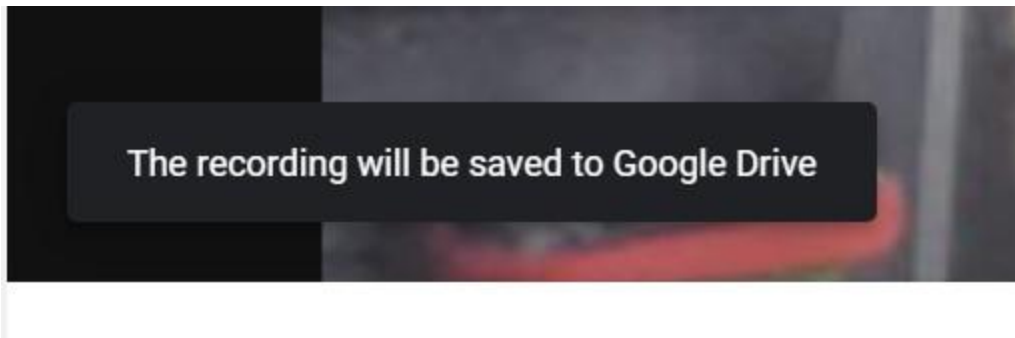
6. Then click on the settings dots in the lower right corner.

## 7. Then click record meeting



Once you are done recording, you will have to shut off the recording by clicking the same setting. The red recording light should turn grey.

Once that is done you will receive the following message:



The recordings will be in a newly created folder in your Google Drive.

