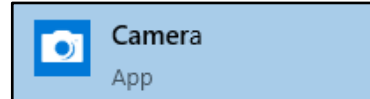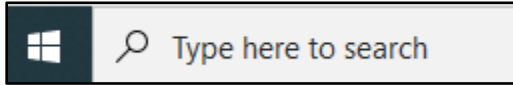# Microsoft Camera Tool

Use can use this laptop embedded tool to record yourself reading a book, sharing a message, teaching a lesson, giving instructions, etc. as needed for students and parents as long as you DO NOT NEED TO show the desktop, screen or other slides/websites while you are talking.

1) In the bottom left corner, click the circle or magnifying glass

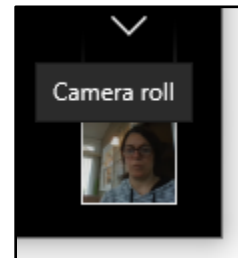2) Search for & Click "**Camera**" App to Open
3) **Choose ALLOW** for camera is asked
4) Click the **VIDEO** button on the right to **RECORD**
5) Click the **STOP** button on the right to **FINISH**
6) **Your video has been saved** in the default location (most often **CAMERA ROLL**) Hover your mouse over the top of the video image in the bottom right to locate.


LOCATING YOUR VIDEO

Click the File Folder/Explorer Tab on the bottom taskbar. Open Pictures> Camera Roll or other file location as identified from hovering over image in step 6 above.

SHARING YOUR VIDEO

You have a few options to share your video:

1) **Attach your video to an email**
2) **Upload your Video to your Teams Platform –** General Discussion Post is Best for Notifying all to View unless you attach it to an Assignment with a follow up activity to turn it.
3) **Upload your video to the cloud (OneDrive in Office 365 or Google Drive)** & provide a share link via email to others
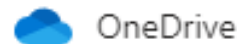
One Drive –
   a. After uploading any file, click the invisible circle to the left of the file name. You should now have a **SHARE** button visible at the top of the screen. Click it.
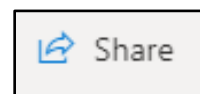
   b. Click **"Anyone with the link can edit"** & **UNCHECK** Allow Editing
   c. Click **"APPLY"** & then **COPY LINK** in bottom left
   d. You can now share or send this link for anyone to view your file.

Google Drive –
   a. Right click on the file & choose **"Get shareable Link"**