KNOWLEDGE BASE ARTICLE

Search Recorded Teams Meetings stored in OneDrive

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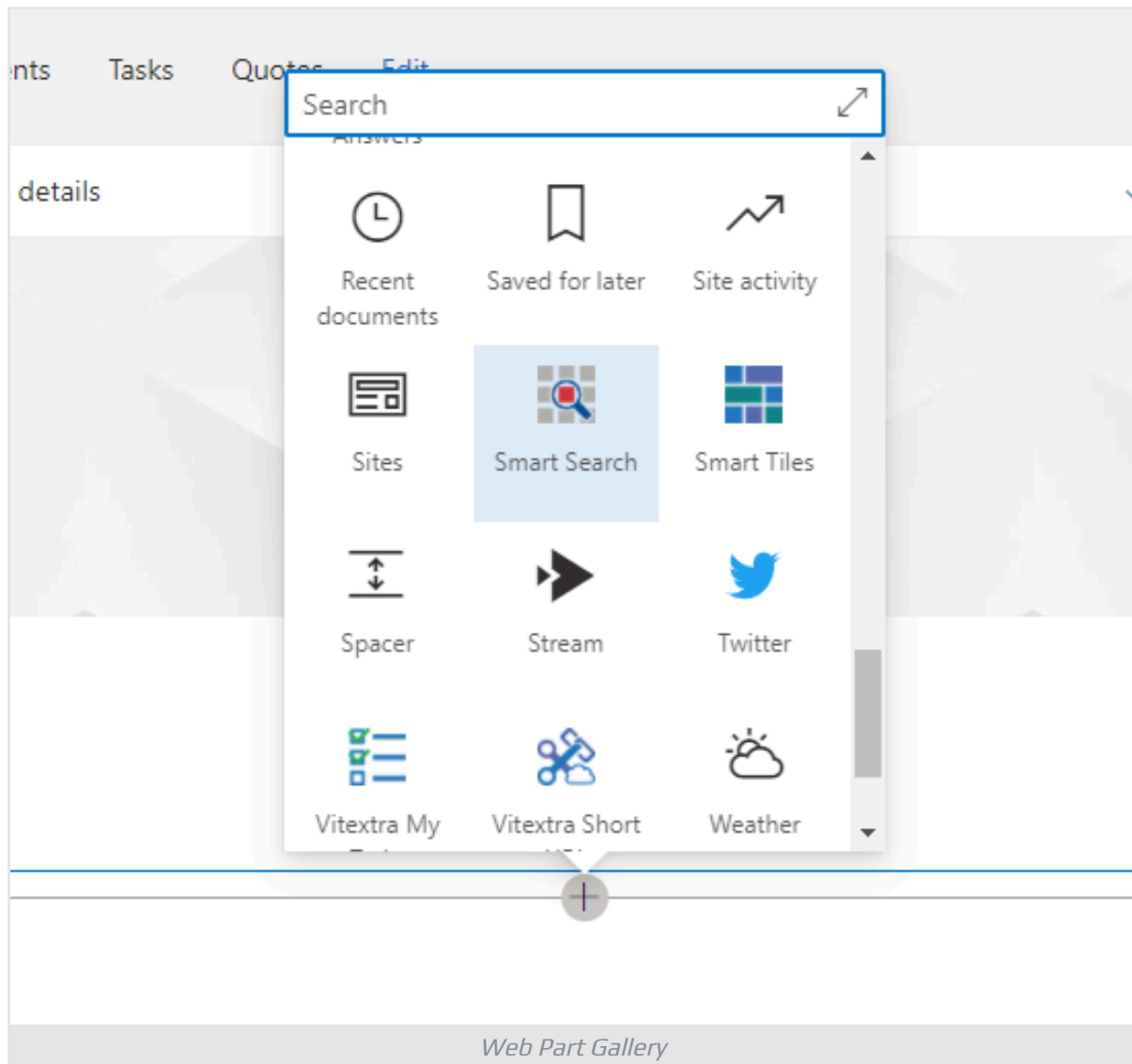
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This article describes to set up Vitextra Smart Search to search recorded Teams meetings stored in OneDrive or SharePoint.

Add Web Part

Open the page where you need to add the web part in edit mode.

Select the circled **+** icon. Scroll down and select **Smart Search** in the list of available web parts.

Web Part Gallery

Configuration

Open the configuration page of the Smart Search web part and set the following settings:

1 Mode - `Single Source`
2 Source - `Meeting Recording`
3 Default Search Query - `*`

4 Sort By - Last Modified
5 Sort Direction - Descending

Asterisk symbol for *Default Search Query* allows showing search results once the web part is loaded without needing the user to perform the search operation.

> 💡 **Tip**
>
> The last two settings (sort by and sort direction) are optional. Use them in case you need to show recently created videos on the top.

Web Part Settings

Publish the page to save changes.

Using

With the Smart Search web part, users can search recorded Teams meetings, filter results by author and date of recording.
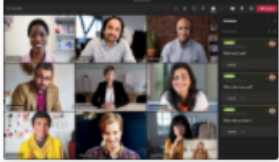
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Author ⌄   Created ⌄

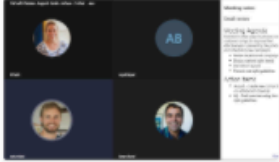Author: Rosa Thompson ✕   Created: Past Month ✕

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Rosa Thompson › ... › **Recordings**

Rosa Thompson modified *4 days ago* • 88 MB

Attendees: Rosa Thompson, Carmen Burchett, Taylor Martinez, Annett Weber, Mia Kim, Andrew Martin, Roman Uvarov, Sally Gilbert, Bradley Soto, Taylor Martinez, Travis Flores, Serafim Maciejewski, Lee Kennedy, Richard Dunnigan
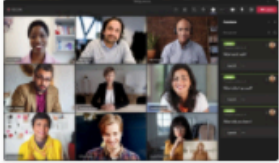
▷ Play

▶ **Smart Search. Ready to launch**

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▶ **O2 Project. Status Meeting**

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Smart Search. Search Recorded Meeting