

**KNOWLEDGE BASE ARTICLE**

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# Search Recorded Teams Meetings stored in OneDrive



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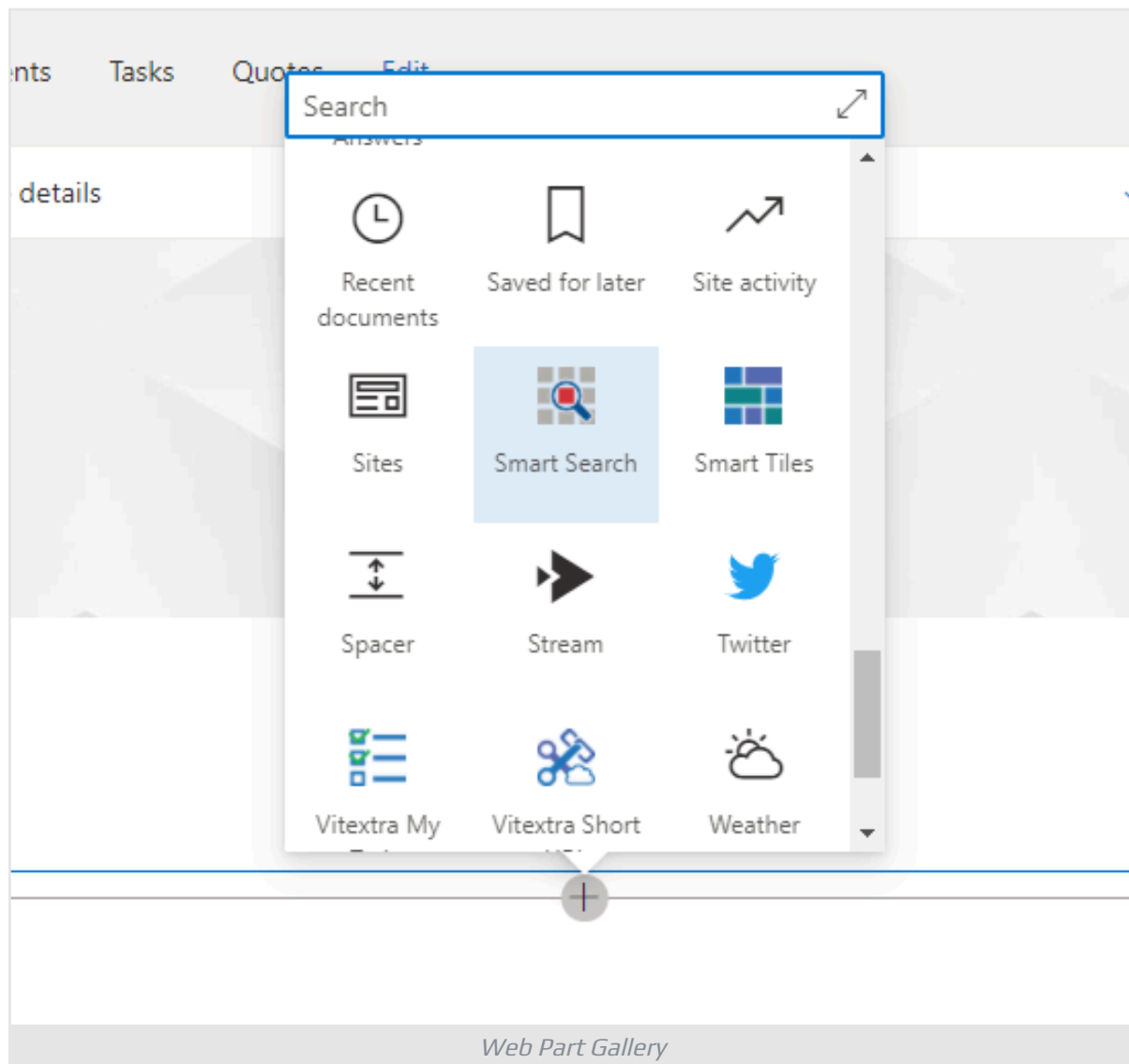
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This article describes to set up [Vitextra Smart Search](#) to search recorded Teams meetings stored in OneDrive or SharePoint.

## 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.



## 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.

The screenshot shows the 'Smart Search' settings panel for 'Vitextra Smart Search'. It includes sections for 'Data Source', 'Mode' (with 'Single Source' selected), 'Source' (set to 'Meeting Recording'), 'Search Result Sources' (with a 'Search Result Sources' button), 'Appearance', 'Display Search Box' (toggled 'On'), and 'Default Search Query' (set to '\*'). The panel is titled 'Smart Search' with a close button and is labeled 'Web Part Settings' at the bottom.



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.

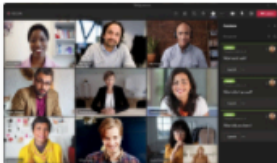
 \* 


Author ▾ Created ▾


Author: Rosa Thompson  Created: Past Month 

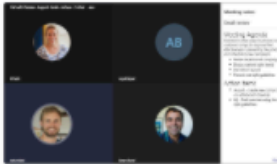



**Roadmap 2021 Review**  
Rosa Thompson > ... > Recordings  
Rosa Thompson modified 4 days ago • 88 MB  
Attendees: Rosa Thompson, Carmen Burchett, Taylor Martinez, Annett Weber, Mia Kim, Andrew Martin, Roman Uvarov, Sally Gilbert, Bradley Soto, Taylor Martinez, Travis Flores, Serafim Maciejewski, Lee Kennedy, Richard Dunnigan  
 Play







**Smart Search. Ready to launch**  
Rosa Thompson > ... > Recordings  
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**O2 Project. Status Meeting**  
Rosa Thompson > ... > Recordings  
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Smart Search. Search Recorded Meeting