

KNOWLEDGE BASE ARTICLE

Search Recorded Teams Meetings stored in OneDrive



Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from <https://vitextra.com>

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

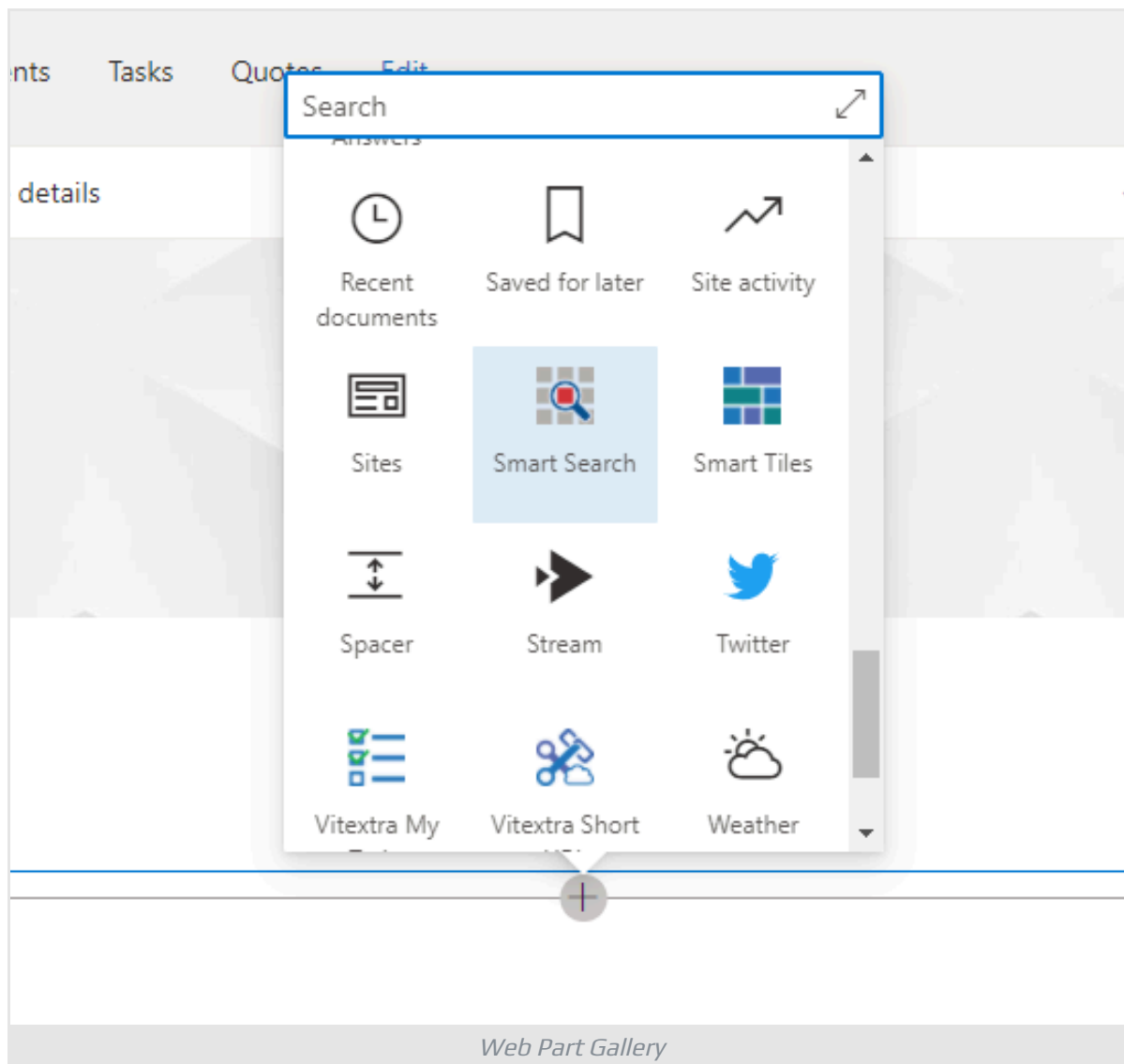
Add Web Part	4
Configuration	4
Using	5

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 - ***

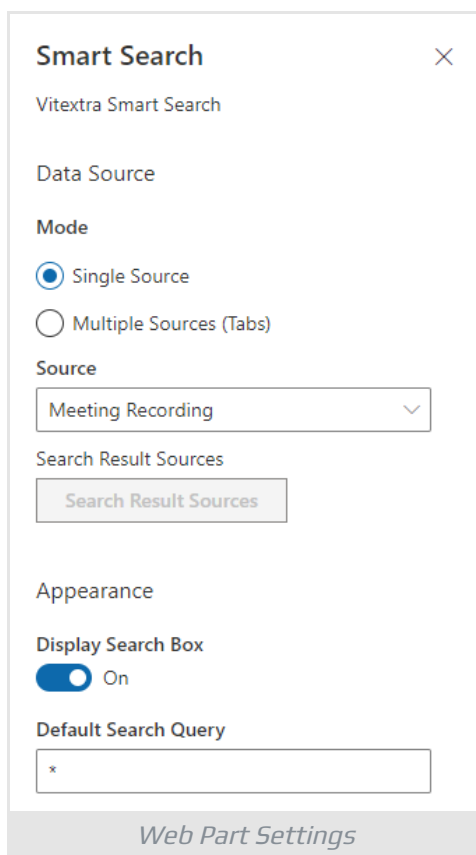
4 Sort By - Last Modified

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 image shows a 'Smart Search' configuration dialog box with the following settings:

- Smart Search** (Title)
- Vitextra Smart Search
- Data Source
- Mode
 - Single Source
 - Multiple Sources (Tabs)
- Source
 - Meeting Recording
- Search Result Sources
 - Search Result Sources
- Appearance
 - Display Search Box
 - On
 - Default Search Query
 - *

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.

Search icon ×

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
Rosa Thompson modified 8 days ago • 131 MB

▶ Play

 **O2 Project. Status Meeting**

Rosa Thompson > ... > Recordings
Rosa Thompson modified 10 days ago • 79 MB

Attendees: Taylor Martinez, Annett Weber, Serafim Maciejewski, Lee Kennedy, Mia Kim, Andrew Martin, Rosa Thompson, Travis Flores, Richard Dunnigan

▶ Play

Smart Search. Search Recorded Meeting

