KNOWLEDGE BASE ARTICLE

How to Search Recorded Teams Meetings with Vitextra Smart Search

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Table of contents

Add Web Part 4

Configuration 4

Using It 5

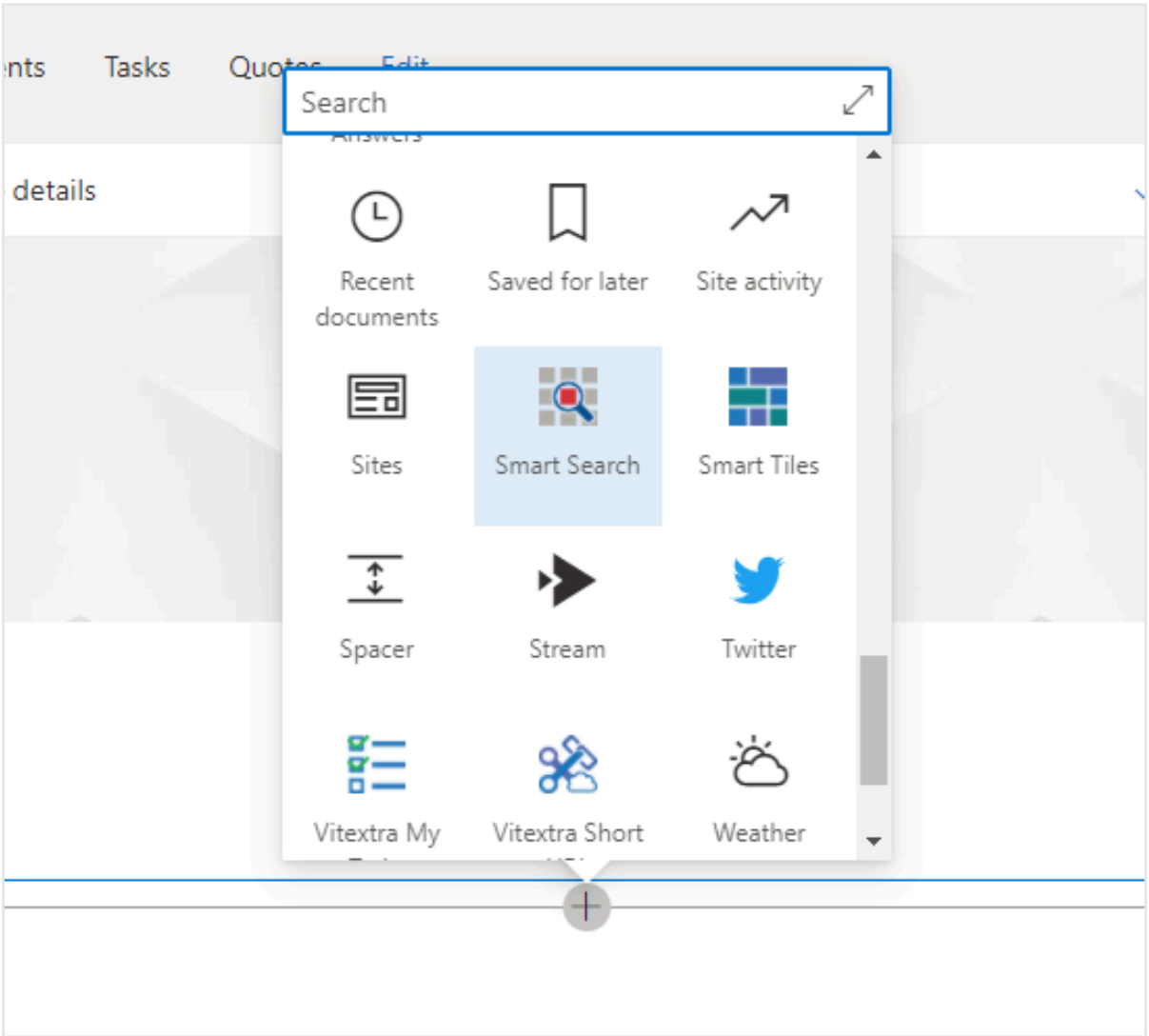
Terms 7

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

Add Web Part

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

Click the circled **+** icon, scroll down, and select **Smart Search** from the **list** of available web parts.



Web Part Gallery

Configuration

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

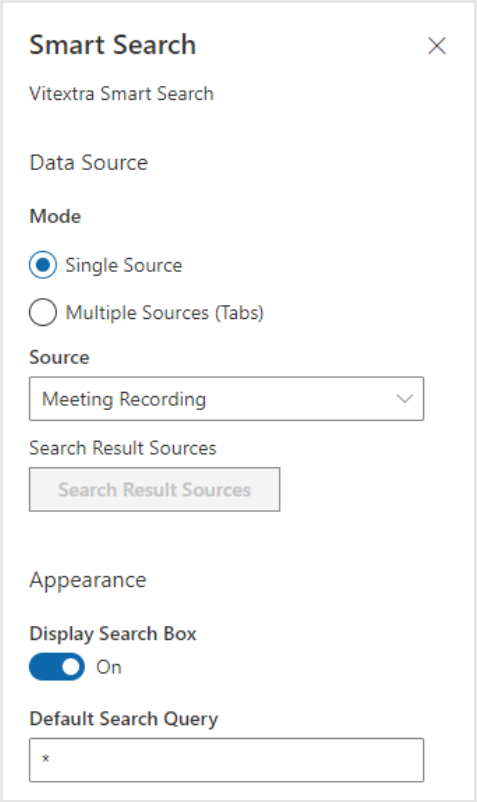
1 Mode - `Single Source`
2 Source - `Meeting Recording`
3 Default Search Query - `*`

4 Sort By - `Last Modified`
5 Sort Direction - `Descending`

The asterisk in *Default Search Query* makes the web part show results as soon as it loads, so the user doesn't have to run a search first.

Tip

The last two settings (Sort By and Sort Direction) are optional. Use them when you want the most recently modified videos to appear at the top.

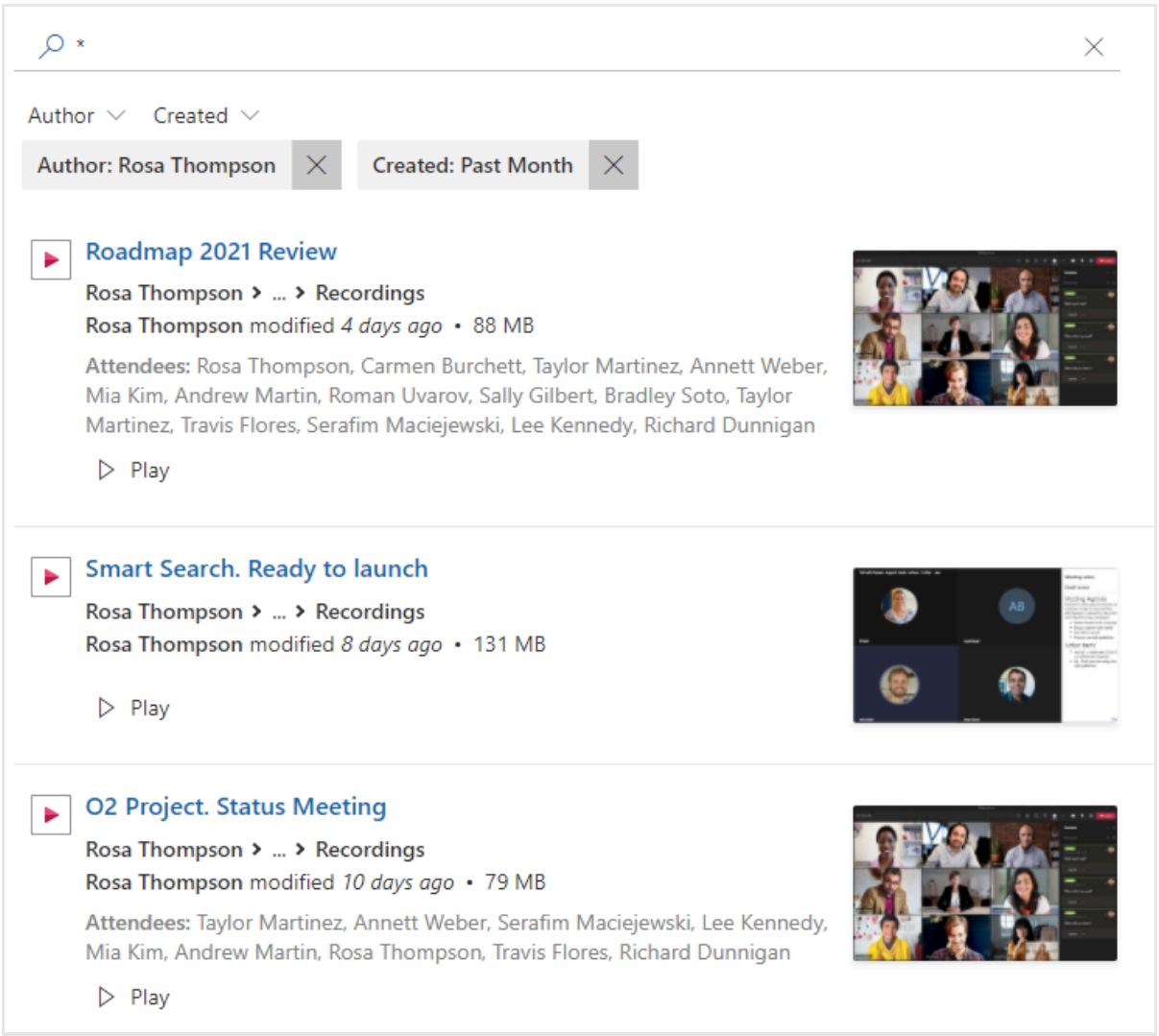


Web Part Settings

Publish the page to save your changes.

Using It

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



Smart Search. Search Recorded Meeting

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.