

**KNOWLEDGE BASE ARTICLE**

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# Search Recorded Teams Meetings stored in OneDrive



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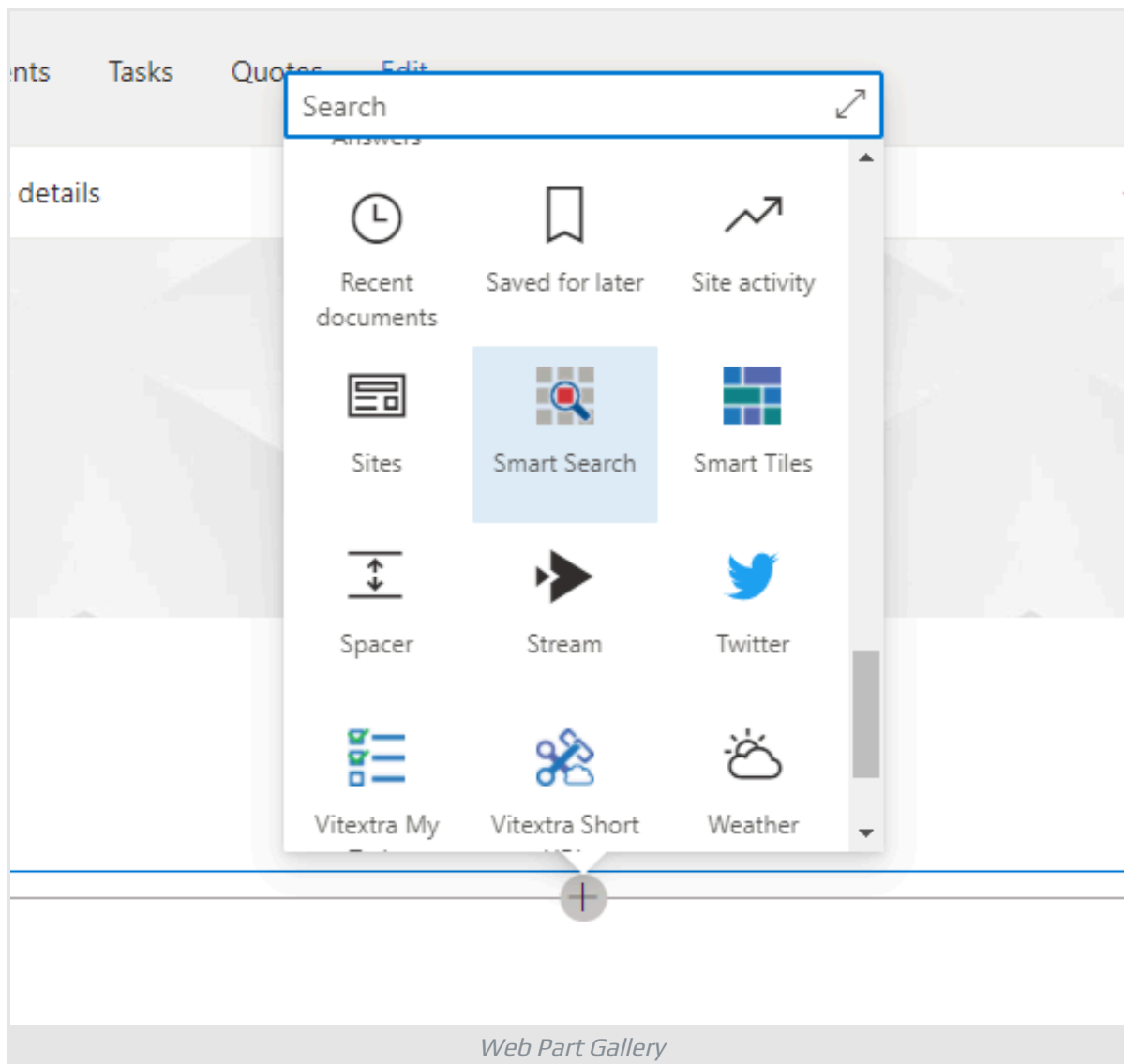
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This article describes to set up [Vitextra Smart Search](#) to search recorded Teams meetings stored in OneDrive or SharePoint.

## 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 - *\**

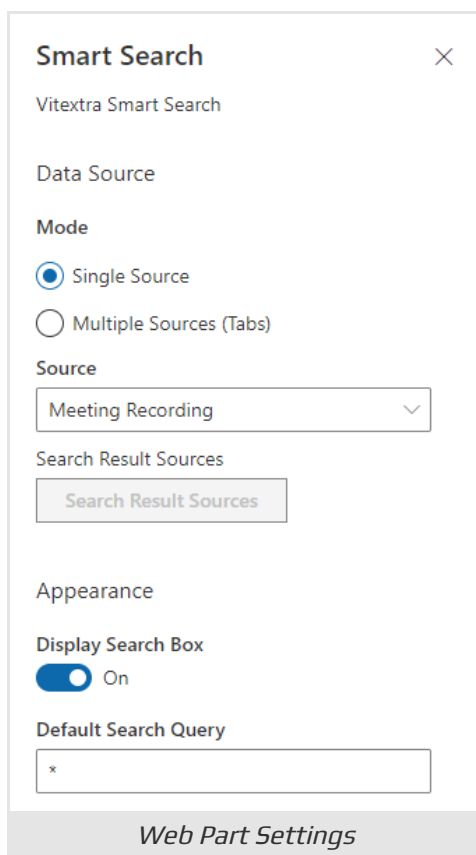
4 Sort By - Last Modified

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 image shows a 'Smart Search' settings dialog box. It has a title bar with 'Smart Search' and a close button. The settings are organized into sections: 'Data Source' (Vitextra Smart Search), 'Mode' (with radio buttons for 'Single Source' and 'Multiple Sources (Tabs)'), 'Source' (a dropdown menu set to 'Meeting Recording'), 'Search Result Sources' (a button labeled 'Search Result Sources'), 'Appearance' (with a toggle for 'Display Search Box' set to 'On'), and 'Default Search Query' (a text input field containing an asterisk '\*'). At the bottom, there is a grey bar with the text '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.

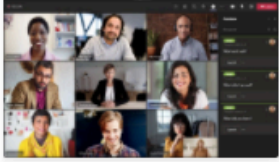
Search icon ×

Author ▾ Created ▾


Author: Rosa Thompson × Created: Past Month ×

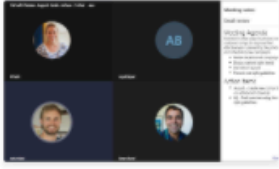
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 **Roadmap 2021 Review**  
Rosa Thompson > ... > Recordings  
Rosa Thompson modified 4 days ago • 88 MB  
Attendees: Rosa Thompson, Carmen Burchett, Taylor Martinez, Annett Weber, Mia Kim, Andrew Martin, Roman Uvarov, Sally Gilbert, Bradley Soto, Taylor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




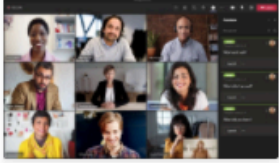
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 **Smart Search. Ready to launch**  
Rosa Thompson > ... > Recordings  
Rosa Thompson modified 8 days ago • 131 MB  
[▶ Play](#)



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 **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  
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*Smart Search. Search Recorded Meeting*