KNOWLEDGE BASE ARTICLE

# Search Recorded Teams Meetings with Smart Search

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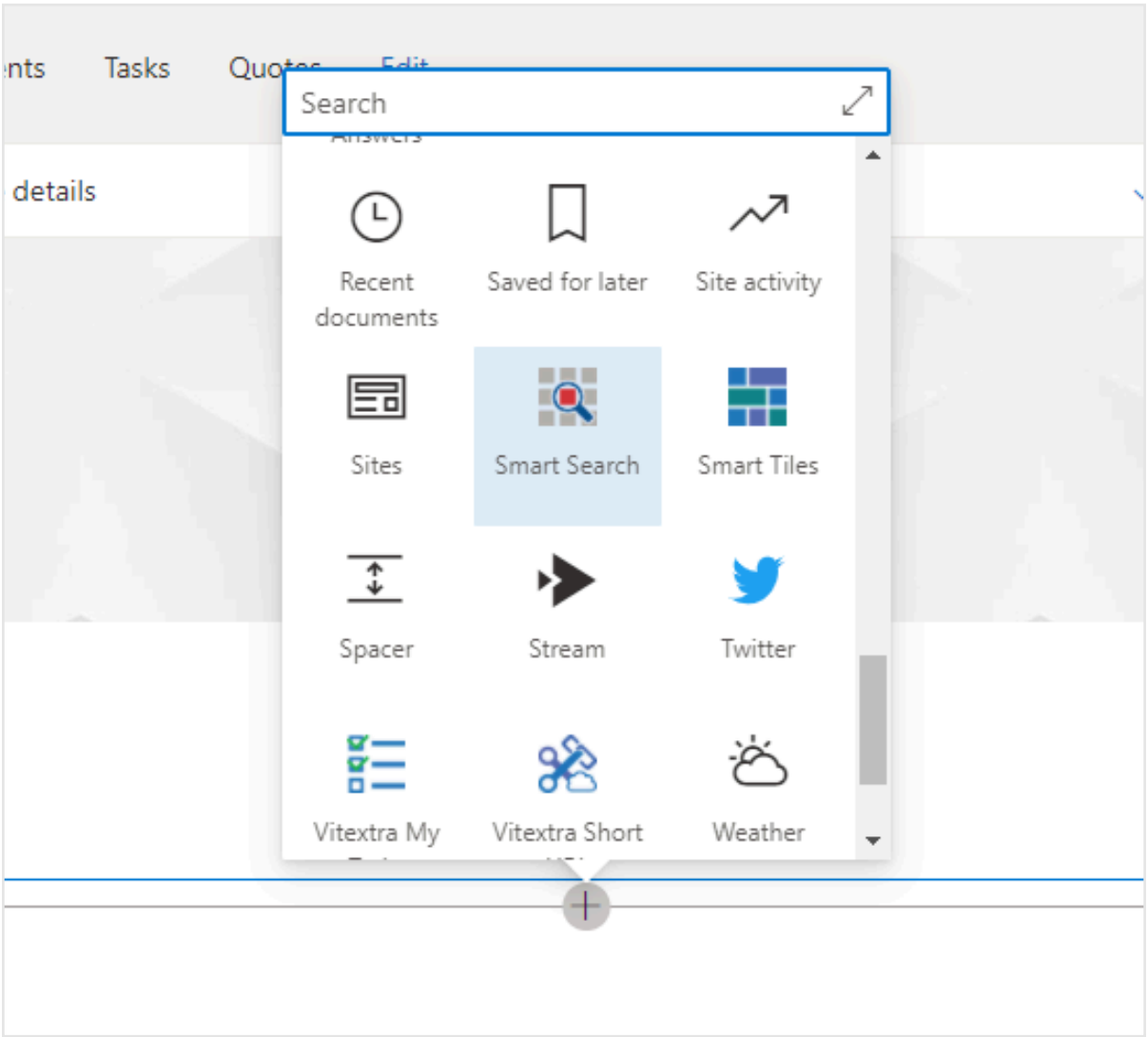
This article describes how to set up Vitextra Smart Search to search recorded Teams meetings stored in OneDrive or SharePoint.

# 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:

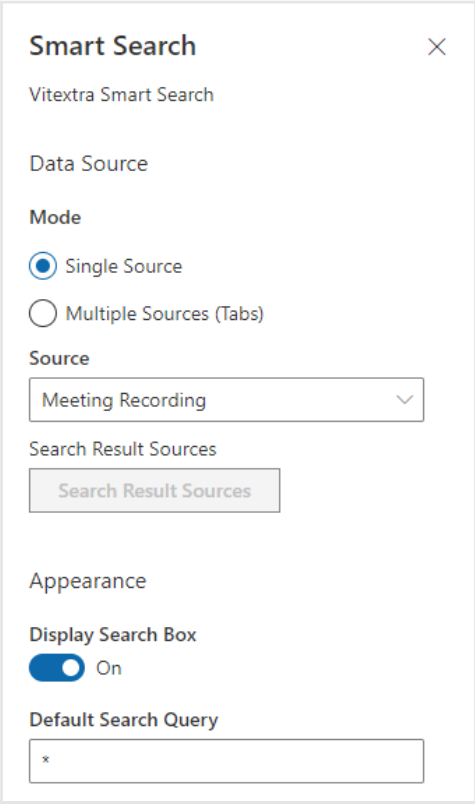
1 Mode — `Single Source`
2 Source — `Meeting Recording`
3 Default Search Query — `*`

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 created videos to appear at the top.

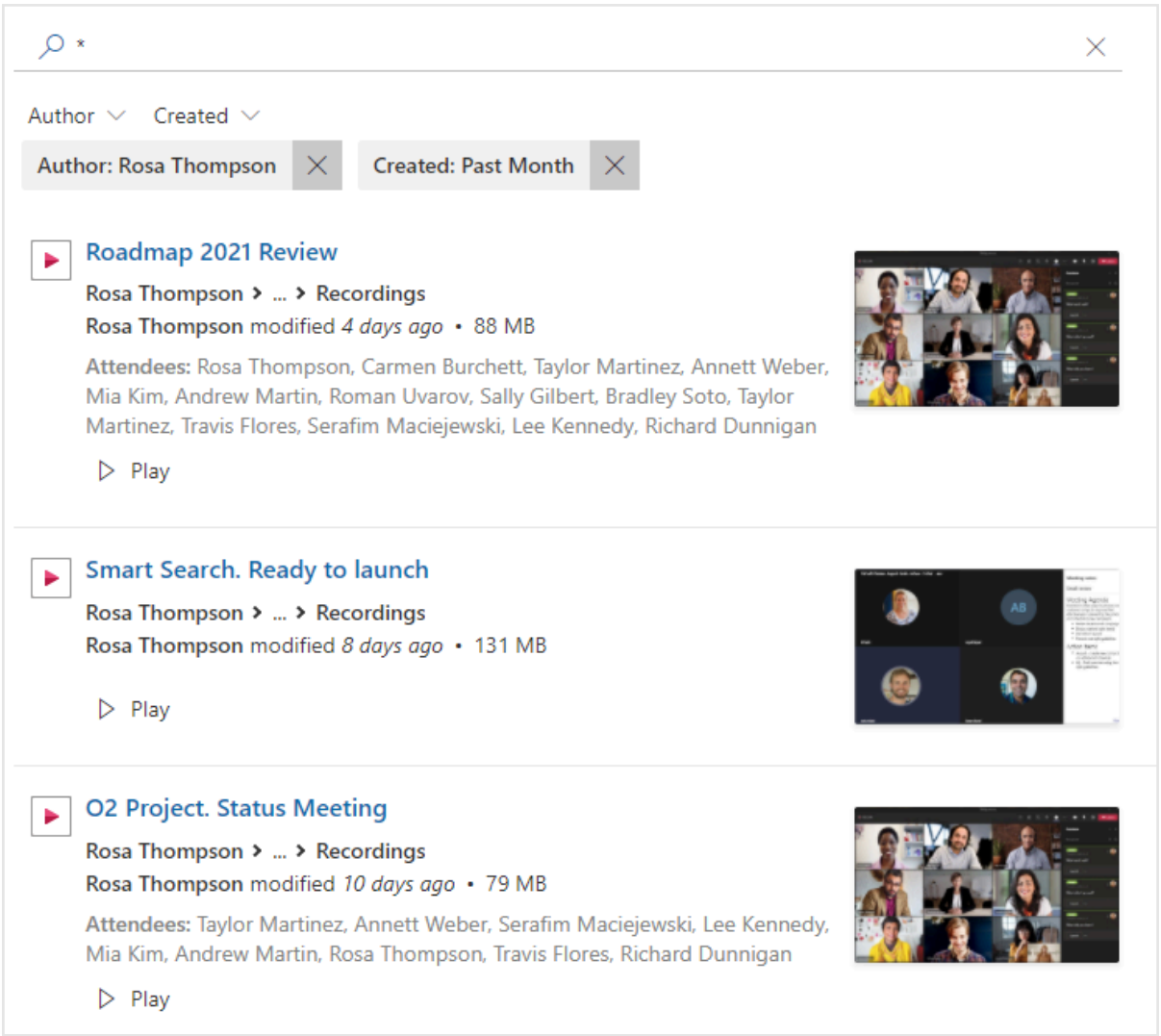



*Web Part Settings*

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*