

MEET **Beginner** 10 MIN · UPDATED 2026-10-01

Turn a recorded Teams meeting into a narrated video recap.

Generate a short, narrated video highlight reel from a recorded meeting instead of making absent stakeholders watch the full recording.

MICROSOFT 365

Teams

WORKS WITH

Copilot

Business Outcome

Absent stakeholders catching up on a meeting's key moments in minutes instead of watching the full recording.

Workflow Steps

Step 1: Confirm the meeting was recorded

Teams

Video recap is generated from the recording — check it captured before relying on this for a meeting that matters.

Step 2: Generate the video recap

Copilot in Teams

Open the recording's recap and choose the video-highlight generation option — it picks and narrates what it judges to be the key moments, decisions, and shared visuals, rather than playing the whole recording back at a uniformly faster speed, which would still bury the important parts in filler.

Step 3: Watch it before sending it onward

Teams

Confirm the selected highlights are actually the moments that mattered — an automated highlight reel can occasionally pick a tangent over the real decision point.

Step 4: Share it with whoever missed the live meeting

Teams

Send the recap directly to absent stakeholders rather than leaving them to find the full recording themselves.

✓ Check the work

- The recap's highlighted moments match what you'd consider the meeting's actual key points.
- No decision made in the meeting is missing from the recap.
- The recap was actually sent to the people who needed it, not just generated and left unshared.

Expected Outcome

A short narrated video recap highlighting the meeting's key moments, decisions, and shared visuals.

Want help rolling this out across your team? **Go to Liminals.Tech** ■