

MS Teams: Recording Meetings



Information you record on Teams could be disclosed in response to a freedom of information request or to someone you refer to in Teams chat. Consider the appropriateness of what you record; only record what is relevant and necessary; and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at dpa@abdn.ac.uk

Any Teams meeting can be recorded to capture audio, video, and screen sharing activity. The recording happens in the cloud and is saved automatically. Here, we step you through recording a meeting, and how to subsequently share the recording. For guidance on setting up a meeting, see our [other Toolkit guides](#).



Note: The location of meeting recordings and permissions changed in February 2021. There are differences between Channel meetings and other meeting types. These are detailed in this guide.

Who can do what?

Channel meeting

Any member can start and stop a recording, can view and playback the recording from the Channel conversation, and can download the recording from the SharePoint site behind the Team.

All other meetings

Start and stop recording: Any Presenter in a meeting – provided they are UoA – can start and stop a recording. However, only one recording can happen at any one time.

- *By default*, any UoA member of staff or student invited to a meeting is a Presenter. So unless the Meeting Organiser has changed this setting via the Meeting options, anyone can start the recording.

View and play recording: With the exception of external guests, anyone invited to the meeting can view and playback the recording from the meeting Chat, even if they didn't *attend* the meeting.

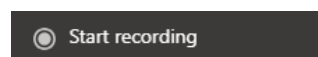
Download a recording: By default, only the person who started the recording (the recording owner) and the meeting Organiser can download a meeting recording.

How do I record a meeting?

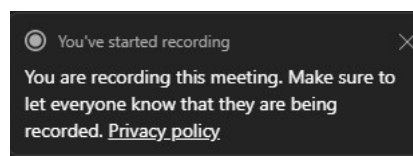
It is best practice to inform individuals that you will be recording in advance of recording starting, whether that is done verbally or in written form.

To record a meeting or a Channel meeting:

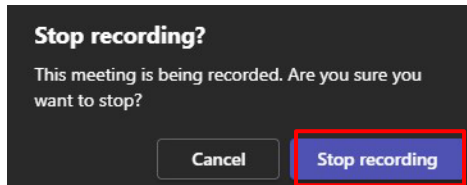
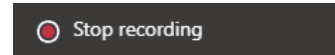
1. Once the meeting has started, click the **More actions** ellipsis (...) on the Meeting Toolbar and choose **Start recording** from the pop-up menu.



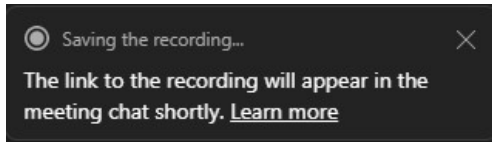
A notification will appear at the top of the meeting window to let all participants know that meeting recording has started. You will also see a link to the [Privacy Policy](#).



- At the end of the meeting choose **Stop recording**, from the same More Actions ellipsis. At the prompt, choose **Stop recording**.



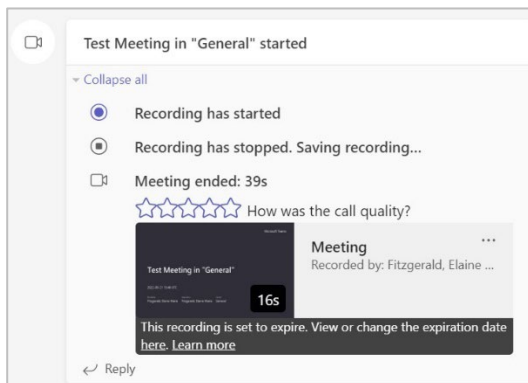
- A notification will appear indicating that the recording is being saved and letting you know that a link to the recording will appear in the meeting chat shortly.



Where do I find the recording?

Channel meeting

When the recording is ready, you and all Channel members will see a thumbnail link to the recording posted in the Channel conversation.

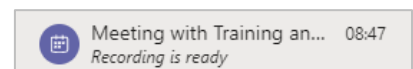


All other meetings

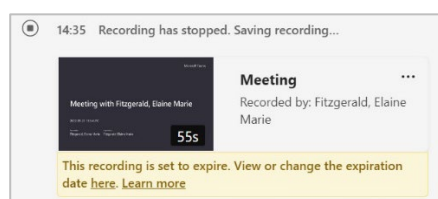
When the recording is ready, you and all meeting invitees will see a thumbnail link to the recording posted in the meeting Chat history.

Not sure where to find this?

- In **Teams**, go to **Chat**.
- Look for *your* Teams Meeting in the list of Recent Chats on the left of the screen.

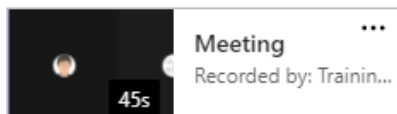


Click on it to view the meeting Chat in the main pane.



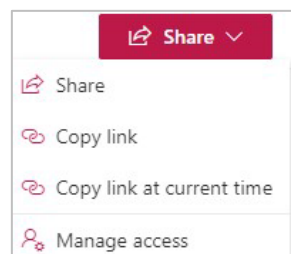
How do I play the recording and access more options?

1. Click on the recording thumbnail link, then press play.



2. At the top right of the recording playback window, you will see a **Share** button. Click on this to get a drop-down menu with the following options: share, copy link, copy link at current time and manage access.

At the top left, you may see a **Download** button. The options *you* see will depend on the type of meeting recording and permissions. See the section below on [Recording file permissions and sharing](#).



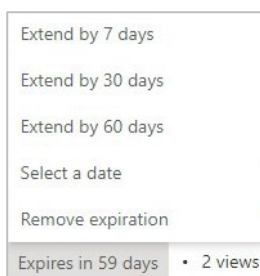
3. To the right of the video there is a menu which may include the following:
 - **Video settings** – you will only see this if you are a file owner.
 - **Transcript, Chapters and Comments** – if enabled
 - **Help**
4. At the foot of the recording playback window are the video controls: play, skip forward or back, volume, noise suppression, playback speed and full screen.

How do I change/remove the expiration date on a recording?



Only a file owner (eg the person who recorded the meeting) will be able to edit the expiration date of the meeting recording.

1. Click on the recording thumbnail to open the recording on Stream.
2. Below the video you will see text in a grey box telling you when the recording is due to expire - click on this.
3. The pop-up menu gives you options to change or remove the expiration date (eg extend by 7/30/60 days, select a date or remove expiration). Select the option you require.



The default time period for Teams meeting recordings expiration at the University of Aberdeen is **60 days**.

If you do not remove the expiration date, you will receive an email notifying you when recording expires. At this point, and for up to **90 days** after, you can still retrieve the recording from your OneDrive or SharePoint recycle bin. When a meeting recording has been recovered from the recycle bin, it will no longer have an expiration date.

Where is the recording saved?

The meeting recording is saved as an mp4 file. The location of the file depends on the type of the meeting.

Channel Meeting

The recording is saved to the SharePoint site behind the Team. To find this, Channel members should:

- Go to the Team Channel **Files** tab and open the **Recordings** folder.

All other meetings

The recording is saved to the OneDrive for Business of the person who started the recording (the recording owner). To find this, the recording owner should:

- Open their OneDrive for Business and open the **Recordings** folder.

Recording file permissions and sharing

The default permissions on a recording depend on the type of meeting, who the meeting Organiser is, and who started the recording. Microsoft information on [Permissions or role-based access to recordings](#).

Channel meeting



Don't discuss sensitive information in Channel meetings

Microsoft recommends that organizations do not use Channel meetings to discuss confidential or sensitive information. This is because any team member can access files shared in the meeting or download the meeting recording.

- Any Channel member can record a Channel meeting and has edit rights on the resulting recording.
- Other members' permissions on the recording are inherited from their permissions in the Team Channel.
- Any new member who joins the Team Channel can view previous recordings.
- As the recording is an mp4 file stored in the SharePoint site behind the Team, it can be shared in a similar way to any other SharePoint file depending on the SharePoint site settings and permissions.

All other meetings

Role in meeting	Access	Ability to share
Person who records the meeting – ie the recording owner	Owner Owns the recording file which is saved to their OneDrive for Business	Full control Share with anyone internal/external Alerted when Organiser shares with someone who was not an internal attendee and can remove that access Receives requests from invitees to share with others and can Accept/Decline the request and so Approve/Decline access

Role in meeting	Access	Ability to share
Meeting Organiser	Has access to the recording file	Share with anyone internal/external (recording owner can override this)
Internal invitee – ie someone with a UoA account	Can view recording	Can request access for specific people, subject to approval by the recording owner
External invitee or guest	No access until it is shared with them They can then view after authenticating either by signing in (if they are already an external member of University tenancy) or requesting a code	Can only share with others who have existing access



To share the recording of a Teams meeting with a student group, the recording owner or meeting Organiser can upload it to [Panopto](#), apply relevant permissions, and add a link to the VLE.

To share a recording of a Teams meeting with a Project Group, the recording owner or meeting Organiser can [upload it to a Team](#).

How do I share a *non-Channel* meeting recording directly?

Non-Channel meeting recordings **can be shared by the recording owner or meeting Organiser** in a similar way to any other file. They can choose to allow specified people to:

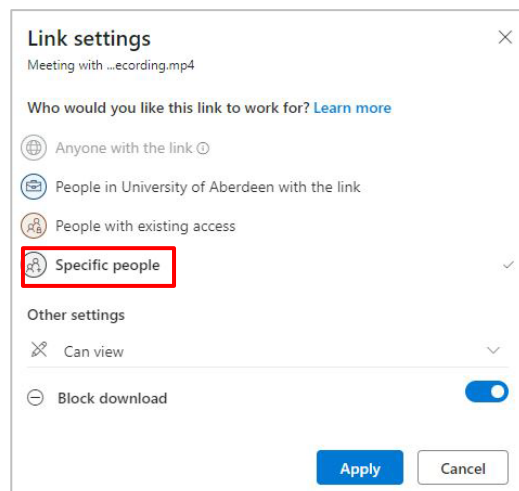
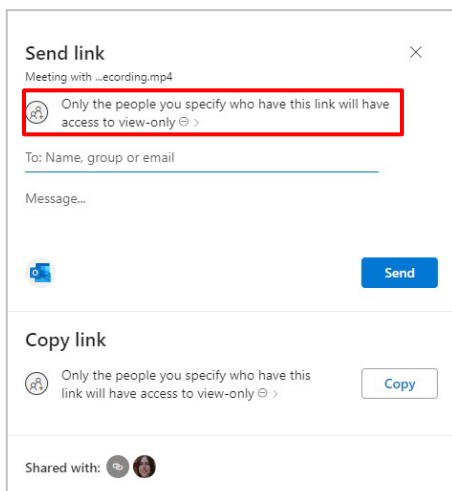
- view and/or edit, and/or download the recording.



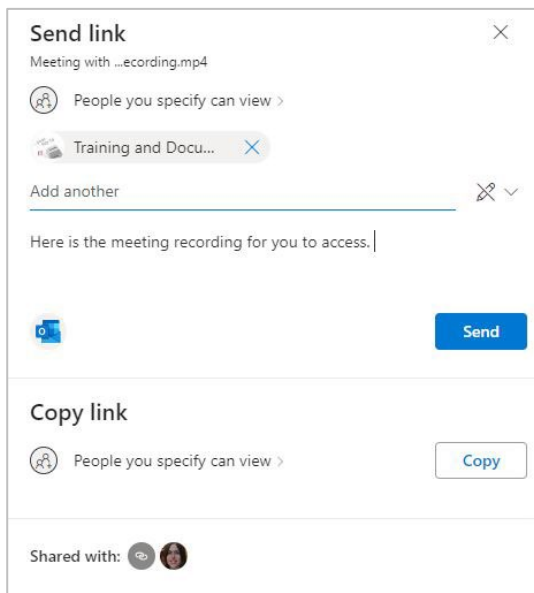
Note: Be aware that allowing **editing** means giving *significant* control, i.e. the ability to share the recording with others internally or externally, and the ability to edit and delete the recording.

Be particularly wary of allowing others to **download** a recording. What will they do with it? Who might they circulate the recording to? See the privacy statement at the beginning of this guide and if in doubt, contact the Information Governance Team at dpa@abdn.ac.uk for advice.

1. Click on the recording thumbnail to view the video.
2. Click **Share** at the top right of the Recording Playback window, then select **Share** from the drop-down menu.



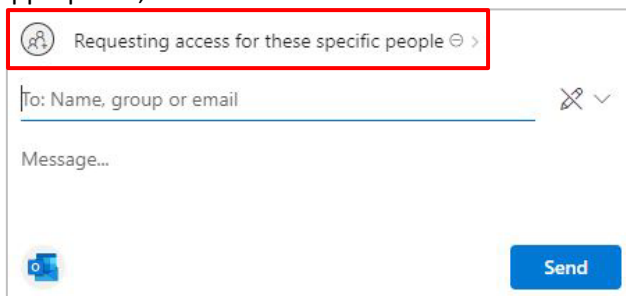
3. In the **Send link** dialog, click **Only the people you specify who have this link will have access to view-only**.
4. In **Link settings**, click **Specific people**.
Then, under **Other settings**, choose whether the people you are about to specify should be allowed to edit the recording and whether they should be allowed to download their recording.
 - By default, **Block download** is enabled.
5. Click **Apply**.
6. Enter the name or email address of the person/people, add a message if appropriate, and click **Send**.



7. You will see a prompt that a link to the recording has been sent.

As another invitee, whether Presenter or Attendee:

1. Click on the recording thumbnail to view the video.
2. Click **Share** at the top right of the Recording Playback window, then select **Share** from the drop-down menu.
3. In the **Send link** dialog, click **Only the people you specify who have this link will have access to view-only**.
4. In the **Link settings** dialog, click **Specific people**, then click **Apply**.
5. In the **Send link** dialog, enter the name or email address of the person/people, add a message if appropriate, and click **Send**.



6. You will be notified that the request for sharing is pending and has been sent to the recording owner to accept or decline.

Viewing a shared recording

- The recording owner or meeting Organiser is informed by email when a person opens a link they have shared.
- An external guest whose account is already part of the University tenancy will be prompted to sign in to get access in a **Sharing Link Validation** window.
- An external guest whose account has never been added to a Team or any other University Office 365 service will be prompted to **Request Verification Code** be sent to their email address. They can then enter this, as way of authentication, to view the recording.

Stream

If you are used to using features such as transcripts, closed captions, and subtitles, you can continue to do so by uploading your recording from SharePoint or OneDrive for Business into Stream (Classic). See our guide [MS Stream: Working with Teams meeting recordings](#). Please note that Stream is available to staff only.

Microsoft Resources

- [Record a meeting in Teams](#)
- [Play and share a meeting recording](#)
- [Permissions or role-based access to recordings](#)
- [OneDrive for Business sharing](#)

Help and Support

See [Guides and Links](#) in our MS Teams resource on Toolkit or contact the IT Service Desk: myit.abdn.ac.uk.