

# Record Teams Meeting

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One participant can record a Teams meeting at a time. When you start recording a meeting, everyone will be notified automatically. You can also turn on live transcriptions and view them during the meeting. A copy of the recorded meeting is saved to **OneDrive for Business**.

1. Log in to Microsoft Teams.
2. Start or join a meeting.
3. In your meeting control panel, select the ellipses icon labelled **More actions**.
4. Select the **Record and transcribe** button.

**Note:** Live transcription begins automatically when recording a Teams meeting.

5. Click **Start recording**.
6. In your meeting controls, select **More actions**, **Record and transcribe**, then **Start recording**.

**Note:** A recording of a Teams meeting won't capture more than four video streams at once, whiteboards, shared notes, content shared by apps, or videos embedded in **PowerPoint** presentations.

7. Select **More actions** from the meeting control panel.
8. Open the **Record and transcribe** menu.
9. Select **More actions** then **Record and transcribe** to open the meeting control panel.
10. Select one of the following options to end a recording.
  - **"Stop recording"** stops the recording of the meeting and the live transcription.
  - **Stop transcription** stops the live transcription of the meeting but the recording will continue.

**Note:** Depending on the type of Teams meeting, the recording will either be processed and saved in the organizer's **OneDrive for Business** or in the meeting chat conversation if meeting in a Teams channel.