

GSD. MS Teams – How to Record a Meeting in Microsoft Teams

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General Information:

Possible symptoms/errors:

How to Record a Meeting in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Teams meeting or call can be recorded to capture audio, video, and screen sharing activity to review it later or to share it with someone else who could not attend. This article shows instructions on how user can record a meeting or call in Microsoft Teams.

Details:

1. Advise the user to join or start a meeting.
2. Once in a meeting, user needs to click on More actions then select Start recording.
3. Everyone in the meeting is notified that recording has started.

All participants will see a message at the top of the window informing that the meeting is being recorded.

Note: Participants cannot make multiple recordings of the same meeting at the same time. If one person starts recording a meeting, that recording will be stored on the cloud and available to all participants.

4. To stop recording, user needs to go to the meeting controls and select More actions then select Stop recording.

5. In the window prompt, advise the user to select Stop recording.

6. The recording is then processed and saved to Microsoft Stream. To know where the recording is saved, refer to How to Play and Share a Microsoft Teams Meeting Recording article.

Note: The recording retains in Microsoft Stream (or until user (owner) deletes it).

7. The meeting recording shows up in the meeting chat—or in the channel conversation if user is meeting in a channel. These links are available for seven days.

Who can start and stop a recording:

Meeting organizer and presenter can start and stop a recording. For now, guests and external attendees can only view the recording if it is explicitly shared with them. To know more about the capabilities of each role in a meeting in Microsoft Teams, go to this link.

Notes:

Whiteboards and shared notes are not currently captured in meeting recordings. Recording continues even if the person who started the recording has left the meeting. The recording stops automatically once everyone leaves the meeting. If someone forgets to leave the meeting, the recording automatically ends after four hours.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A