

# GSD. MS Teams – How to Play and Share a Microsoft Teams Meeting Recording

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General Information:

Possible symptoms/errors:

How to Play and Share a Microsoft Teams Meeting Recording.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

This article provides a guide on how user can play a meeting recording in Teams, where the recording is saved and how to share a meeting recording with others.

Details:

A. Play a Teams meeting recording

1. If user was part of the meeting, they need to go to the chat history in Teams and click on the meeting recording to play it.

Note: Meeting recordings will be available in the meeting chat for a period of 21 days after the meeting. After 21 days, the meeting recordings will no longer be available for download from the chat.

2. If it was a channel meeting, advise the user to go to the channel conversation and to click on the meeting recording to play it.

Note: If user is meeting in a channel, the link is available for seven days.

3. User can also select More options button on the meeting recording and choose Open in Microsoft Stream.

B. Where is the meeting recording stored?

1. Teams meeting recordings will be stored in Microsoft Stream.

In Stream, ask the user to click on My Content then to select Videos or Meetings.

If user is a meeting owner, they can change permissions and allow people without access to view a meeting recording.

. Share a Teams meeting recording with others

1. To share a Teams meeting recording with other people, user can share it from Microsoft Stream.

Note: Microsoft Stream does not yet support external sharing scenarios for guests or people outside the user's organization.

Assignment Group:

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

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A