

# Recording a Meeting in Microsoft Teams

## Start Recording

- Join or start your Teams meeting.
- In the meeting controls, click More actions (three dots).
- Select Record and transcribe > Start recording.

Note: All participants will be notified that recording has started.

## Stop Recording

- In the meeting controls, click More actions (three dots).
- Select Record and transcribe.
- Choose:
- Stop recording: Ends both recording and transcription.
- Stop transcription: Ends transcription only; recording continues until stopped.

## Accessing the Recording

- Private meetings: Recording is saved to the organizer's OneDrive for Business.
- Channel meetings: Recording is saved to the SharePoint site associated with the channel.
- A link to the recording is available in the meeting chat or channel conversation.

## Who Can Record?

To start or stop a recording, you must:

- Have an appropriate Microsoft 365 license (e.g., Office 365 Enterprise E1, E3, E5, F3, A1, A3, A5, M365 Business, Business Premium, or Business Essentials).
- Have recording enabled by your IT admin.
- Not be a guest or from another organization.

Note: Only one recording can be active at a time in a meeting.

## Privacy and Permissions

- All participants are notified when recording starts.
- Depending on your region, you may need to obtain consent before recording.
- By default, only the meeting organizer and co-organizers can download or delete the recording.

## Managing Recording Expiration

Recordings may have an expiration date set by your admin.

- To change the expiration:
- Open the recording in Microsoft Stream.
- Select the expiration date below the video.
- Choose a new expiration timeframe or remove the expiration.

Note: You must have edit permissions to change the expiration date.

## Mobile Devices

- Start recording: Tap More options > Start recording.
- Stop recording: Tap More options > Stop recording.
- Recordings are accessible via the meeting chat or channel conversation.

For more detailed instructions, visit the official Microsoft Support article.