

Microsoft Teams Recordings

Unlike Zoom cloud recordings, your Teams recordings are not automatically saved to Zoom or Panopto; they are saved to OneDrive (or SharePoint) and Stream. They are only automatically captioned if live transcription was enabled during the meeting. Automatic captions may be generated after the meeting. Use this guide to download your find, share, and/or download recordings, manage permissions and expiration dates, and enable/edit captions.

For more information about Teams, check out our [Communicating in Microsoft Teams guide](#)

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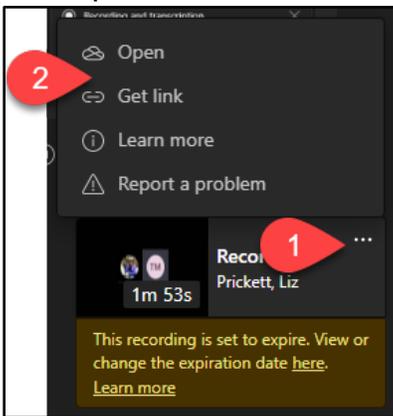
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Record a Teams Meeting

For more information on starting a recording, check out the **Record a Meeting** section of our [Communicating in Microsoft Teams guide](#).

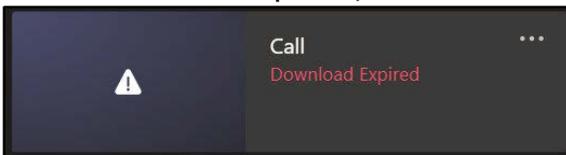
Recordings in Teams are automatically saved to the cloud (Microsoft 365) for a limited time. The recording is saved to **OneDrive** unless it is a channel meeting. **Channel** meetings are saved to **SharePoint**. The meeting recording also shows up as a **link** in the **meeting chat** (or channel conversation). The recording is available for all participants, and the link is available by default for **120 days**.

Example within a chat or channel:



If you click on the Recording, it automatically opens in Stream. If you click on the More options (3 dot) menu, you can **Open** the recording link or **Get link** (copy) the recording link.

If the link has expired, a **Download Expired** message will appear in the **chat**.



Note: In a **channel**, you may not see an expiration. You may only see a video call took place.

If the person recording has removed your viewing permissions, you will receive a **Sorry, you don't have access** message.



Notes:

- You **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 (or everyone who is part of the channel for channel meetings).
- The recording will be available in OneDrive/SharePoint for **the person who recorded**.
- All **participants** will have access via the link in chat/channel until the person recording removes permissions, deletes the recording, or the link expires.

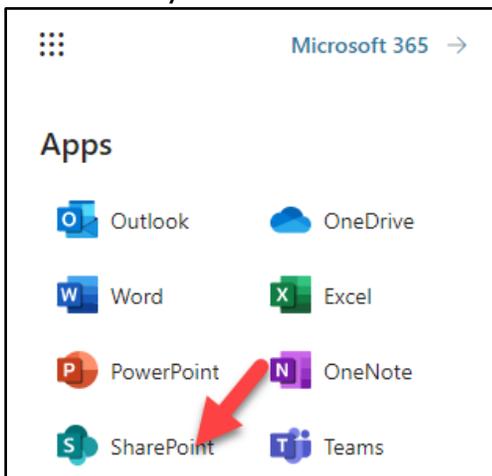
Find a Recording

You may access the file directly from OneDrive (or SharePoint if the meeting was in a channel).

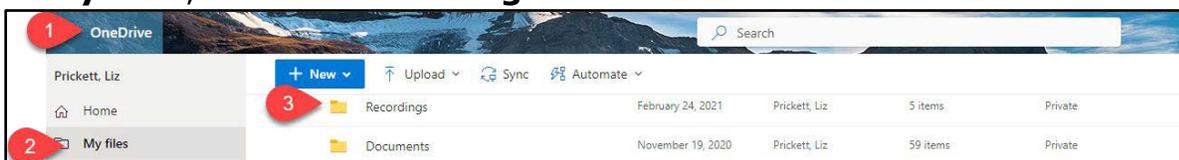
1. Log in to **MAVZone**.
2. In **Applications**, select **OneDrive**.



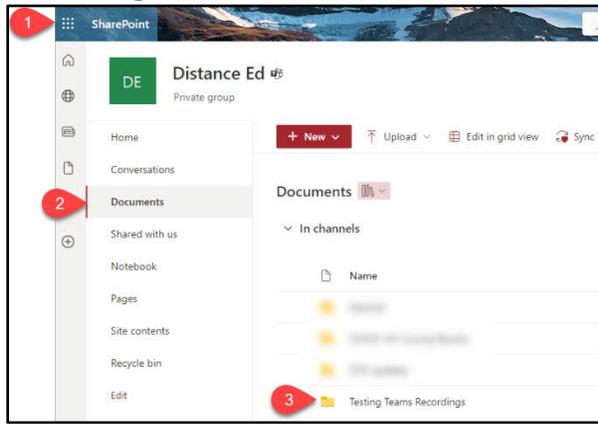
Note: If you need to go to **SharePoint**, click on the **App launcher** (waffle) menu at the top left corner of OneDrive. Select **SharePoint** from Microsoft 365 Apps. Then find your channel.



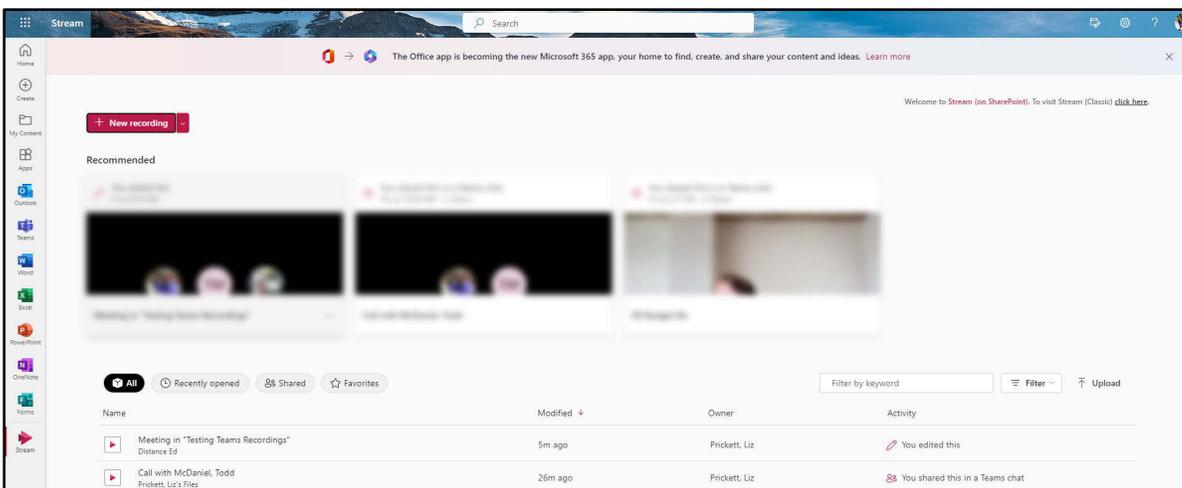
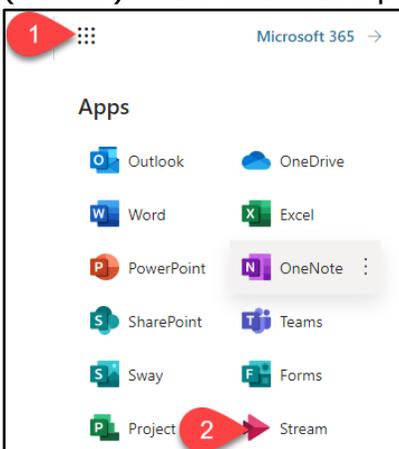
3. In **My files**, find the **Recordings** folder.



Note: For **SharePoint**, go to your **Team**, then click on **Documents** and find the **meeting folder**.



You may also view all recordings you have access to by going to Log in to **MAVZone**. In **Applications**, select **OneDrive**. Then find **Stream** by clicking on the **App launcher** (waffle) menu at the top left corner of OneDrive.



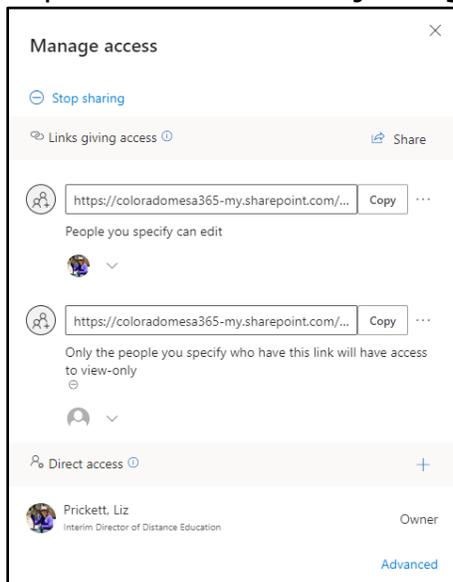
Share a Recording (Manage Permissions)

Teams recording will automatically be shared with the participants in the meeting. They may visit the recording link in the chat or channel, as previously mentioned. If you need to share a recording, you may navigate to the recording via OneDrive or SharePoint.

1. In **Recordings**, find the file you want to download. Use the **Show actions** (3 dot) menu to select **Manage access**.

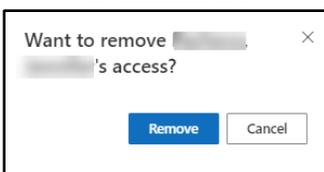


2. Use the **Manage Access** options to stop sharing, share a link, and edit permissions. Be sure to abide by any applicable **privacy** (such as FERPA) expectations when adjusting any viewing permissions.

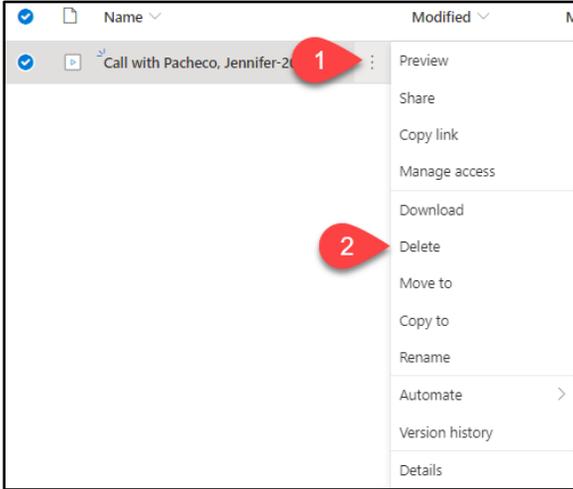


By default, sharing links are available to the owner; the owner has editing access and participants have viewing access. Downloads are blocked to participants, even if you grant editing permissions. Downloads and Direct access are only available to the owner.

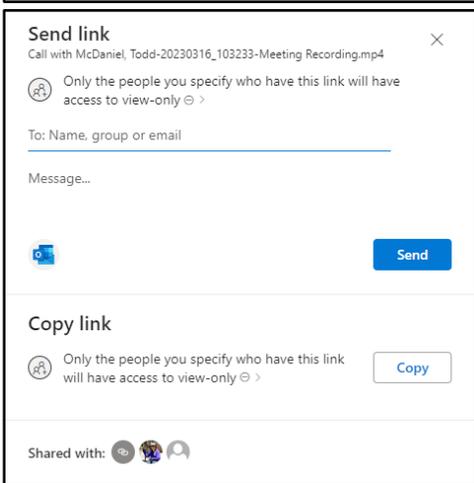
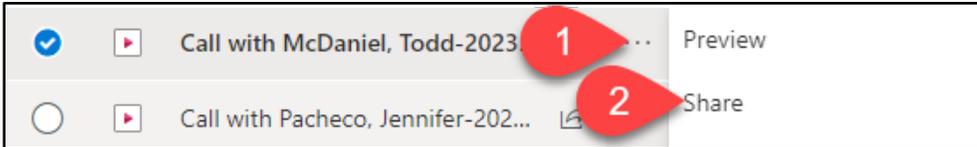
If you remove a user's access, you will receive a message confirming removal. Click **Remove** to confirm.



If you **delete** a recording from OneDrive (or SharePoint). This will remove all users' (including your own) access, including via any links in the chat/channel.



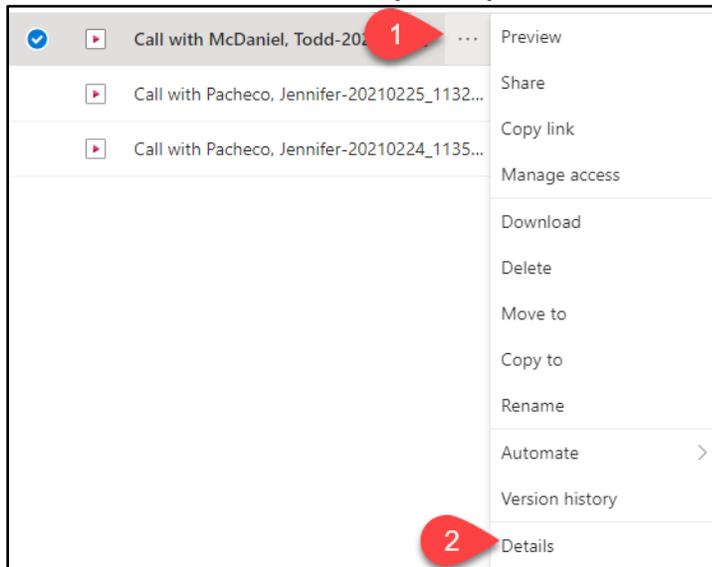
If you're sharing a class meeting, you can add the video in your class folder and it will be available to the class for viewing. If it is not a class meeting (or you only want to share with certain students), you can use the **Share link** option to enter specific individuals via email or a copied link.



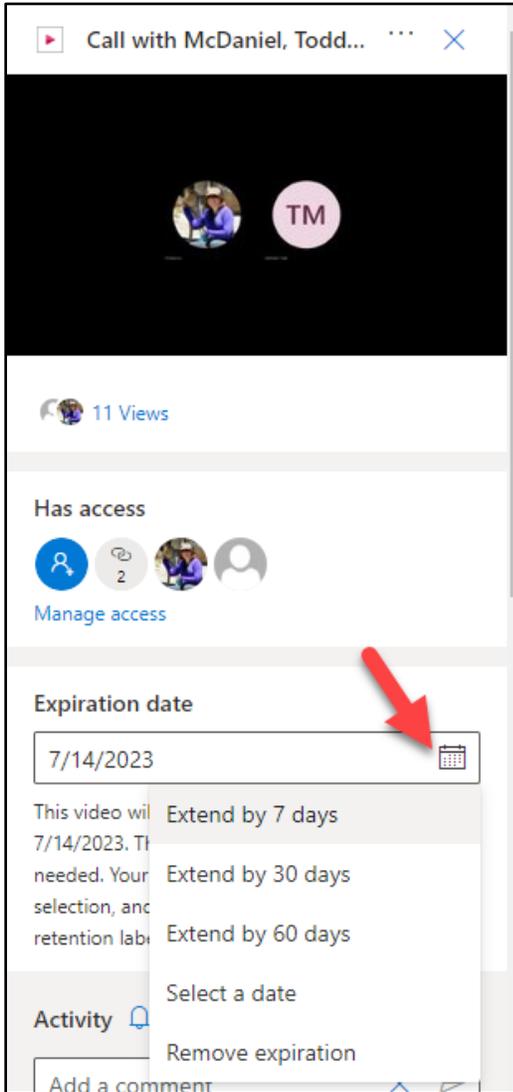
Adjust the Expiration Date

By default, Teams recordings expire in 120 days. You may adjust this as needed.

1. Navigate to your recording.
2. Use the **Show actions** (3 dot) menu to select **Details**.



3. In the **Expiration date** section, click on the **calendar** icon to adjust the date. You may **Extend by 7 days**, **30 days**, **Select a date**, or **Remove expiration**.

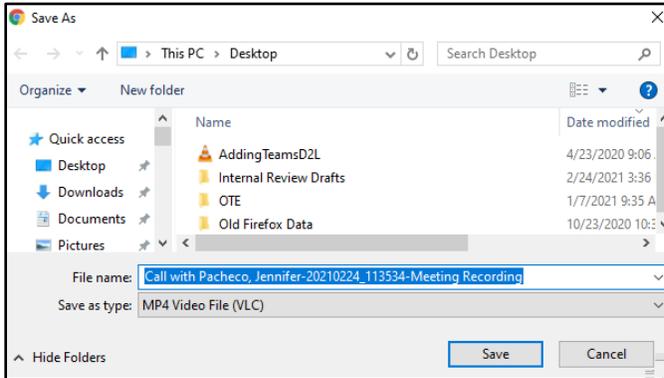


Download Your Teams Recording

1. In **Recordings**, find the file you want to download. Use the **Show actions** (3 dot) menu to select **Download**.



2. In the **Save As** dialog, select your location, rename the file if needed, and click **Save**.

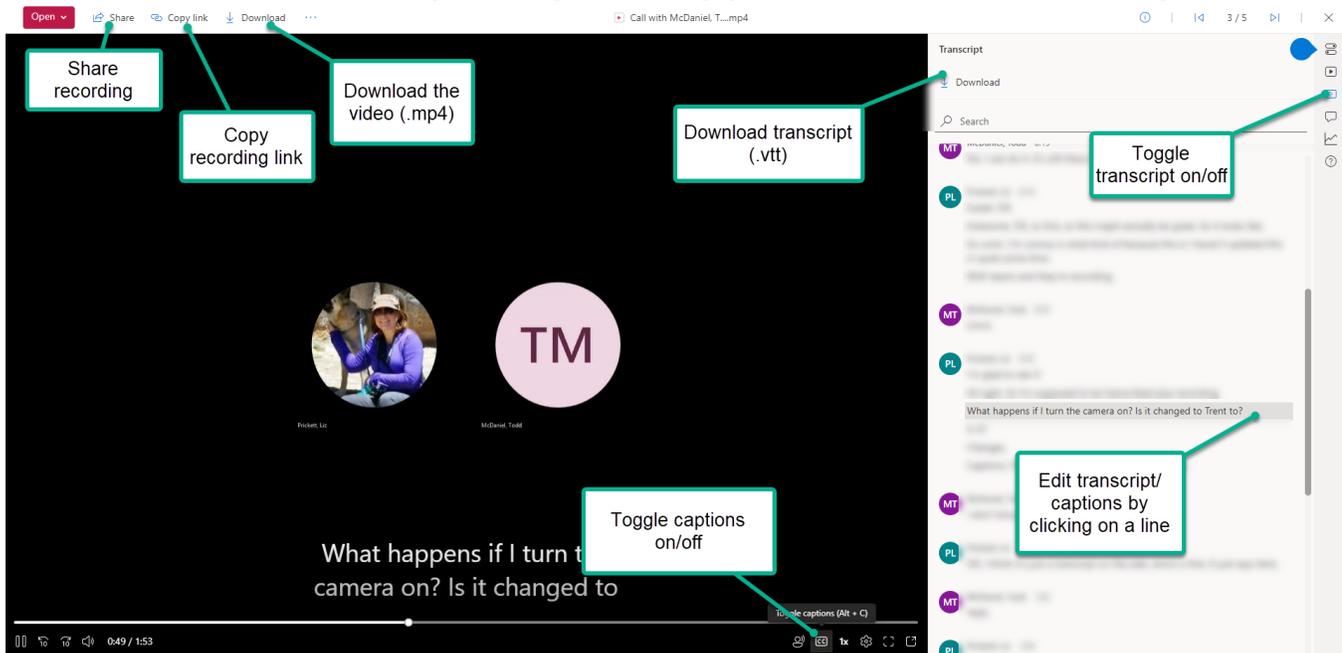


Note: The file is an **MP4** video file. Depending on your device settings, this file may automatically go to your **Downloads** folder.

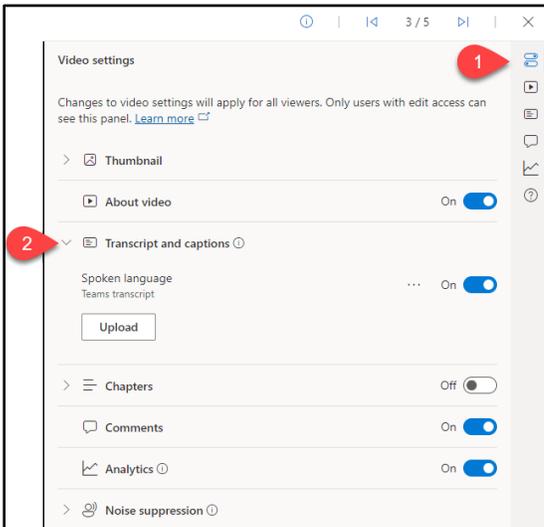
Caption a Teams Recording

If live transcription was enabled during your meeting, captions and an interactive/scrolling transcript (with speakers identified) are automatically enabled in the recording.

Viewers can toggle captions on or off, toggle transcript on or off, as well as navigate with the scrolling transcript. The owner can edit captions/transcript. The owner may also allow viewers to edit if they manage sharing permissions to allow editing.

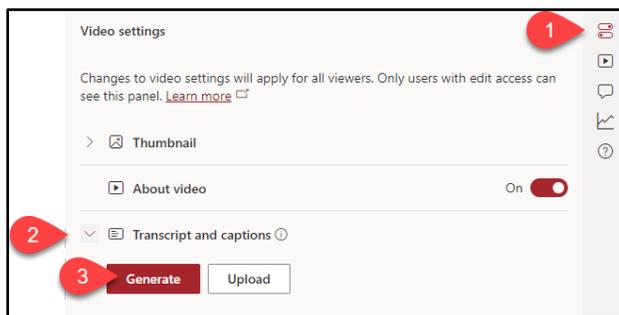


If you click on **Video Settings**, the owner can see that the automatic **Teams transcript** is on. The owner has the option to upload an alternative/edited transcript if needed.

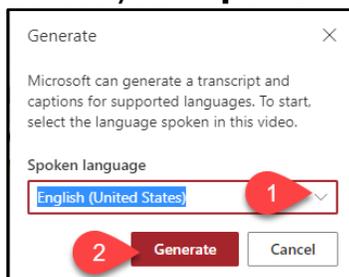


If you did not enable live transcription during your meeting, you may generate automatic transcripts/captions.

1. Navigate to your recording.
2. Click on **Video settings** and then **Transcript and captions**. Then, click **Generate**.



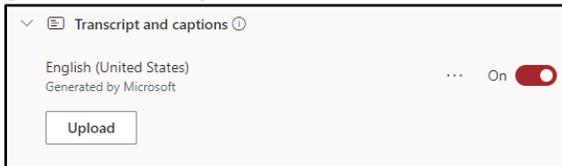
3. Select your **Spoken language** and click **Generate**.



4. You'll receive a notice that Microsoft is **Generating English** captions. Timing depends on the length of your video.



5. Once your automatic captions are ready, you'll notice that captions have been generated by Microsoft.



6. Now viewers can toggle captions on/off, as well as toggle on/off the interactive/scrolling transcript. The transcript will not identify speakers.

