



## Microsoft Teams Recordings

Unlike Zoom cloud recordings, your Teams recordings are not automatically saved to Panopto, and they are not saved indefinitely with Teams. Therefore, if you need access to your recordings later and/or provide captions, you will need to complete a few steps. Use this guide to download your recording, upload it to Panopto, enable captions, and share the recording.

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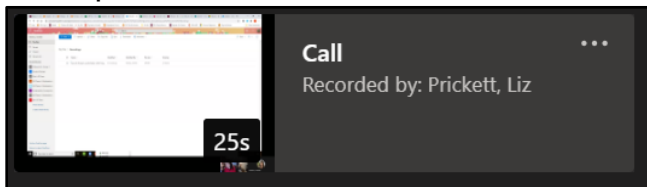
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## Record a Teams Meeting

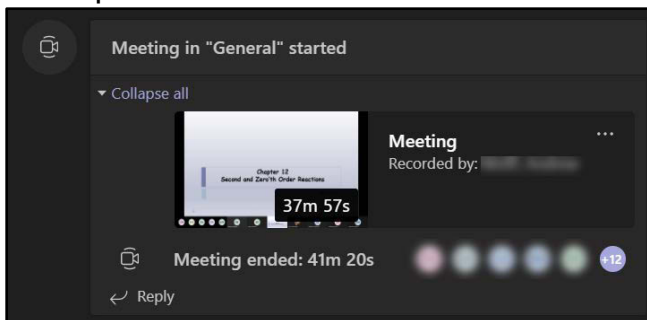
For more information on starting a recording, check out the **Record a Meeting** section of our [Communicating in Microsoft Teams guide](#).

Recordings in Teams are automatically saved to the cloud (Office 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 for **7 days**.

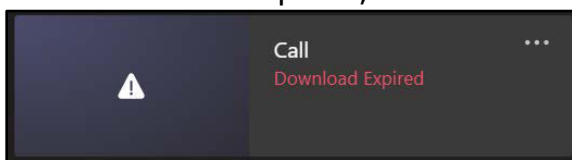
Example from a Chat:



Example from a Channel:



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:

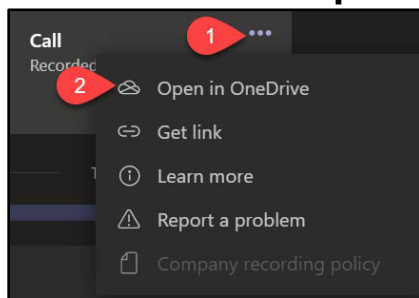
- You **cannot** make multiple recordings of the same meeting at the same time. If one person starts recording a meeting, that recording will be stored on the cloud and available to all participants (or everyone who is part of the channel for channel meetings).
- The recording will be available in OneDrive/SharePoint 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 (after 7 days).

## Download Your Teams Recording

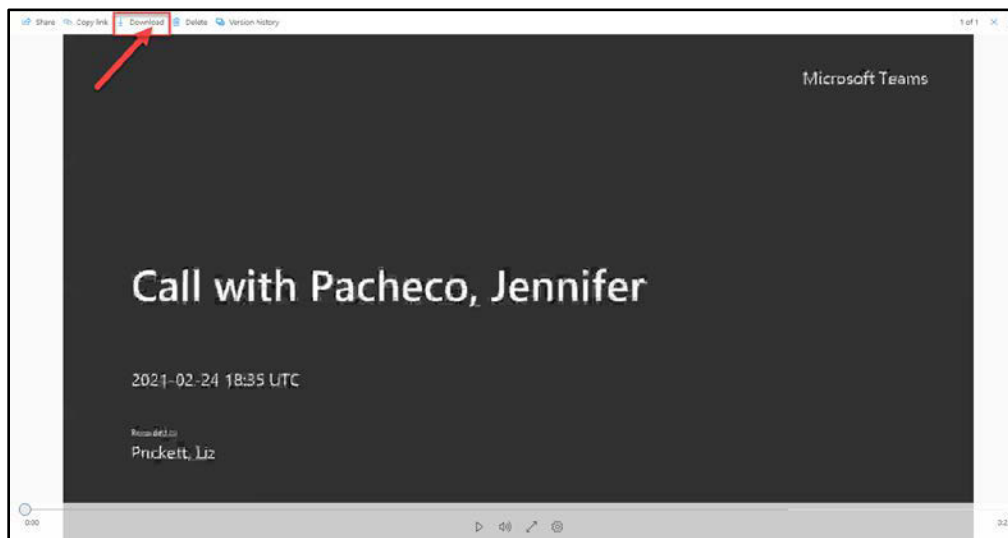
You may download the recording from the chat (or channel). Alternately you may access the file directly from OneDrive (or SharePoint if the meeting was in a channel).

### From Chat (or Channel)

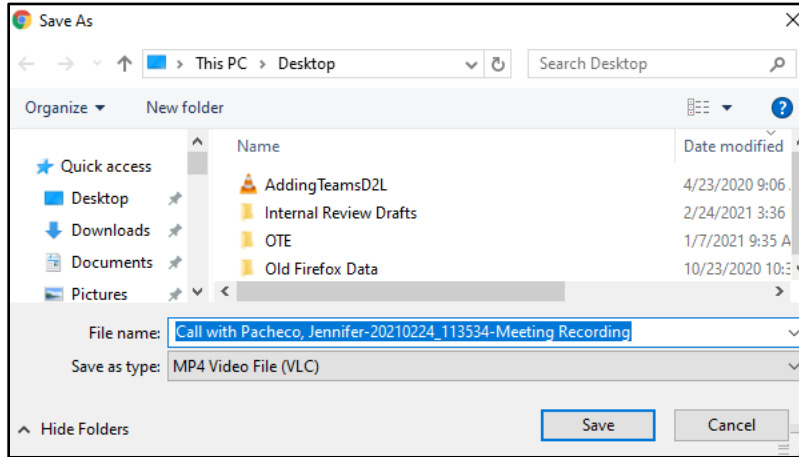
1. Find the **recording** in your chat/channel.
2. Click on the **more options** (3 dot) menu and select **Open in OneDrive**.



3. Click **Download**.



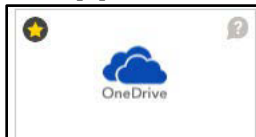
4. In the **Save As** dialog, select your location, rename the file if needed, and click **Save**.



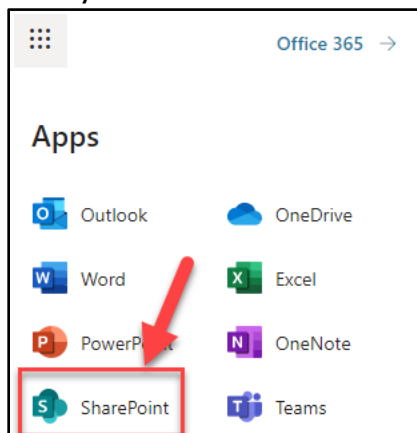
Note: The file is an **MP4** video file. Depending on your device settings, this file may automatically go to your **Downloads** folder.

### From OneDrive (or SharePoint)

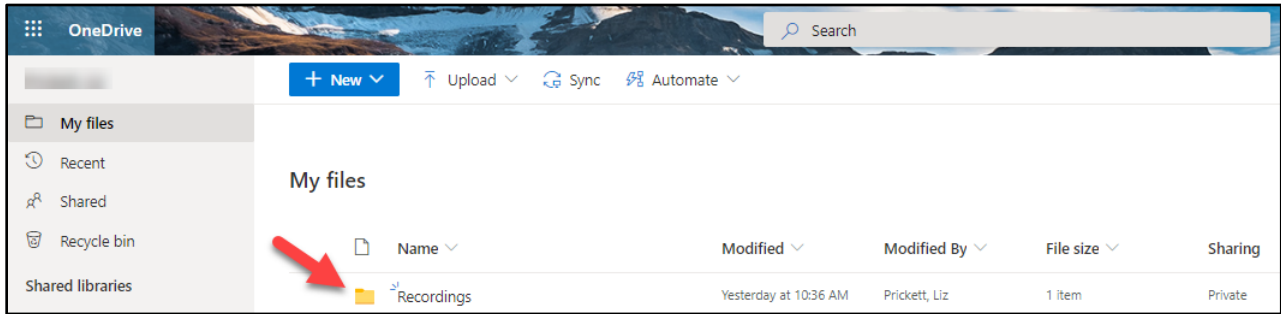
1. Log in to **MAVZone**.
2. In **Applications**, select **OneDrive**.



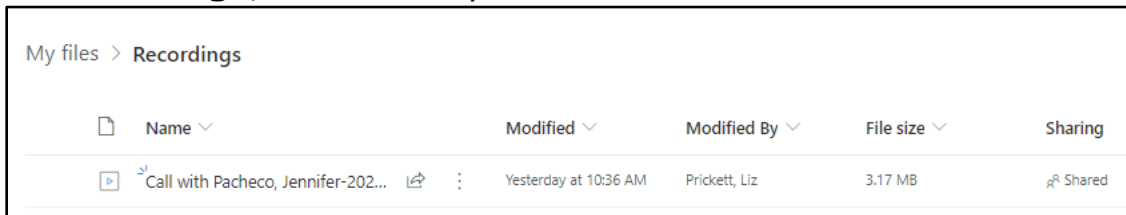
Note: If you need to go to **SharePoint**, click on the **App launcher** (waffle) menu at the top left corner of OneDrive. Select **SharePoint** from Office 365 Apps. Then find your channel.



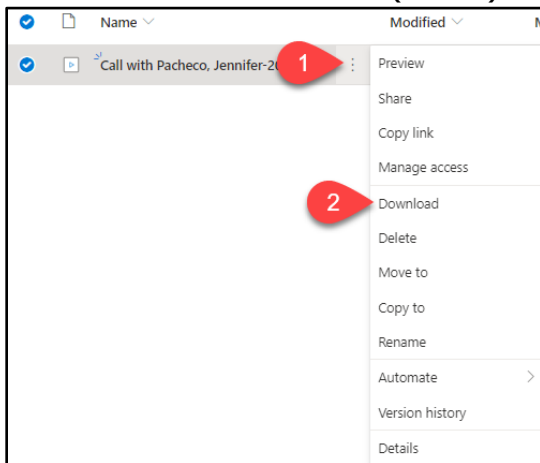
3. In **My files**, find the **Recordings** folder.



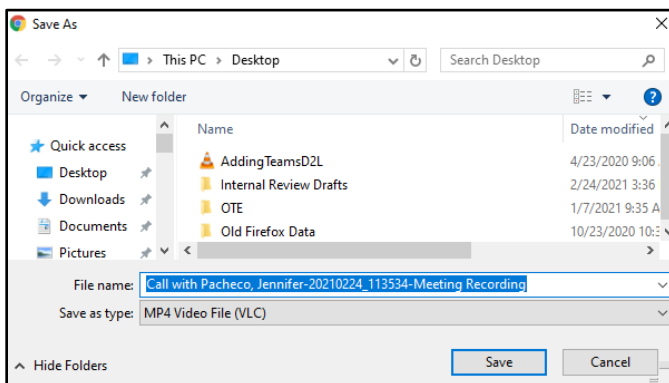
4. In **Recordings**, find the file you want to download.



5. Use the **Show actions** (3 dot) menu to select **Download**.



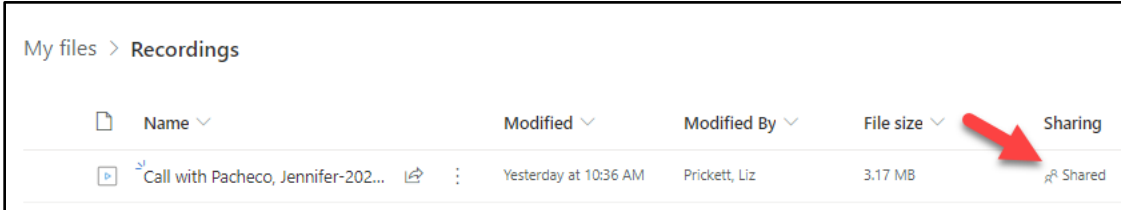
6. In the **Save As** dialog, select your location, rename the file if needed, and click **Save**.



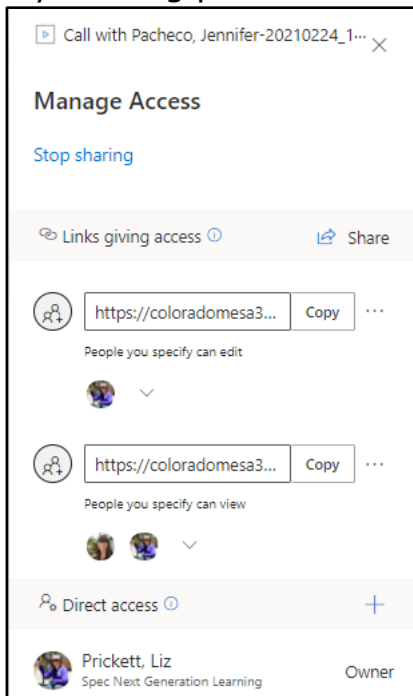
Note: The file is an **MP4** video file. Depending on your device settings, this file may automatically go to your **Downloads** folder.

## Notes on Permissions

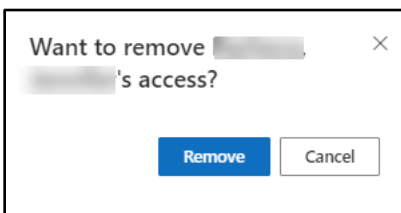
Click on the **Shared** link with your recording under **Sharing**.



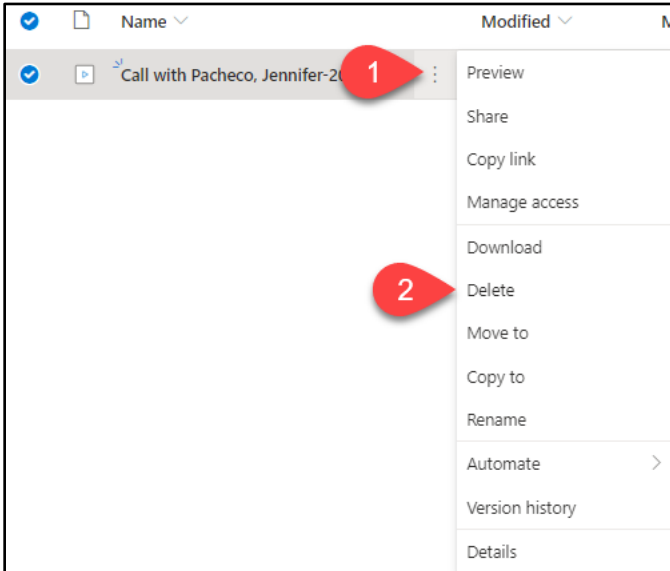
Use the **Manage Access** options to stop sharing, share a link, and edit permissions. Be sure to abide by any applicable **privacy** (such as FERPA) expectations when adjusting any viewing permissions.



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

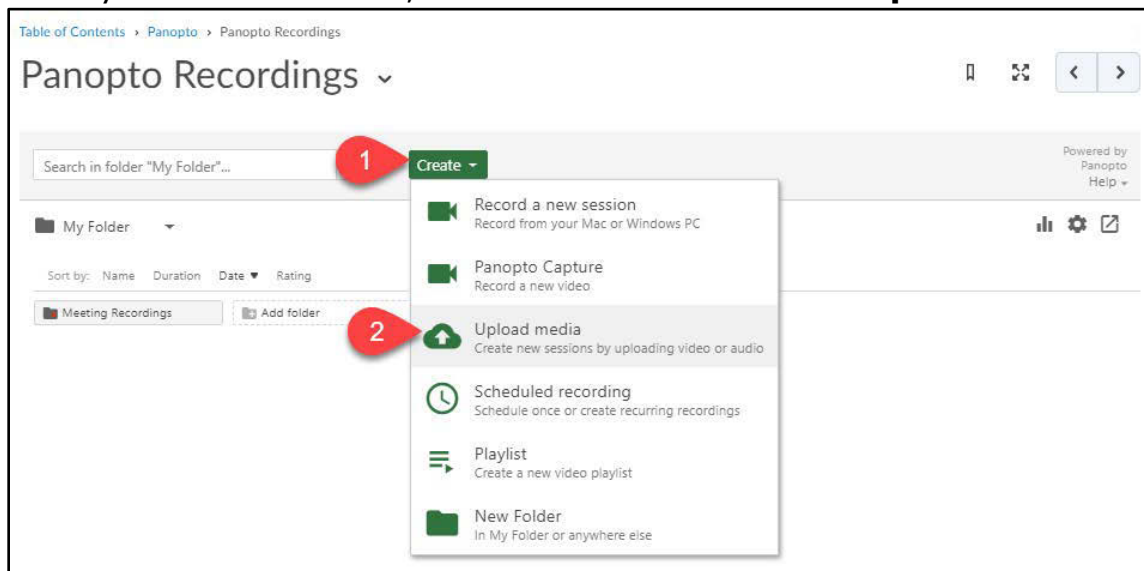


Once you've downloaded your recording, you may **delete** it from OneDrive (or SharePoint). This will remove users' access via any links in the chat/channel.

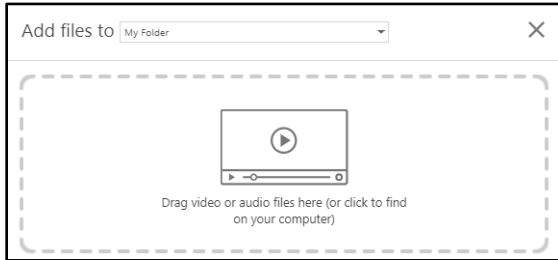


## Upload Your Video to Panopto

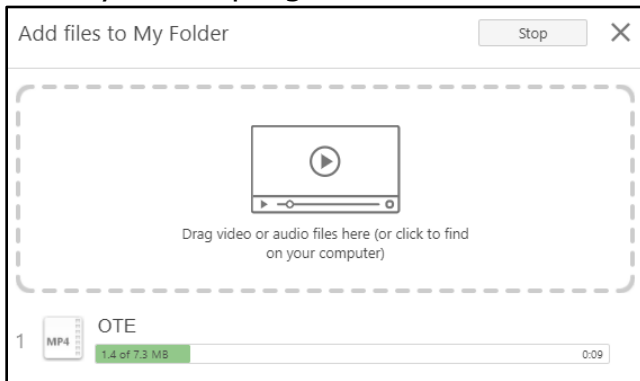
1. In **Panopto**, navigate to the **folder** in which you'd like to add your file. (You may also create a new folder.)
2. Once you're in the folder, click on **Create** and select **Upload media**.



3. In **Add files to**, drag and drop your video file or click on the video icon to select the file from your computer.



4. Depending on the length of your video, it may take a while to upload. Panopto will show you the progress.



5. Once the upload is complete, you may close the window.



## Caption Your Video with Panopto

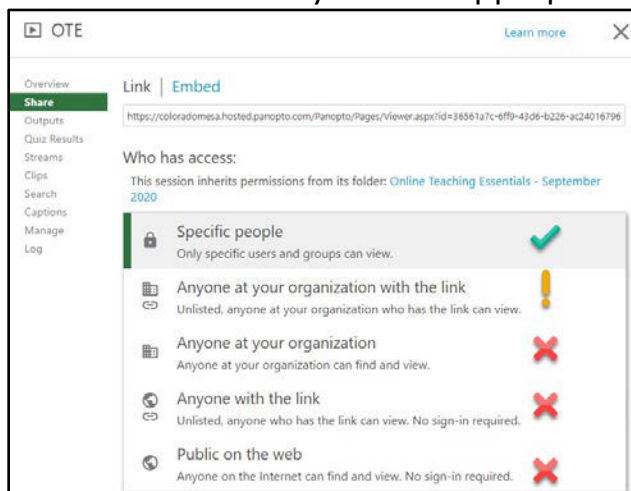
Follow our [Captioning Panopto Recordings](#) guide or our [Captioning Panopto Videos YouTube video](#).



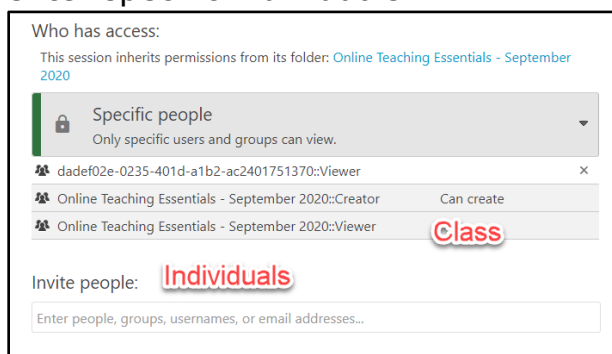
## Share Your Video

**Viewing permissions** from Teams are **not** carried over with the video. Thus, once your video is moved to Panopto, you'll need to assign sharing permissions as needed. Be sure to abide by any applicable **privacy** (such as FERPA) expectations when assigning viewing permissions in Panopto.

1. In **Settings**, click on the **Share** option.
2. In **Who has access**, you'll select **Specific people** (the default option). (In some instances, you may need to select Anyone at your organization with the link, but this would definitely not be appropriate for any personal or class meetings.)



3. 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 **Invite people** option to enter specific individuals.



For more information, check out our [Panopto: Adjusting Sharing Permissions](#) guide or our [Panopto video on adjusting sharing permissions](#).

Once you've adjusted the sharing permissions, you may **share** your Panopto video **link** or [embed it in your D2L course shell](#).