

Recording and Downloading Meetings in Microsoft Teams

The meeting organizer or attendees from within Kennesaw State University can begin and end recordings within a Microsoft Teams Meeting at any point during the meeting. Starting/ending a recording will create a new video of the session. While recording, all video and audio chat will be captured, along with any content presented through screen sharing.

Chat messages, meeting notes, and the participants panel will not be captured. Finished recordings will be made available within the meeting chat after a brief encoding period. Recordings can also be downloaded by the owner(s) of the video.

Note: Guests (non-KSU attendees) do not have the option to record meetings.

To begin recording within a Microsoft Teams Meeting:

1. On the *Control bar*, click **More Options (...)** (See Figure 1).
2. Click **Start Recording** (See Figure 1).

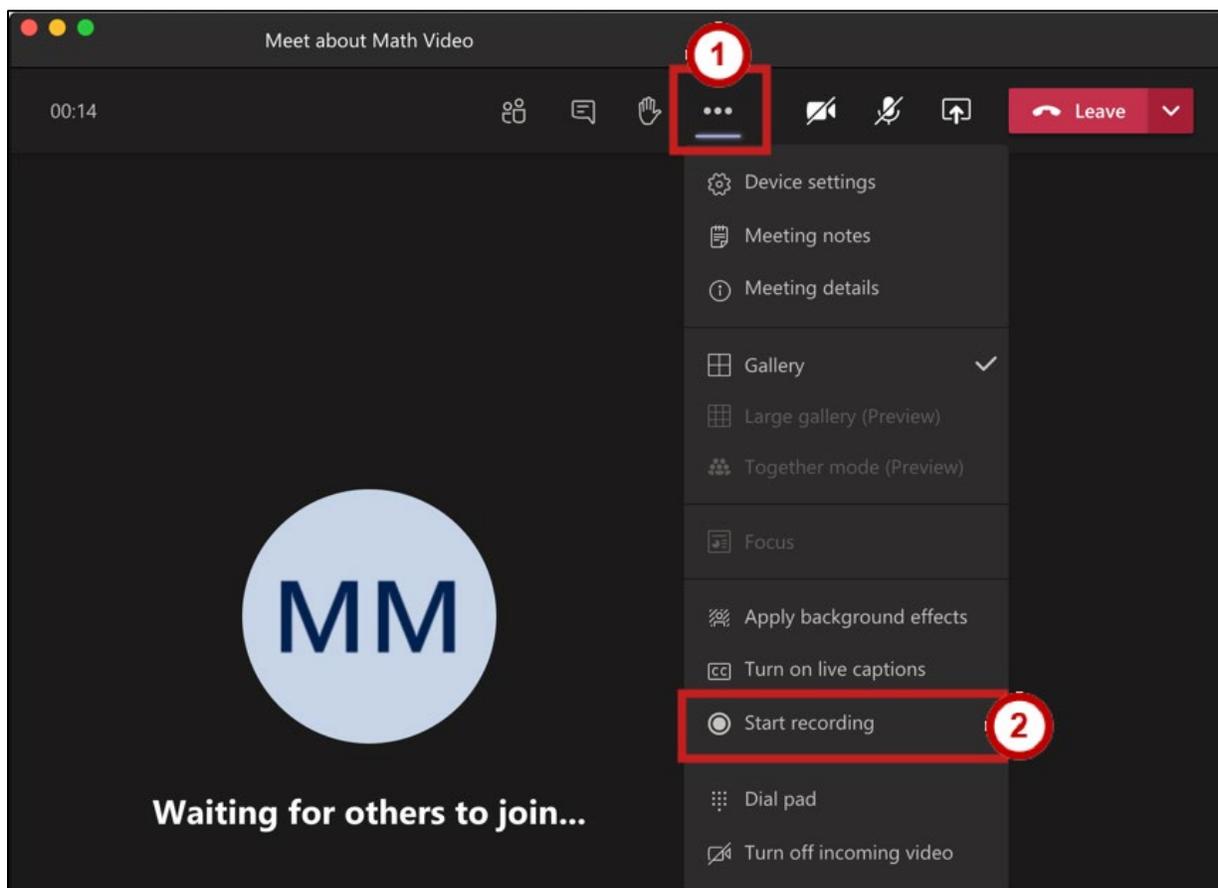


Figure 1 - Start Recording

3. The recording will begin, and a red light will appear next to the call duration in the *Control bar*.

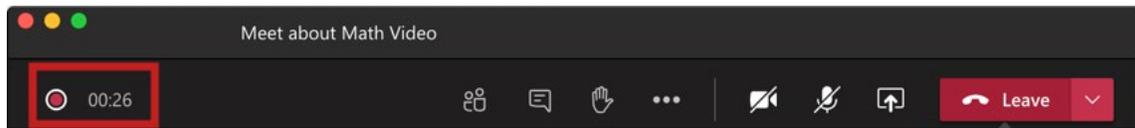


Figure 2 - Recording in Progress

Note: You can't 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. There is no way to pause recording. Every time a recording is started/ended, a separate video is created.

Ending Recordings within a Microsoft Teams Meeting:

1. On the *Control bar*, click **More Options (...)** (See Figure 3).
2. Click **Stop Recording** (See Figure 3).

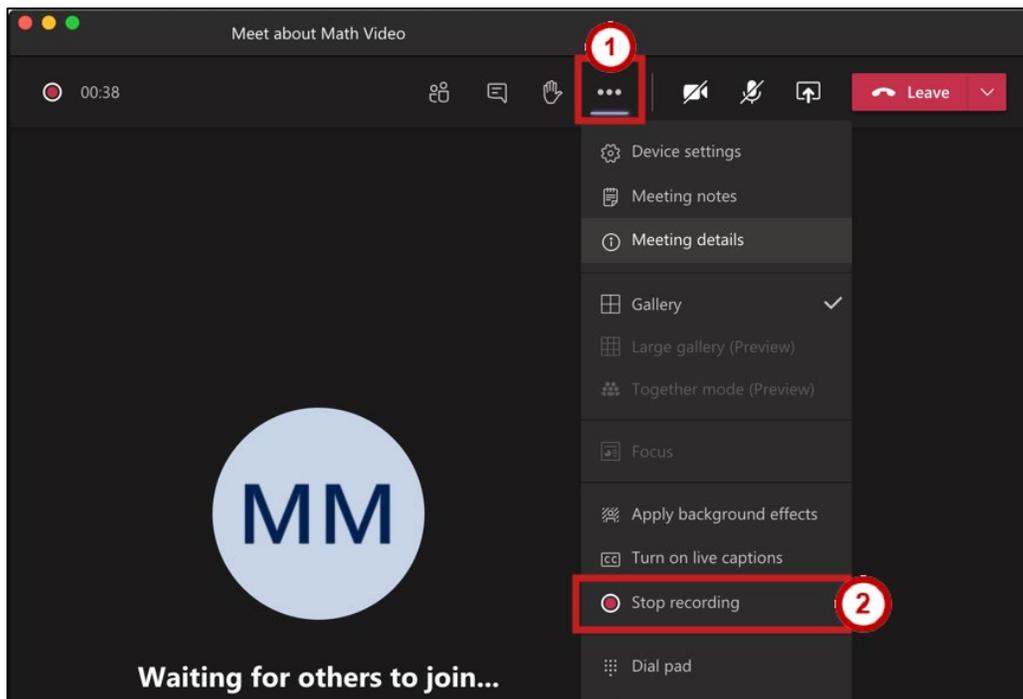


Figure 3 - Stop Recording

3. A prompt will appear asking if you wish to stop recording. Click **Stop recording**.

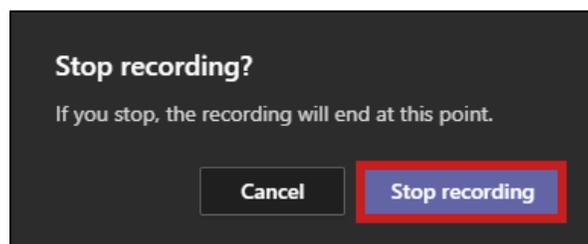


Figure 4 - Stop Recording Confirmation

4. The recording will end. The meeting recording shows up in the meeting chat—or in the channel conversation, if you're meeting in a channel. The recording doesn't expire.

Note: The recording is then processed and saved to SharePoint if it was a channel meeting, or OneDrive if it was any other type of meeting. Guests and external attendees can view the recording **only** if it's explicitly shared with them.

Viewing Recordings of a Microsoft Teams Meeting

You will **not** get an email when the recording finishes saving, but the recording will **appear in the meeting chat** once it's finished. This will happen much quicker than it did in Stream previously. You can control with whom you share the recording, but you won't be able to block people with shared access from downloading the recording.

Note: External users will need to be explicitly added to the shared list by the meeting organizer or the person who started the meeting recording. Permissions are inherited from the owners and members list in the channel.

To play back completed recordings:

1. In the *Teams App*, click the **Team** panel (See Figure 6).
2. The *Teams Panel* opens. Click the **Channel** to display **Posts**, or the chat history (See Figure 6).
3. Click the **ellipsis** for additional options (See Figure 6).
4. Click **Open in OneDrive** (See Figure 6).

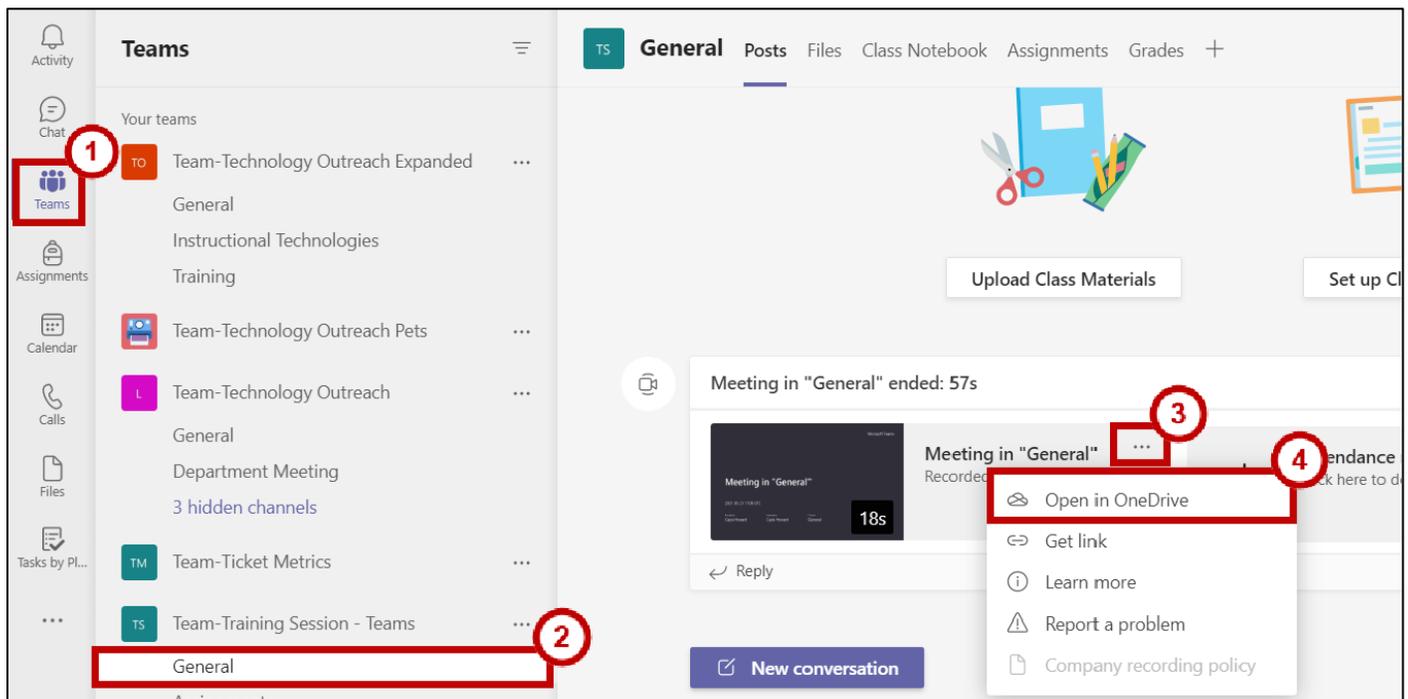


Figure 5 - Access Video in Microsoft Stream

5. A new window will open, displaying your video.

How to Download Recordings:

Under the Georgia Open Records Act, all public records (including meeting recordings) are available for inspection and copying unless they are specifically exempted from disclosure under the law. All records should be retained in alignment with institutional needs and in alignment with USG Record retention guidelines. Learn more here: https://www.usg.edu/records_management/schedules/

To download completed recordings:

Follow the steps 1 - 4 listed above (See Figure 5).

6. A new window will open, displaying your video. Click **Download**.

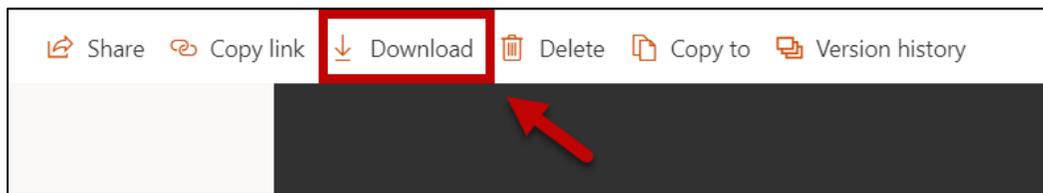


Figure 5 - Access Video in Microsoft Stream

7. The video will begin to download.

Note: Only owners of the video will be able to download.

Sharing Teams Recordings via Teams App

1. In the *Teams App*, click the **Team** panel (See Figure 7).
2. The *Teams Panel* opens. Click the **Channel** to display **Posts**, or the chat history (See Figure 7).
3. Click the **ellipsis** for additional options (See Figure 7).
4. Click **Get Link** (See Figure 7).

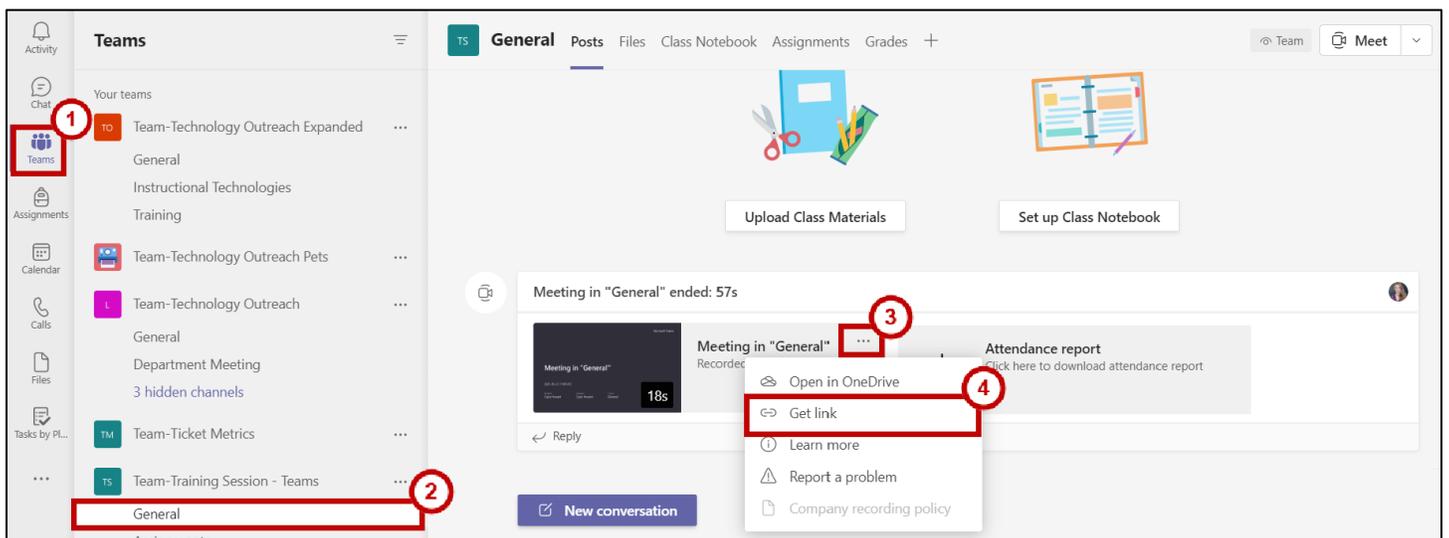


Figure 7 – Share Teams Recording

5. Click **Copy** to copy the link to your clipboard.

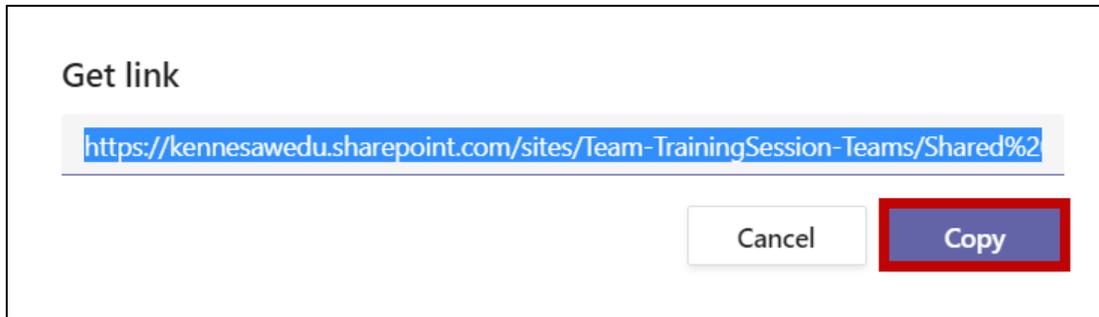


Figure 8 – Copy Link

6. You can now share the recording with people who have access.

Meeting Recording Storage and Permissions

Teams meeting recordings will be stored in OneDrive or SharePoint, depending on the type of meeting. Everyone invited to the meeting will be able to view the recording.

Channel Meetings

For channel meetings, the recording will be stored in a Recordings folder in the **Files** tab for the channel. The **Files** tab stores all files in a SharePoint site and document library for the channel. Everyone who is a part of the channel will have permission to edit and view the recording.

To view your files:

1. In the *Teams App*, click the **Teams** panel (See Figure 9).
2. The *Teams Panel* opens. Click the **Channel** to see associated chat history and data (See Figure 9).
3. Click the **Files** tab to view all files for the selected channel (See Figure 9).
4. Click the **Recordings** folder (See Figure 9).

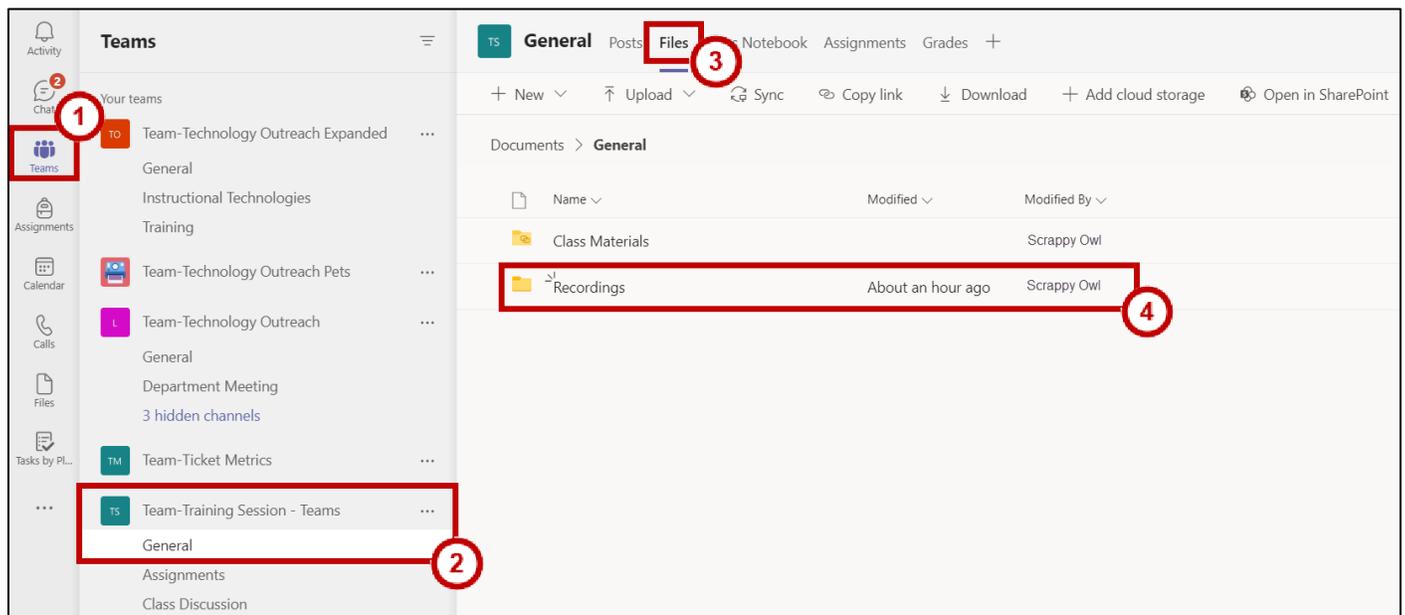


Figure 9 – View Recording Files

5. Select the recording you wish to view (See Figure 10).
6. Click Open in SharePoint (See Figure 10).

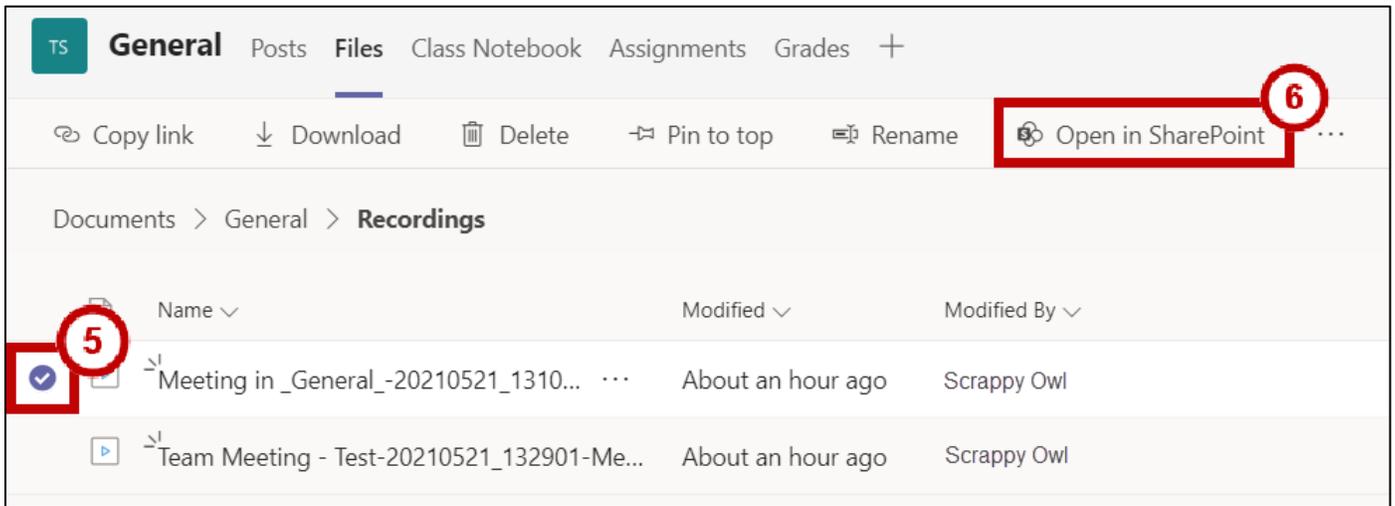


Figure 10 – View Saved Recordings

7. A new window will open in SharePoint, displaying your video.

Non-Channel Meetings

For non-channel meetings, the recording will be stored in the **Recordings** folder in the *OneDrive directory* of the person who started the recording.

To view your files:

1. In your OneDrive directory, open **My Files** (See Figure 11).

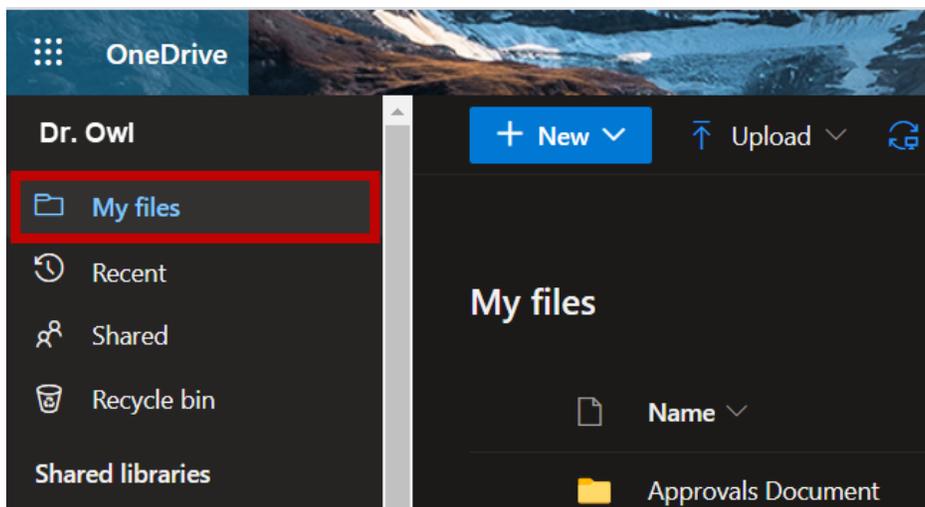


Figure 11 – Select My Files

2. Open the file labeled **Recordings** to view all non-channel meeting recordings (See Figure 12).

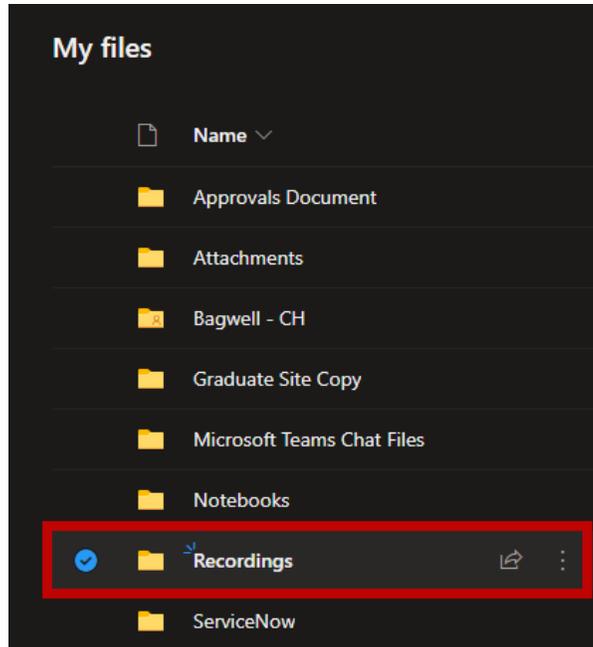


Figure 12 – Click Recordings Folder

3. Click the **Video file** to open your video (See Figure 13).

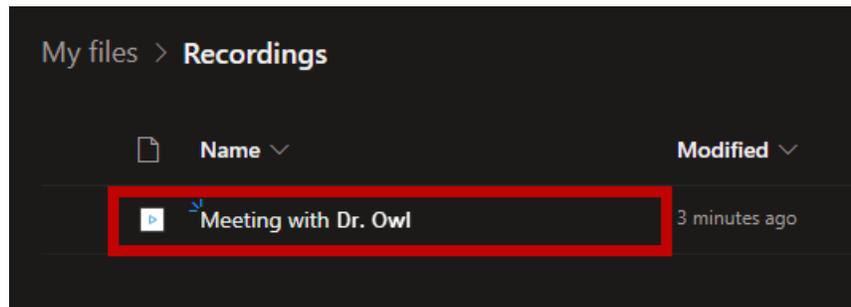


Figure 13 – Open Video File

4. Your video will play in OneDrive.