

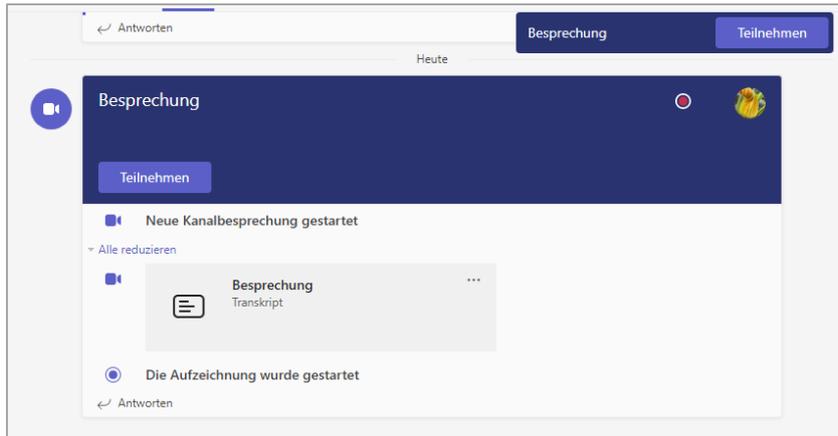
## Team meeting recordings

### 1. Starting and stopping a recording

For a general guide to recording in Teams, see the Recording a Meeting in Microsoft Teams page at Microsoft [Record a meeting in Teams \(microsoft.com\)](https://microsoft.com) .

### 2. Recognizing a recording in progress

If you want to join a recording in progress in Teams, you will see that a recording has been started in the chat history even before you join the meeting:



Both the text and the red dot in the upper right corner indicate this.

After joining the meeting or starting a recording in an ongoing meeting, the following notice is displayed to the participants:



(Depending on the authorization of the person recording, transcription of the spoken contributions is started at the start of recording, and participants are also made aware of this).

Furthermore, a red dot in the top left corner of the function bar indicates that recording is in progress:



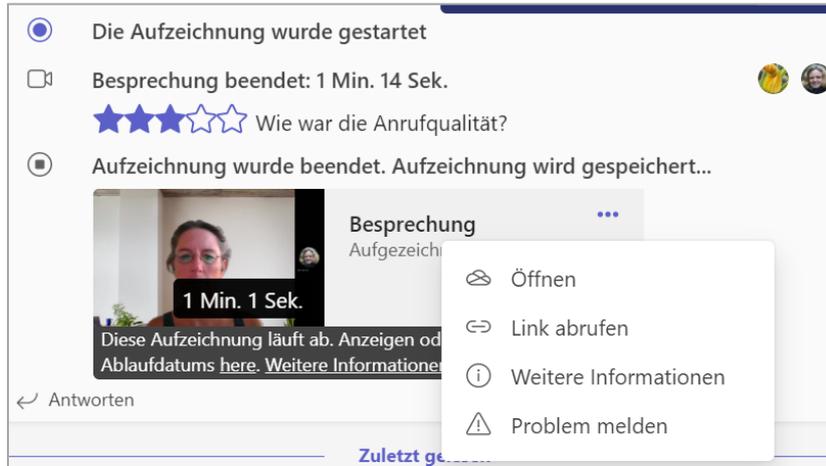
If you move the mouse over the point, you can see who started the recording.



### 3. Saving the record

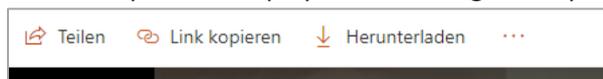
After the recording is finished, it is saved in Microsoft SharePoint Online as an MP4 file. Every team member can access it via the team's chat history. The access is done via the three-point menu of the

recording:



If you open the recording or use the link provided, you will be redirected to the location in Microsoft SharePoint Online.

There it is possible to play the recording directly or to download it.



The file can be downloaded or shared with others at any time (within the valid storage period). There is no restriction on where the downloaded MP4 file can be saved.

Further notes:

- a possibly started transcription is recorded as well;
- the chat history is not recorded.

#### 4. Storage period of the recording

Currently, recordings remain stored for 60 days and are then deleted.

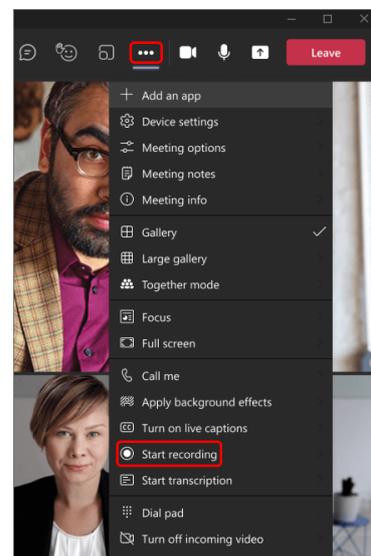
#### 5. Unintentional recording

Basically, only team members and owners who have the recording right (i.e. no guest accounts and anonymous participants) can start or stop recording.

Since the record function is hidden behind the meeting's three-item menu, accidental recording seems unlikely.

Unintentional recordings can be deleted immediately by a team member or by the team owners:

- Click on the recording in the chat history



- In Microsoft SharePoint Online, click on the three-dot menu in the upper left corner and select "Delete".



## 6. Joining an already running videoconference with recording afterwards

If you join a meeting after the fact, point 2 applies.

Running recordings are not interrupted by this. The persons arriving later already see before their participation that they are joining a meeting with running recording. If people do not want to be recorded, they must stay away from the meeting. Even if the camera is switched off and there is no microphone, participation may be visible in the recording..