

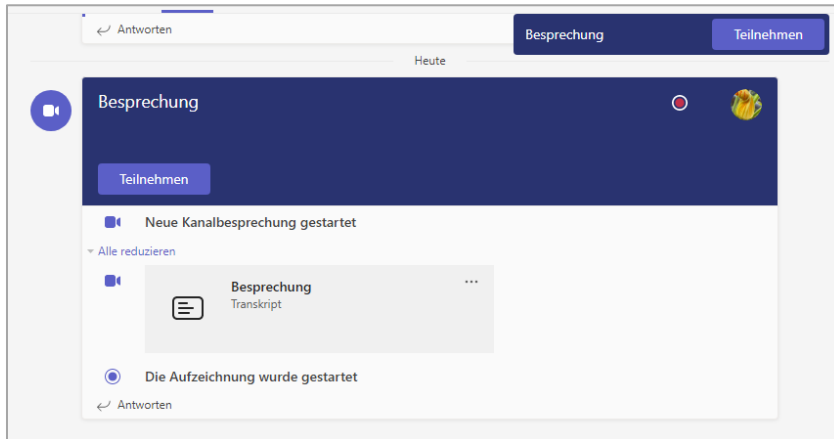
Records of team meetings

1. Starting and stopping a recording

A general guide to recording in Teams can be found at Microsoft on [Record a meeting in Microsoft Teams - Microsoft Support](#) page

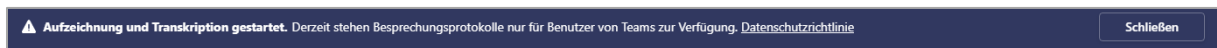
2. Recognition of a running recording

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



Both the text and the red dot at the top right indicate that.

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



(Depending on the authorization of the person recording, the transcription of the spoken contributions is started at the beginning of the recording, to which participants are also referred.)

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



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

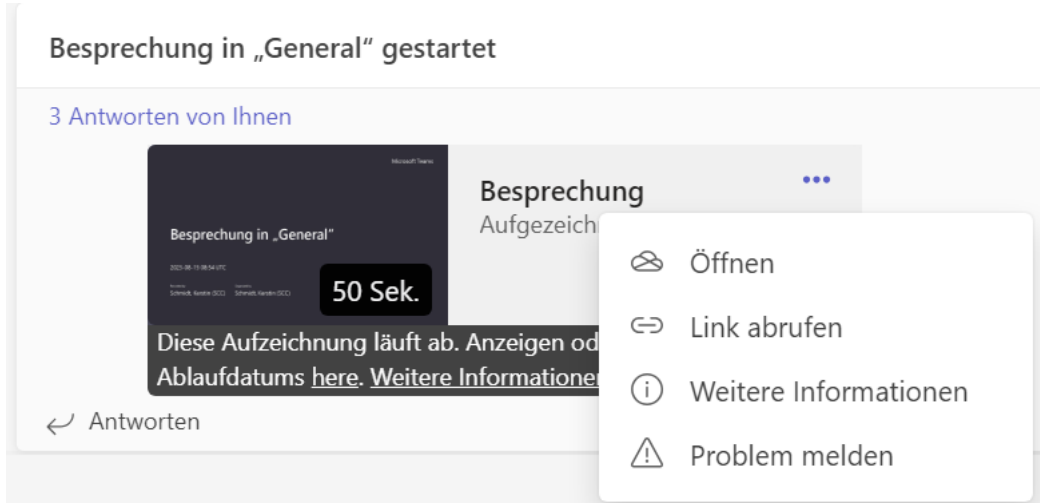


2. Save the recording

After the recording is finished, it is saved in Microsoft SharePoint Online as an MP4 file.

Via the "Files" tab - "Recordings" folder of the team, each team member has access to it. The desired recording is opened by double-clicking and can then be played back.

Alternatively, the three dots next to the recording can be used in the chat to open it.



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

More hints:

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

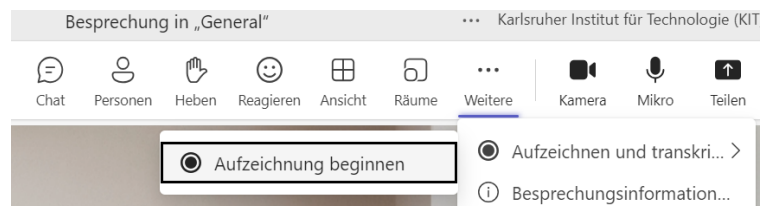
3. Storage duration of the record

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

4. 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.

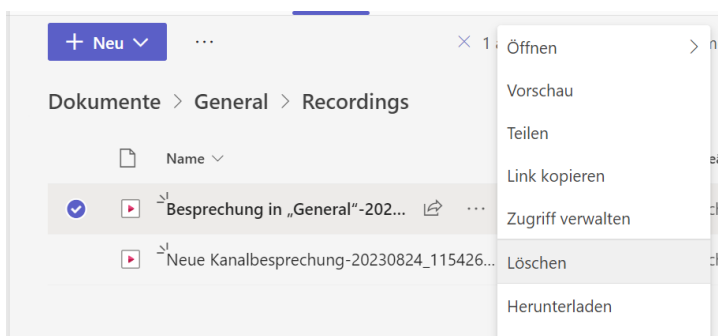


5. Deletion of Records

The recordings can be deleted in the following way:

Select the *Files* tab and open the *Recordings* folder

Click on the three-dot menu next to the relevant recording 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..