

Recording of team meetings at the KIT

1. Starting and stopping a recording

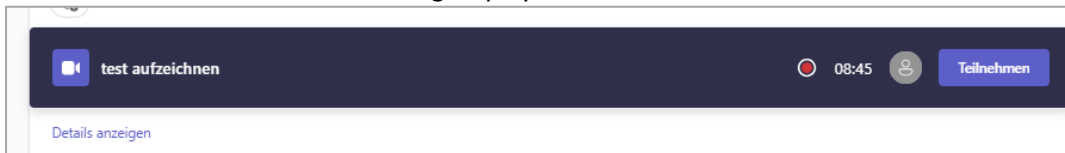
A general guide to recording in Teams can be found at Microsoft on [Record a meeting in Microsoft Teams - Microsoft Support](#) page

2. Recognition of a running recording

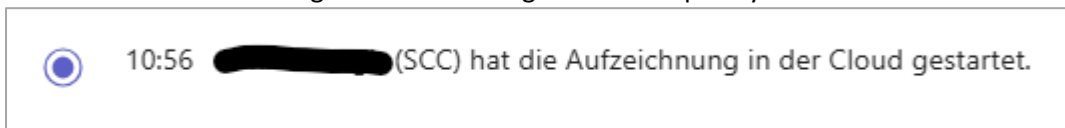
Users can identify meetings with active recording by the red dot on the meeting indicator in the chat history or in an ongoing meeting before joining this meeting.

If you want to join an ongoing meeting with recording in a team, team members will see that a recording has been started in the chat history before joining the meeting.

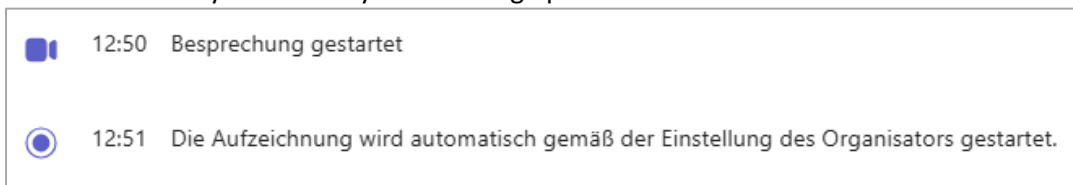
- Either via the red dot on the meeting displays



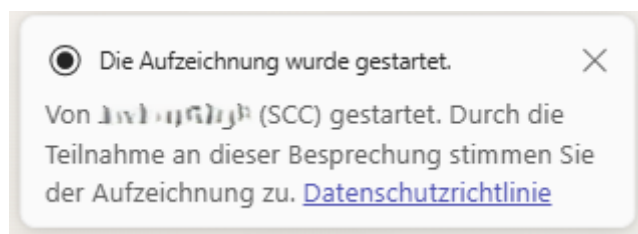
- or also via the chat message that a recording has been explicitly started



- or is automatically recorded by the meeting options



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

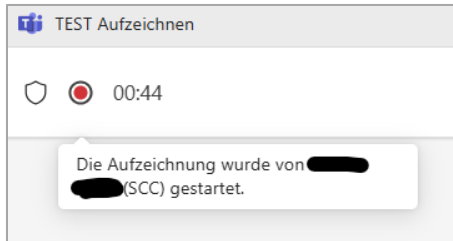


(Depending on the authorization of the person recording, the transcription of the spoken contributions is also started at the start of the recording, to which the participants are also made aware).

In addition, a red dot in the function bar at the top left indicates that recording is in progress:

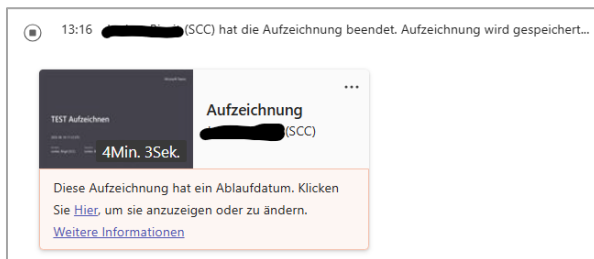


If you move the mouse over the red dot, you can see **who started the recording**.



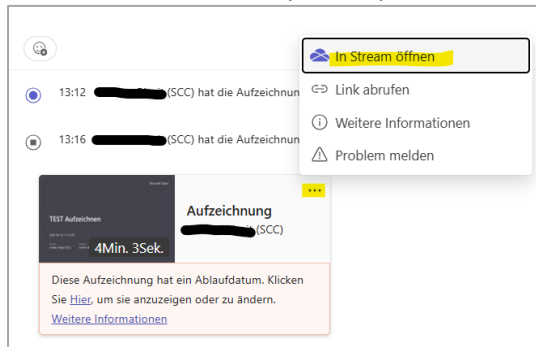
3. Downloading / saving the recording

Once the recording and/or meeting has ended, the recording is displayed in the meeting chat.

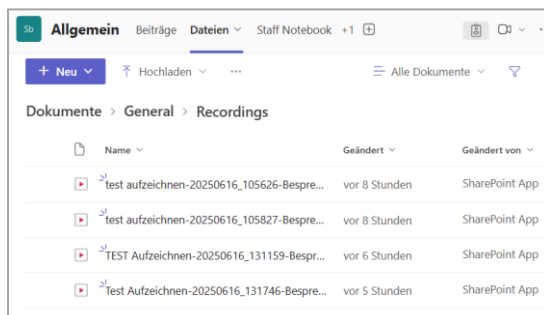


The video file (MP4 format) can be **played or downloaded by all channel users**.

- Either in the chat history via “Open in stream” under [...],



- or in the channel under “Files” - in the “Recordings” folder“:



Downloading and sharing with other people is possible within the valid storage period.
There is currently no restriction on where the downloaded MP4 file may be saved.

Further notes:

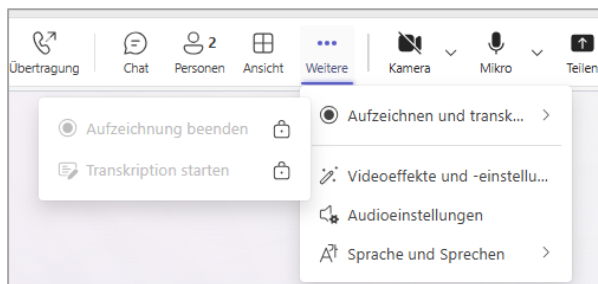
- Transcriptions that have been started are theoretically also recorded, however, transcription in teams is currently not released at KIT.
- Chat history is not part of the recording.

4. Storage time of the recording

Recordings are currently stored **for 60 days** and are then deleted.

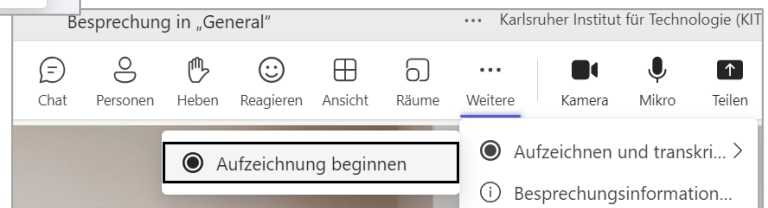
5. Unintentional recording

In principle, only team members and owners who have the right to record can start or end a recording.



People with a guest account or anonymous participants in a meeting **CANNOT** start a recording or transcription.

Since the recording function is hidden behind the three-dot menu of the meeting, accidental recording seems unlikely.

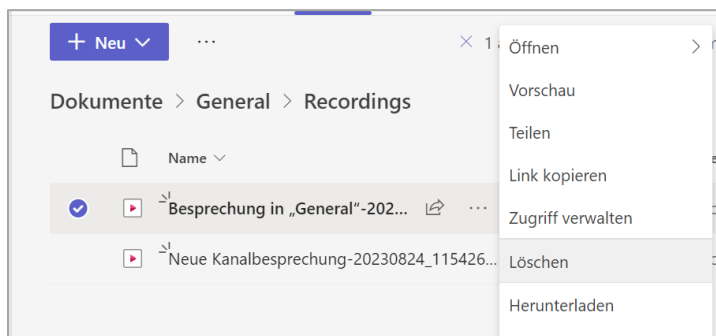


6. Delete recordings

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 respective recording and select "Delete"



7. Joining an ongoing video conference with recording at a later date

If you join a meeting at a later date, point 2 applies.

Ongoing recordings are not interrupted by this. Persons arriving later will see before they join that they are joining a meeting with a recording in progress. If people do not wish 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.