

# Record your Teams meeting



## Windows Software explanation

For use by:	Students, Employees
Version:	1.0
Date:	17-12-2021
Owner:	SID Library

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# Recording your Teams meeting

Where can you find the recording?

## Before you begin

The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have a different configuration or version of the OS to the one described here and you have problems, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workplace Services (WPS).

## Prerequisites

Install teams

If you have recorded a Team meeting, you can find it in SharePoint Online (via Teams) or in your OneDrive. Where the recording will be stored, depends on a number of factors.

The meeting was started from an existing Team channel

- The recording is saved to SharePoint Online at the location <Team Name>/Document Library/<Channel Folder>/Recordings. For example **Sandbox/Shared Documents/Teams/Recordings**.
- The link to the recording will be displayed in the chat history of the channel.
- Permissions to edit or just listen to a recording, for example, are the same as for other files of the channel.

Other Team-meetings

- Recordings are stored in the OneDrive of the person who started the recording in a special Recordings folder.
- The person who started the recording can edit the recording.
- The person who started the recording can share the recording with external users/guests.
- The person who scheduled the meeting can edit the recording.
- The person who scheduled the meeting can share the recording with external users / guests.
- External users/guests cannot access the recording by default. They can request access from the person who started the recording and/or the person who scheduled the meeting.
- People invited to the meeting can view the recording.

Who can access the recordings and have the rights over them depends on how the meeting started and with whom you spoke

Meeting type	Who started the recording	Where is the recording being stored	Who has access
1: 1 meeting with TU Delft colleague	Caller	Caller's OneDrive	The caller is the owner and has full rights to the recording.  The callee (if from the same tenant <sup>1</sup> ) can view the recording, but cannot share it.

			The caller can share the recording with the callee.
1: 1 meeting with TU Delft colleague	Callee	Callee's OneDrive	<p>The callee is the owner and has full rights to the recording.</p> <p>The caller (if from the same tenant) can view the recording, but cannot share it.</p> <p>The caller (if from another tenant) cannot access the recording. The callee can share the recording with the caller.</p>
1: 1 meeting with someone outside TU Delft	Caller	Caller's OneDrive	<p>The caller is the owner and has full rights to the recording.</p> <p>The callee cannot access the recording. The caller can share the recording with the callee.</p>
1: 1 meeting with someone outside TU Delft	Callee	Callee's OneDrive	<p>The callee is the owner and has full rights to the recording.</p> <p>The caller cannot access the recording. The callee can share the recording with the caller.</p>
Group video meeting	A participant of the group video meeting	OneDrive of the participant that started the recording	<p>The participant who started the recording has full rights to the recording.</p> <p>The other participants (if from the same tenant) can view the recording.</p>

			The other participants (if from another tenant) cannot access the recording. The participant who started the recording can share the recording with the participants from the other tenant.
Ad hoc/scheduled meeting with TU Delft colleagues	Organizer	OneDrive from the organizer	The organizer is the owner and has full rights to the recording.  All other meeting participants can view the recording.
Ad hoc/scheduled meeting with TU Delft colleagues	Another participant of the meeting	OneDrive of the participant that started the recording	The participant who started the recording has full rights to the recording.  The organizer can edit and share the recording.  All other participants can view the recording.
Ad hoc/scheduled meeting with people outside TU Delft	Organizer	OneDrive from the organizer	The organizer is the owner and has full rights to the recording.  All other participants (if from the same tenant as the organizer) can view the recording.  All other participants (if from a tenant other than the organizer) will not have access to the recording. The organizer can share the recording with them.
Ad hoc/scheduled meeting with people outside TU Delft	Another participant of the meeting	OneDrive of the participant that started the recording	The participant who started the recording has full rights to the recording.

			<p>The organizer can edit and share the recording.</p> <p>All other participants (if from the same tenant as the organizer) can view the recording.</p> <p>All other participants (if from a tenant other than the organizer) cannot access the recording. The organizer can share the recording with them.</p>
Channel meetings	Member of the channel	SharePoint Online location of the channel	<p>The participant who started the recording can edit the recording.</p> <p>The permissions of the other participants are based on the permissions of the channel.</p>