

Sheridan

Recording a Teams Meeting

By default, recording in a Teams meeting is turned off. To record a meeting, either turn recording on during a meeting, or change the default setting before the meeting.

To record a meeting that is in progress, click on the **... More** menu, point to *Record and transcribe*, and click on *Start recording*. Transcribe will also be turned on.

On the top left side of the meeting window, beside the meeting duration time, will be a red dot that indicates the meeting is being recorded.

Recording will end and be saved when the meeting ends.

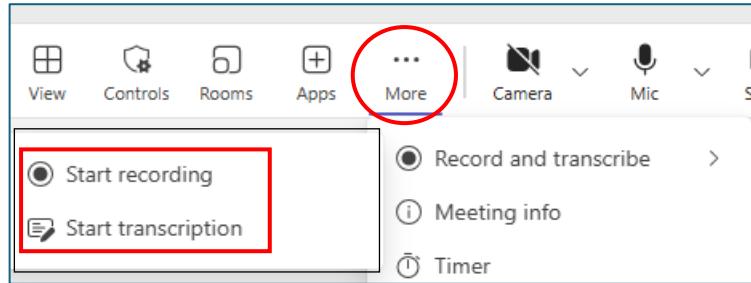


Figure 1 Start recording

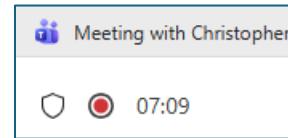


Figure 2 Recording

To stop recording before the end of the meeting, click on the **... More** menu, point to *Record and transcribe*, and click on *Stop recording*.

Teams does not offer a pause recording option.

Change the Recording Default

To change the default recording option, open the Meeting Option window. This window is available in the following three ways:

1. During meeting creation: if the Options panel is not  visible, click the open panel icon under *Send*, then click *More options*
2. In your calendar, Edit a meeting and click *Meeting options* (click the **... More** menu on the second menu bar to see *Meeting options*)
3. During a meeting, click the *Controls* button on the *Control Bar* and click *View more options*

In the *Meeting options* window, click *Roles* and then *Recordings & transcriptions* to turn this option on.

Note: To not allow students to record, do the following:

Open Meetings Options, click *Roles*, under *Who can present*, click the drop-down arrow and click *Only Organizers and co-organizers*

(For more details, see Tip Sheet – Meetings Options Dialog Box)

Access to Class Team Meeting Recordings

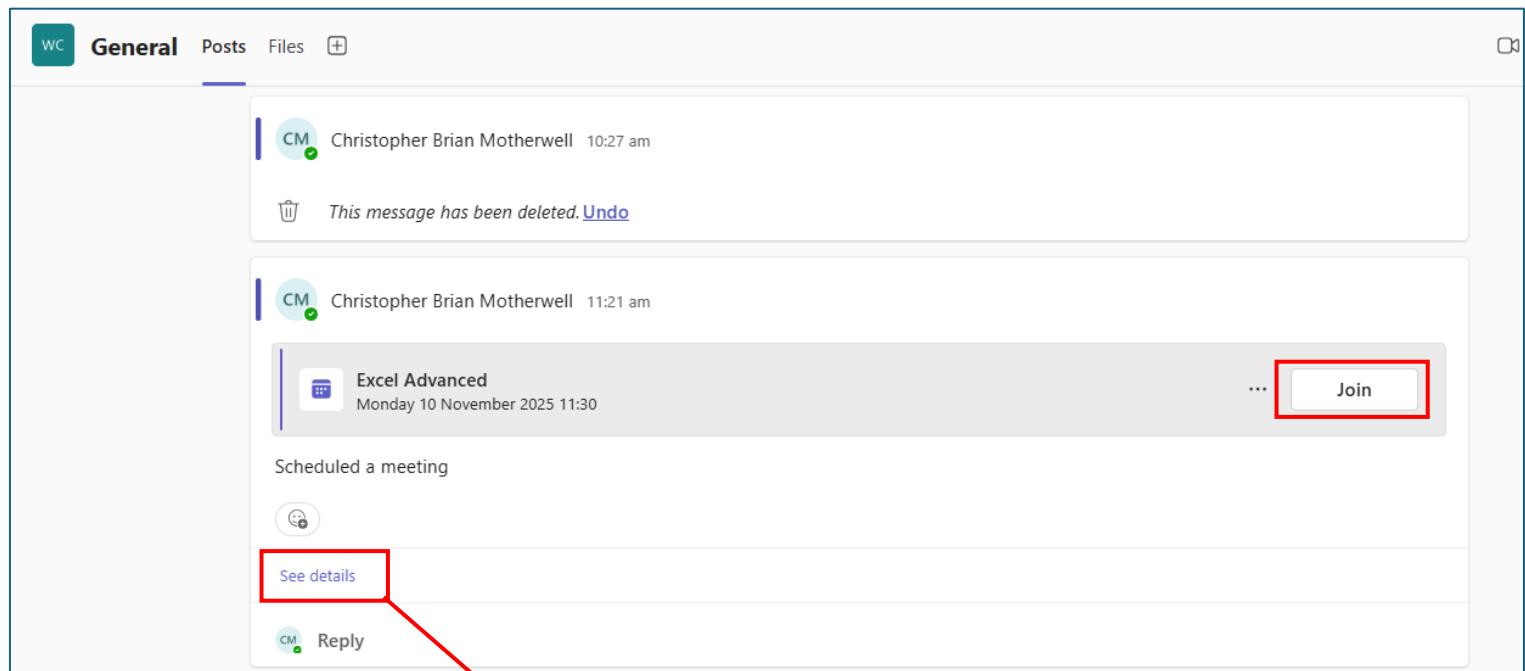
When a meeting has been created, it will appear in the Posts with a *Join* button and on the Teams calendar for all members of that class.

When a Class meeting is recorded, it is stored in two places:

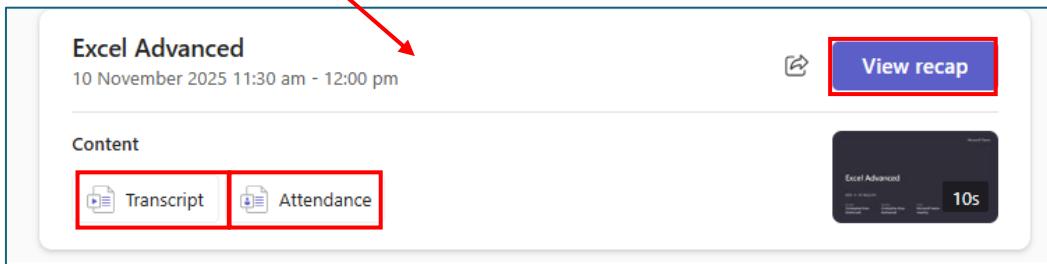
1. Class Chat - in the Class post the meeting was created for – available to all students in this class
2. Class Recordings folder in the *Files* tab of the Class channel – also available to all students in this class

Since the meeting was created in the Class Team, students will have access to the recordings.

When the meeting has ended, there will be a *See details* link added to the Class meeting Post which gives access to the recording, transcription and attendance. (There may be a delay before *See details* link is visible. This can depend on the length of the recording and network traffic.)



The screenshot shows the Microsoft Teams interface. The top navigation bar includes 'WC', 'General', 'Posts', 'Files', and a '+' button. The 'General' tab is selected. Below the navigation, a message from 'Christopher Brian Motherwell' at 10:27 am is shown, followed by a deleted message. A second message from 'Christopher Brian Motherwell' at 11:21 am indicates a meeting was scheduled for 'Excel Advanced' on 'Monday 10 November 2025 11:30'. To the right of this message is a 'Join' button, which is highlighted with a red box. Below this message, a 'See details' link is also highlighted with a red box. A red arrow points from the 'See details' link to a larger screenshot below.



The screenshot shows the 'See details' page for the 'Excel Advanced' meeting. At the top, the meeting title 'Excel Advanced' and date '10 November 2025 11:30 am - 12:00 pm' are displayed, with a 'View recap' button highlighted with a red box. Below this, a 'Content' section contains 'Transcript' and 'Attendance' buttons, both of which are highlighted with red boxes. To the right, a thumbnail image of the meeting recap is shown, with the text '10s' indicating its duration.

To share the video link, click on View recap, click Share and *Copy link*.

All Class Teams will be Archived 10 days after the end of the course. The archive can be accessed for up to 240 days when it will be deleted. See Tip Sheet - Class Team Archiving Process. If there are any recordings you want to keep before they are deleted, you will need to:

1. Download the recording
2. Use the *Move To* option on the files menu in the Recordings folder and choose where to send it – one option is you OneDrive

There is a process to defer the Class Team deletion for another 240 days.