

Sheridan

Change Access to the Recordings Folder or file in a Teams Channel (Denying students access to class recording at folder or files level)

1. Open Teams and click your class
2. On the *General* channel, click on the *Shared* (formerly *Files*) tab above the messages
3. Click on the **...** Menu beside the 'Class name' Recordings folder and click *Manage Access*
4. Click *Stop sharing* and *Stop sharing*
5. Students will not have access to the Recordings folder
 - This process can also be applied to individual files
 - Files may still be shared with students

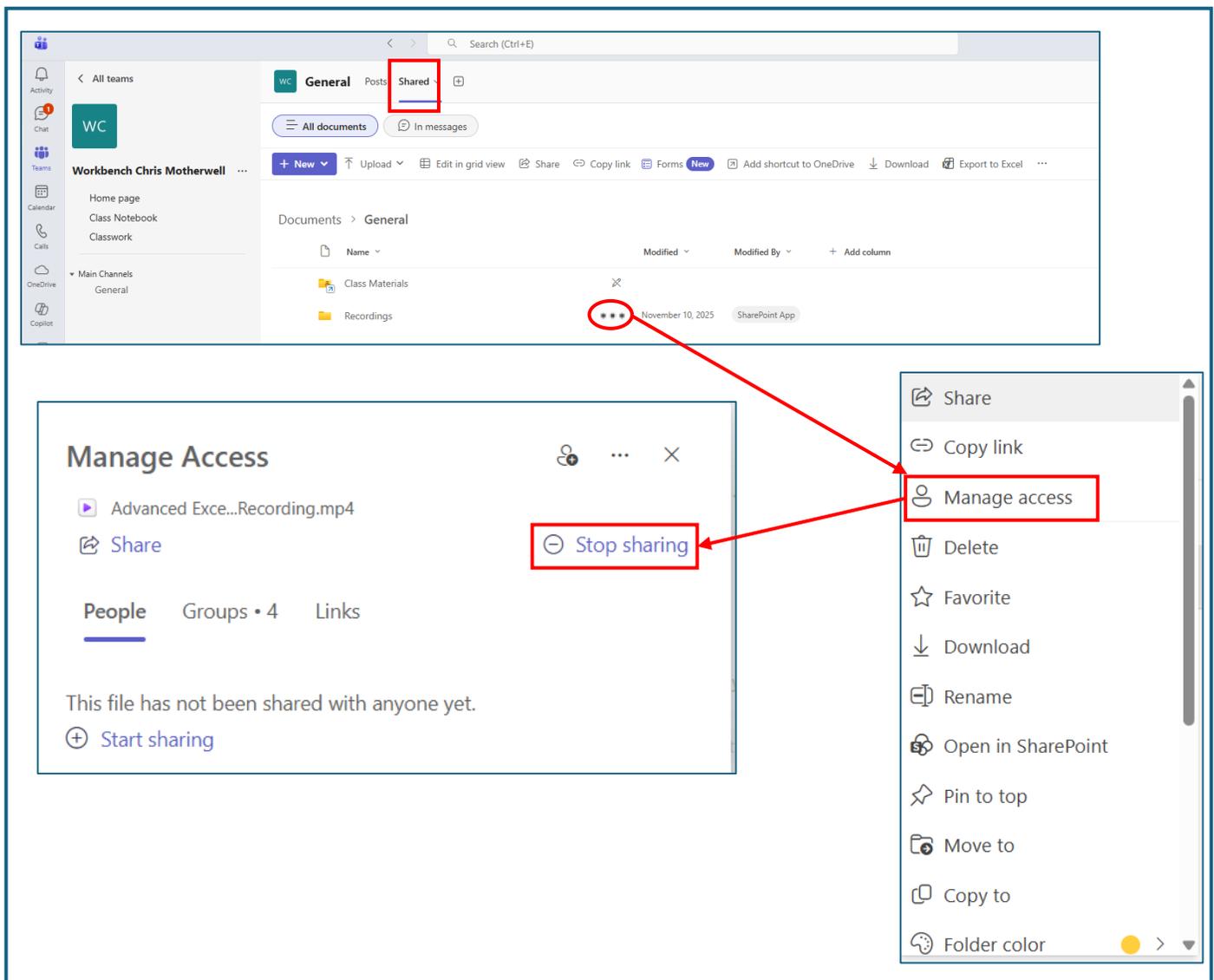


Figure 1 Changing Folder/File Access

Regaining Access

To give access to members after access has been removed, follow steps 1-3 above, and then do the following:

1. In the *Manage Access* box, click *Share*
2. Enter the name of the class and click *Send*

Recording access will be restored.