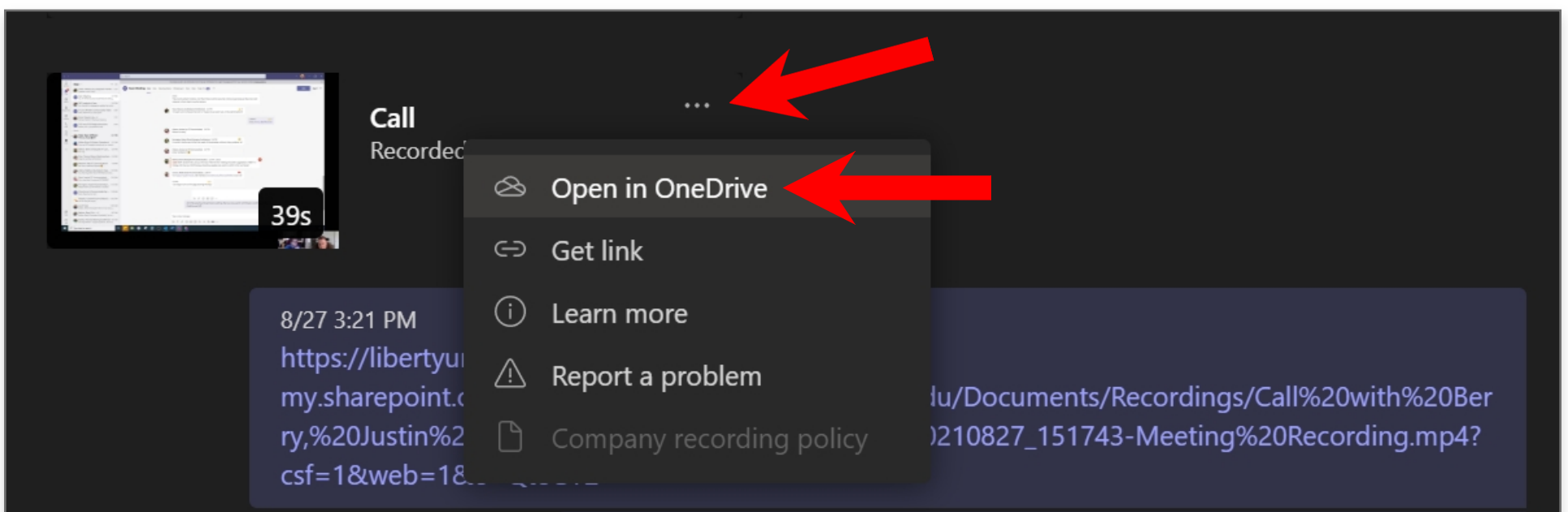


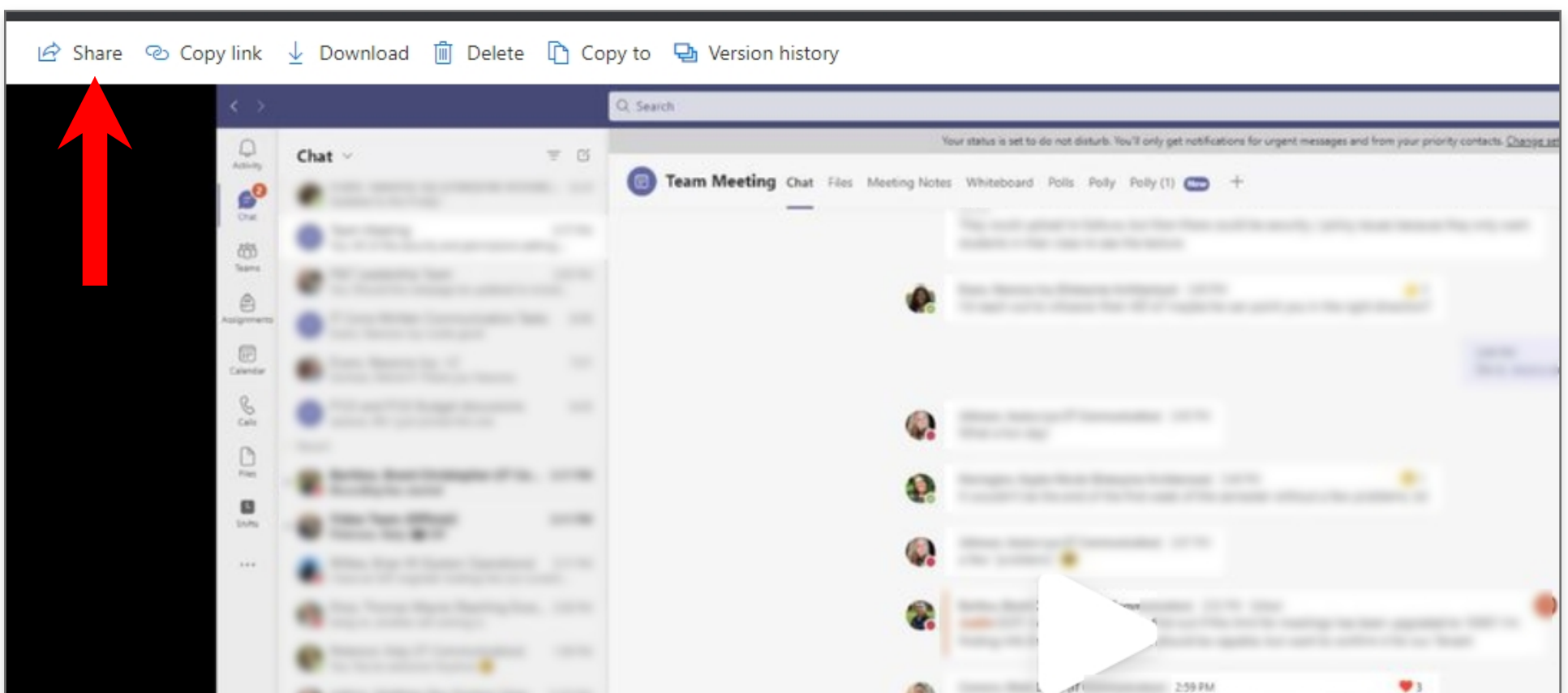
Sharing a Microsoft Teams OneDrive Recording

Microsoft Teams has upgraded its Meeting Recording functionalities! To share your Microsoft Team Meeting Recordings, follow the steps below:

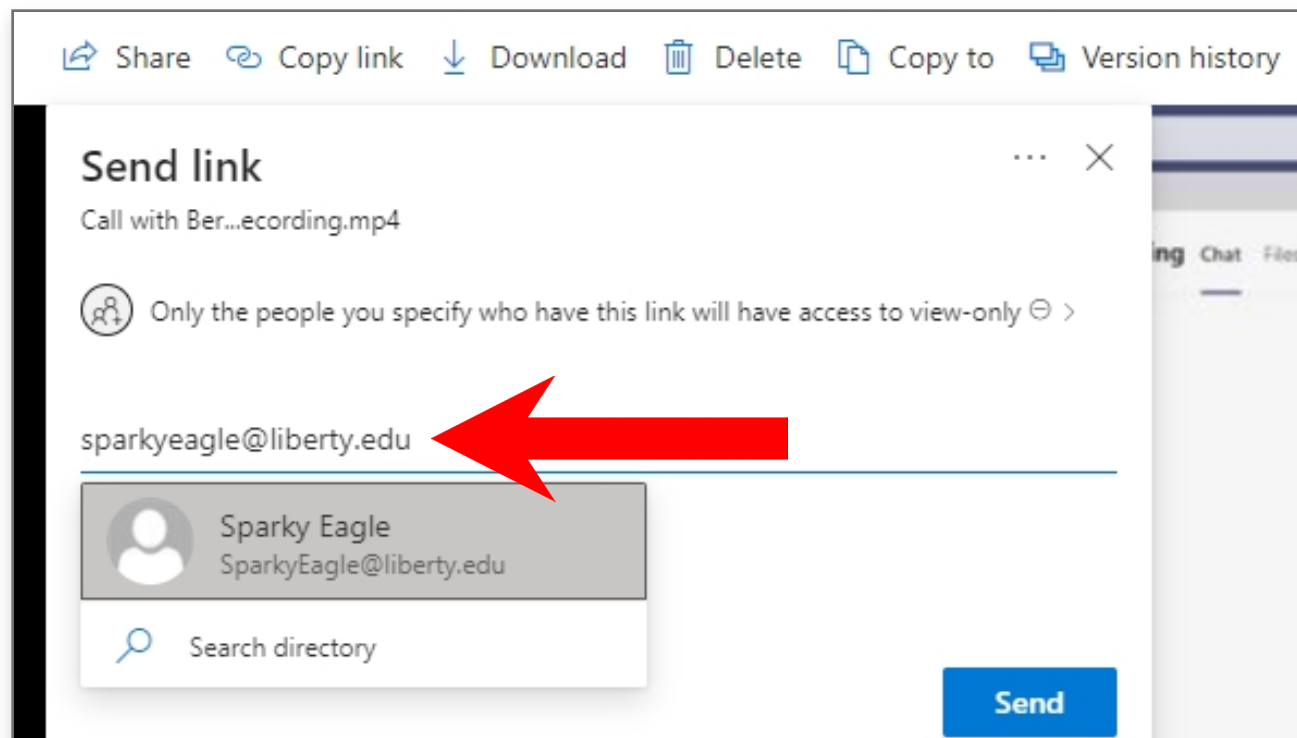
Step 1: In your Microsoft Teams Chat, find the recording you would like to share. Click on the ellipses; then choose **Open in OneDrive**.



Step 2: If a user was invited to the meeting, they will already be able to view the recording. To invite other users to view the video, click **Share**.



Step 3: Enter the email addresses of the users you wish to share the recording with, or select them from the directory as you type.

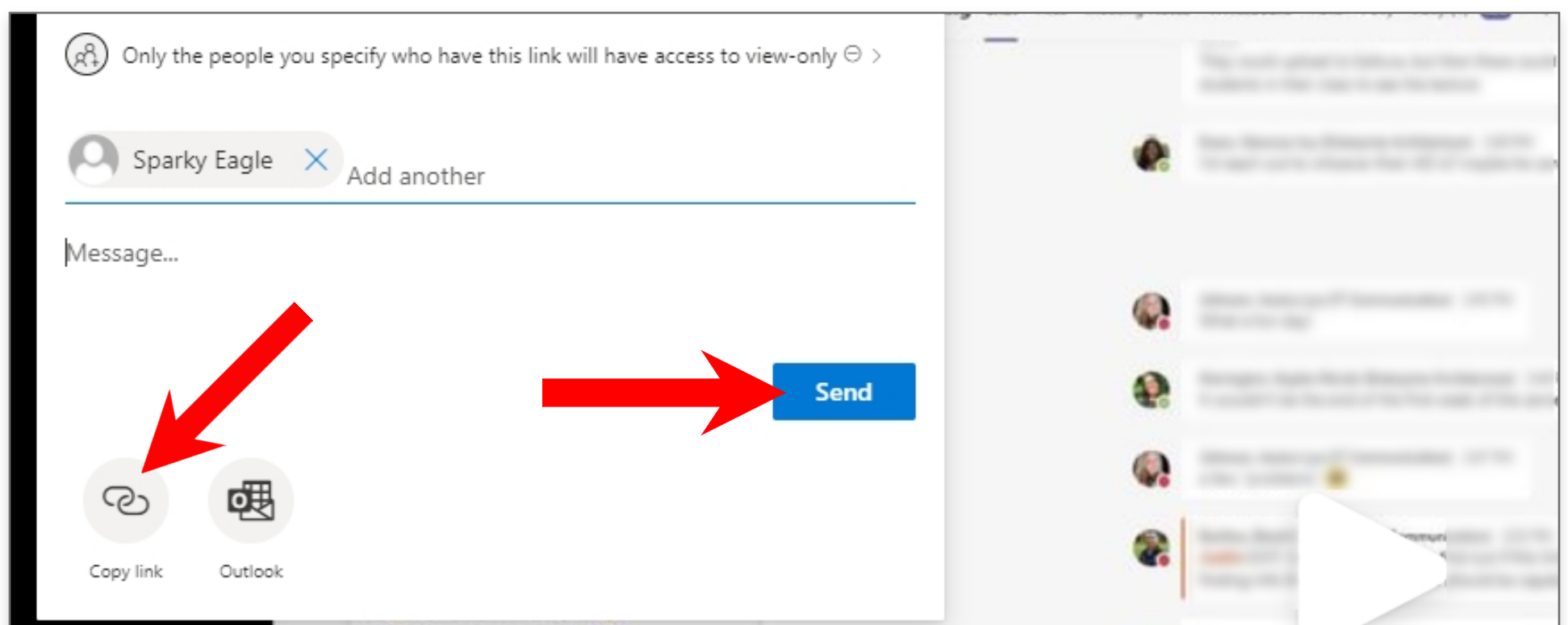


Step 4: Type a message if desired, then:

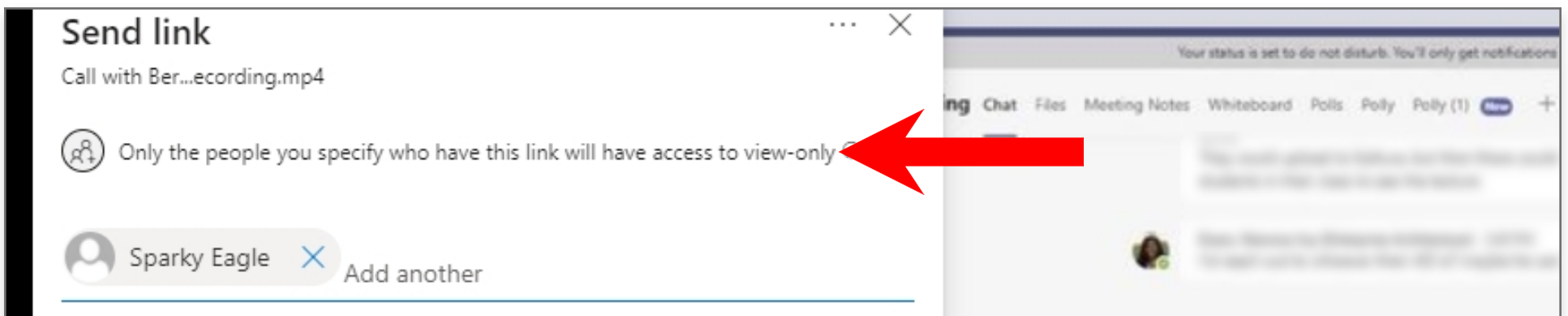
Option A: Click **Send**, which will send the user an email to access the recording, or

Option B: Click **Copy Link**, which will allow you to copy/paste the link as long as all attendees have been added to the address field. If using a reoccurring meeting series, Faculty/Staff can use this option to quickly share the link as needed.

You can also click Outlook to send a link in an email message.



Step 5: All sharing will default to "**Only the people you specify who have this link will have access to view-only**" when using **Share**. This allows you to invite users to view the recording that did not previously have access; it does not affect users who already have access to the recording. To change this sharing option, click on the text to bring up sharing options inside OneDrive.

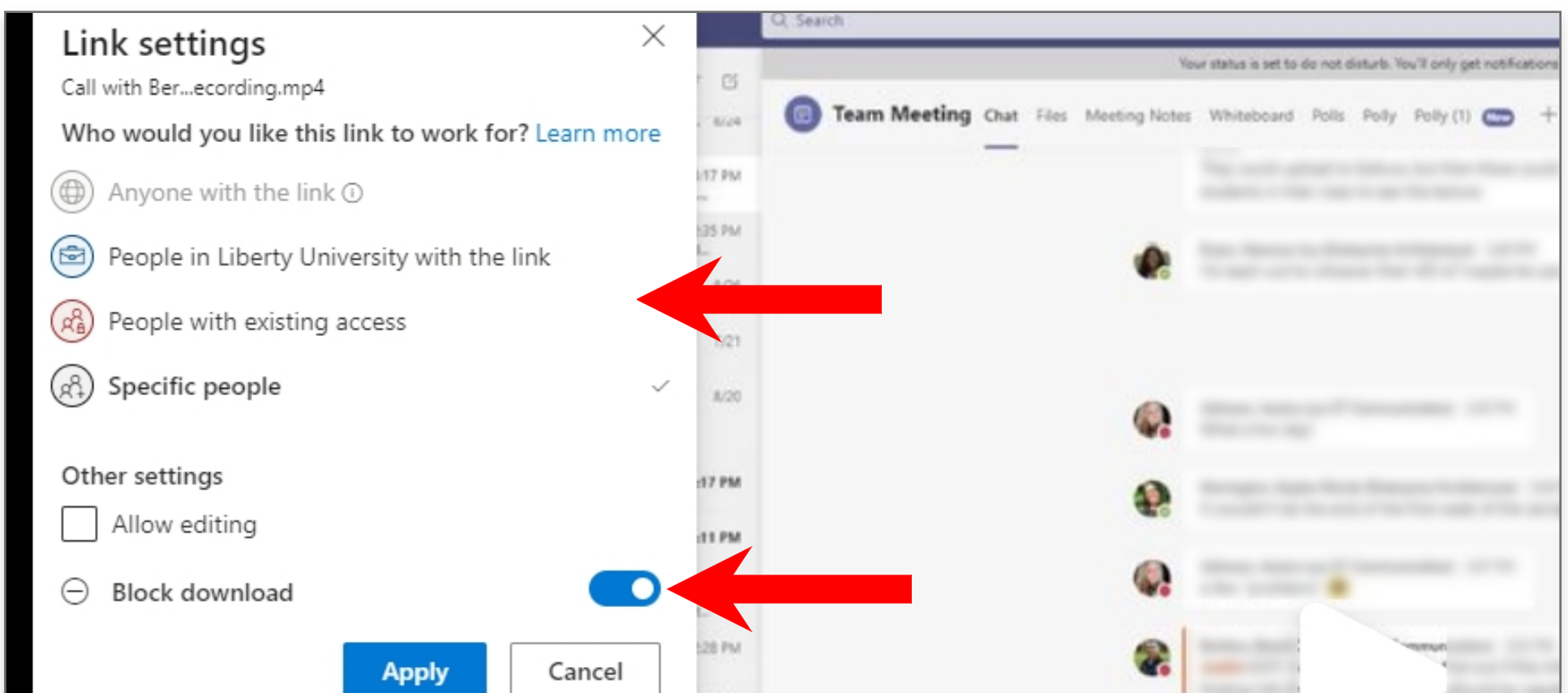


Step 6: Select your desired sharing option:

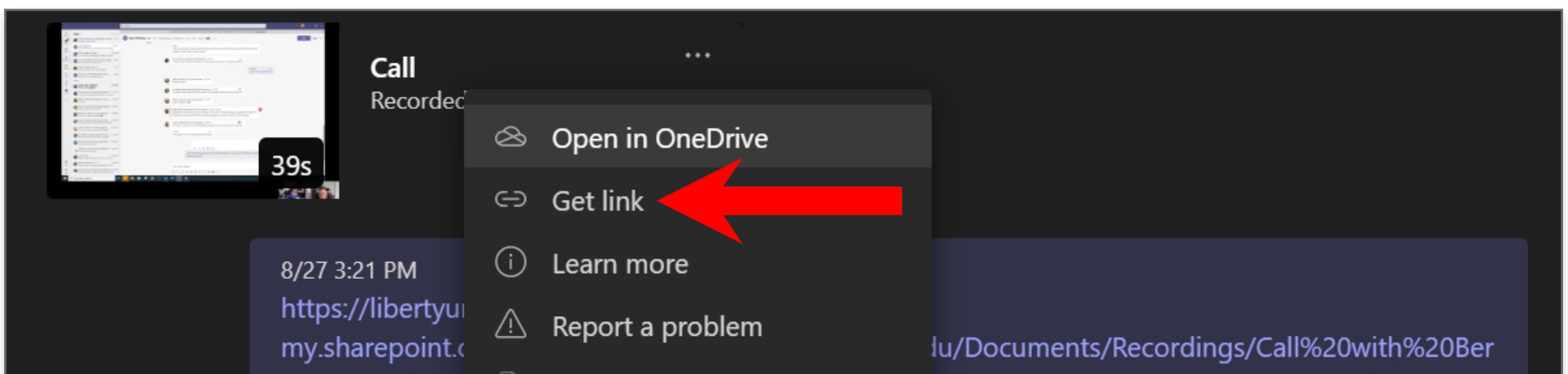
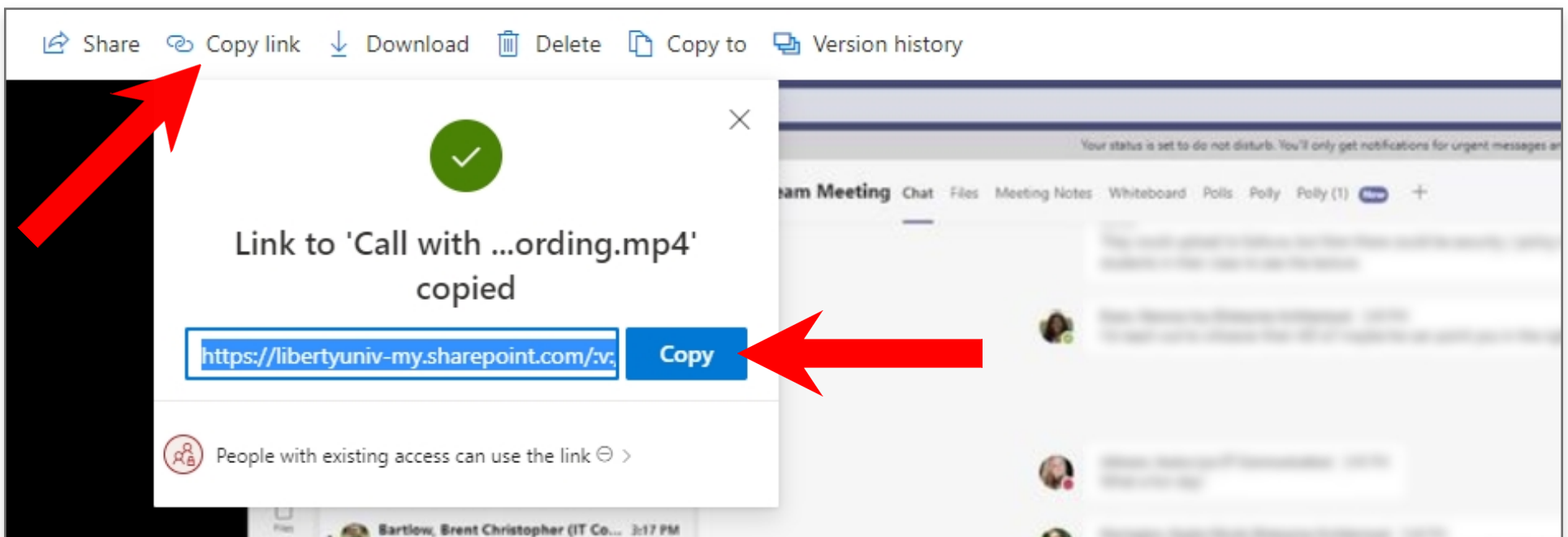
- "**People in Liberty University with the link**" will allow all Liberty users to access the recording as long as they have the link.
- "**People with existing access**" will allow only invited users to access the recording.
- "**Specific people**" will allow you to invite more users that were not originally invited to view the recording.

You can also **Block download** to prevent other users from downloading the recording itself.

Select **Apply** when you are satisfied with your selection.



Step 7: To quickly copy the link for the recording without going through the **Share** process, navigate to the recording and click **Copy Link**. From here, simply **Copy the link** and **paste** it as needed. Only users who already have access to the recording will be able to view it when using this method vs **Share**. You can also quickly copy the link from inside Microsoft Teams from the recording's ellipses menu.







Microsoft Teams OneDrive Recordings Frequently Asked Questions

Where will the meeting recording be stored?

For non-Channel/Team/Group meetings, the recording is stored in a folder named **Recordings** in the OneDrive for Business that belongs to the person who started the meeting recording.

Example: Recorder's *OneDrive for Business/Recordings*

	Notebooks	July 21, 2015	2 items	Private
	Recordings 	3 days ago	1 item	Private
	Shared with Everyone	September 18, 2014	0 items	Shared

For Channel/Team/Group meetings, the recording is stored in the Teams site documentation library in a folder named **Recordings**.

Example: *Teams name - Channel name/Documents/Recordings*

When Teams Recordings are stored in SharePoint/OneDrive, how is it decided where they go?

By default, all recording files will go to the OneDrive account of the user who selected **Record**. For channel meetings, the recording will always go to the SharePoint site of the channel.

Who has the permissions to view the meeting recording?

For non-Channel meetings, all meeting invitees, except for external users, will automatically get a personally shared link.

External users will need to be explicitly added to the shared list by the meeting organizer or the person who started the meeting recording.

For Channel meetings, permissions are inherited from the owners and members list in the channel.

I previously had several videos recorded to Microsoft Stream. What happens to them?

Stream as a platform won't be deprecated in the near future. The videos that currently live in Stream will stay there until Microsoft starts migrating. Upon migration, those videos will be migrated to OneDrive for Business or SharePoint as well.

How can I manage captions?

- Closed captions for Teams meeting recordings will be available during playback only if the user had transcription turned on at the time of recording.
- Captions help create inclusive content for viewers of all abilities. As an owner, you can hide captions on the meeting recording, although the meeting transcript will still be available on Teams unless you delete it there.
- Closed captions are supported for Teams meeting recordings for 60 days from when the meeting is recorded.