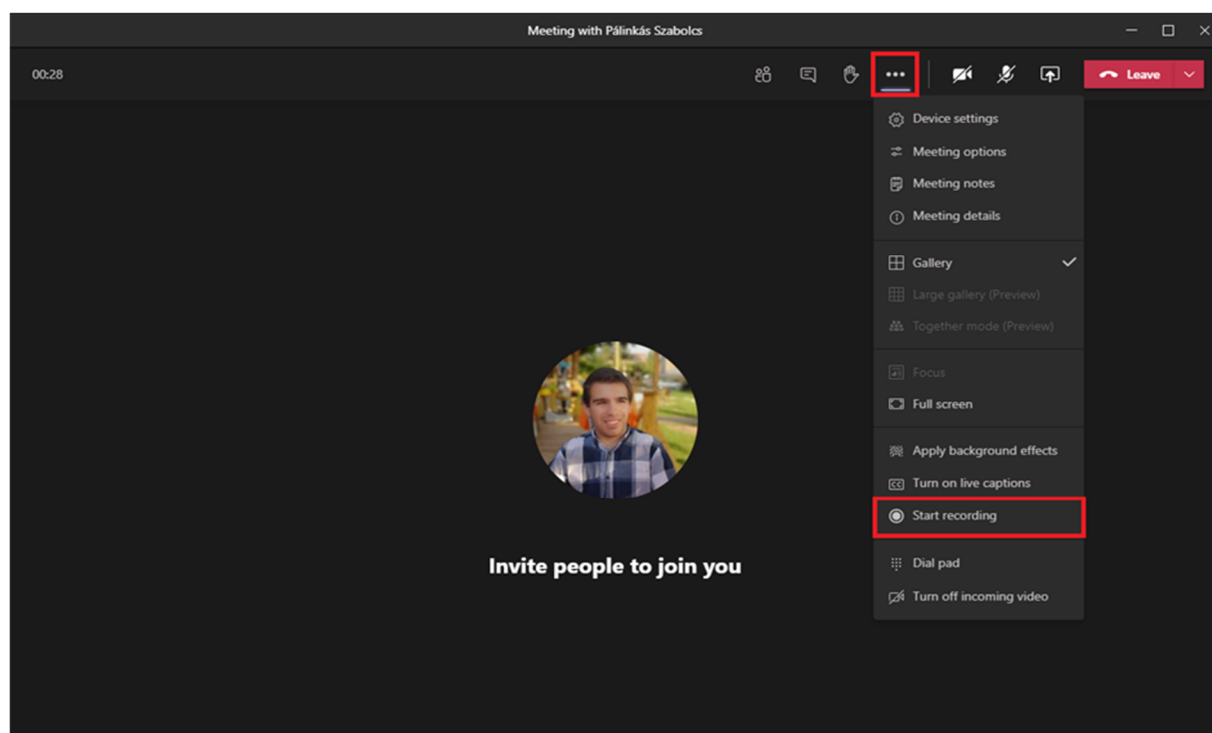




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Teams Meeting recording (Recording)

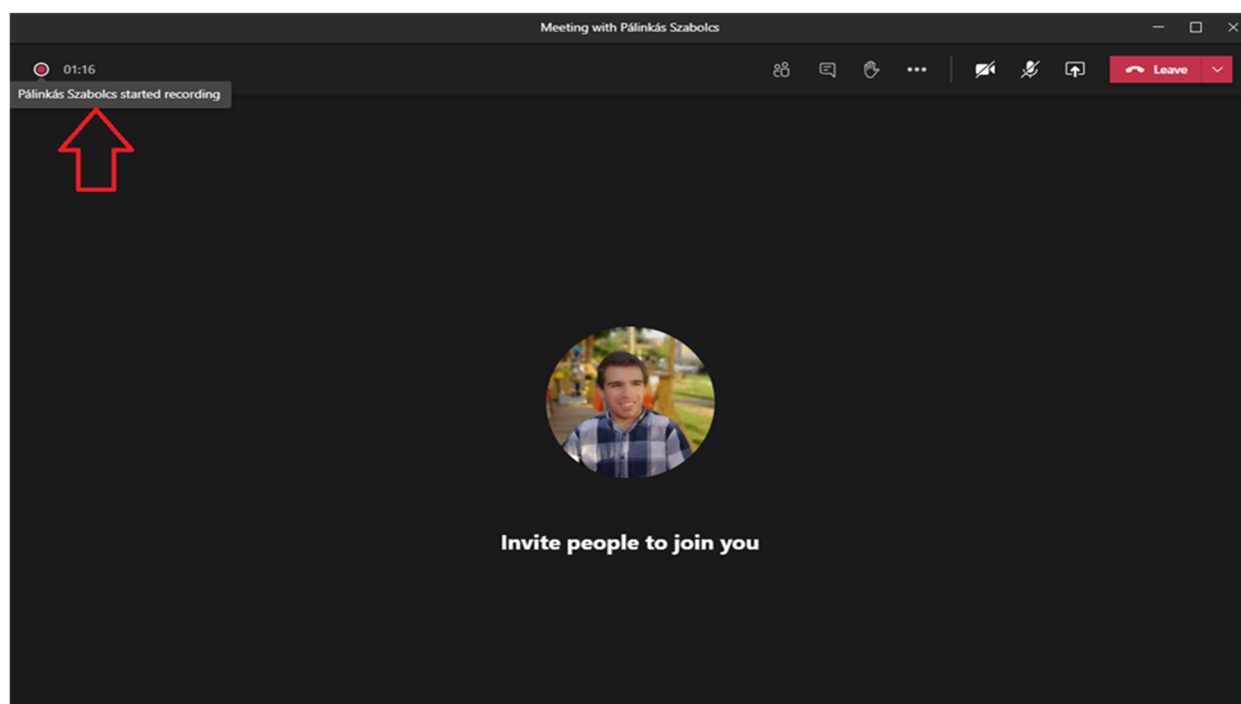
- Start recording
 - Only users of lecturer access can start recording in a Teams Meeting
 - The user, who starts recording, will be the owner of the video record of the Meeting
 - Recording lasts until the lecturer stops it or until the meeting ends (each user leaves the meeting)
 - More actions („...” – Start recording:





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- After the start of recording, the system will inform each current user and anyone who enters the meeting later:



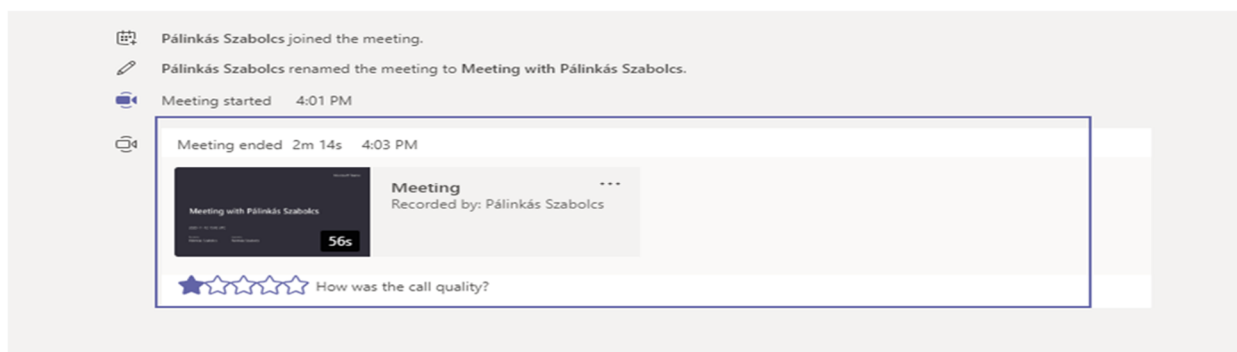
- **Storage of recording**

- Video file will be save to OneDrive (personal storage) or to Share Point (public storage) after the recording ends.
 - It will be saved to OneDrive if the recording is made in so-called "1:1" call. Namely, no group belongs to the recording. E.g.: Meetings organised in the calendar, where the subgroups of main groups have not been invited, or in case of chat calls.
 - In case of OneDrive saving, recording will be automatically shared with meeting participants if they are ELTE users.
 - Video will be saved to the storage of the user, who started recording.
 - It will be saved to SharePoint if the meeting started from a group, or the subgroup of a main group has been invited to the meeting in the calendar.
 - In case of SharePoint, since it is saved to the storage of the group, each participants will have access to the recording, whether they were included in the meeting or not



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- After the recording has ended, the system will share the link of the video in the chat:



- It is useful to download the video and then upload it to Microsoft Stream service

Detailed Microsoft description about recording storage and share is available on the following link:

[Use OneDrive for Business and SharePoint for meeting recordings - Microsoft Teams | Microsoft Docs](#)

If you have any problems or questions, feel free to contact our IIG colleagues on teams@elte.hu email address.

ELTE IIG team wish you successful use of the program!