

# CHANGES TO WHERE MICROSOFT TEAMS RECORDINGS ARE STORED

Microsoft has changed the location of Teams recordings. As of February 2021, all new Teams recordings will be stored in either OneDrive or SharePoint and will no longer be stored in Stream. Older recordings will remain in Stream.

Recordings created in a team channel are stored in the team's SharePoint site and are automatically shared with the team members.

Recordings created outside a team are stored in the OneDrive account of the person who started the recording and can be shared in the same way other OneDrive files are shared.

## VIEWING MEETING RECORDINGS IN A TEAM CHANNEL

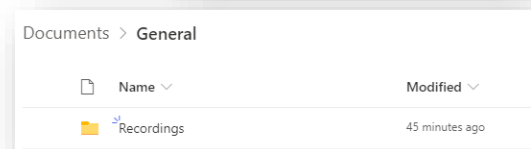
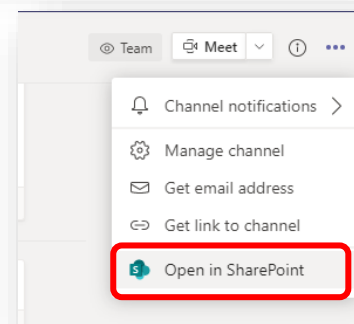
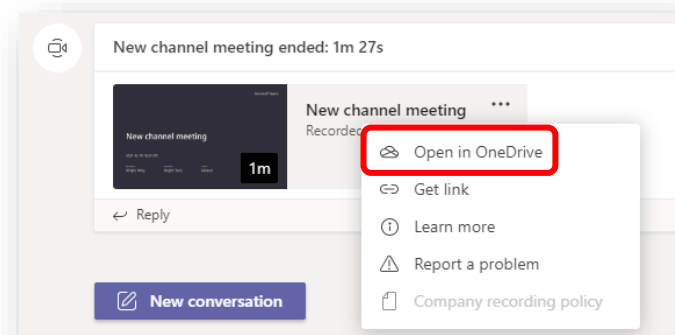
Once your recording has processed, you can access it by finding the post in your team channel.

- Click the action menu icon (three dots) and choose **Open in OneDrive**.
- This action opens the recording file in a browser tab for viewing, sharing, downloading, etc.

**Note:** If you click to "Get link," only those who have permissions to view will be able to use it.

- To see all recordings for your team, click the action menu icon (three dots) at the top right of the team window and choose **Open in SharePoint**.

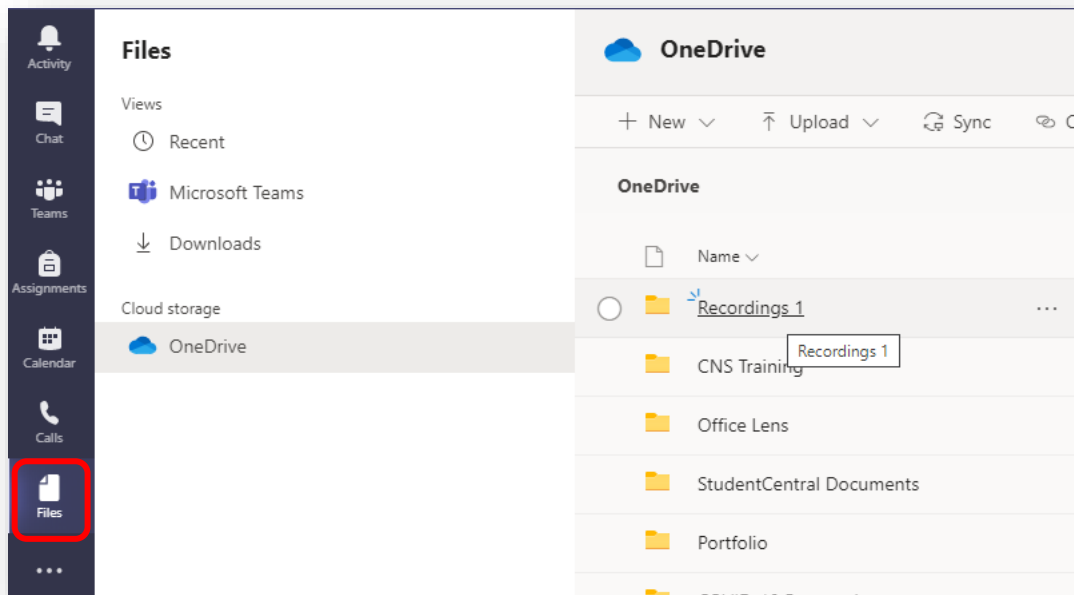
- Your meeting recordings are stored in the **Recordings** folder and can be shared as you would other files including with people outside BJU.



## VIEWING MEETING RECORDINGS NOT CREATED IN A TEAM CHANNEL

Non-channel recordings that you start are saved in your personal OneDrive storage.

- To access meetings that you record, open the **Files** tab in the main Teams menu and click **OneDrive**. (Or go to [portal.office.com](https://portal.office.com) in a web browser and click the OneDrive icon.)
- Your meetings will be stored in a folder labeled **Recordings**.



- You can share a recording as you would other OneDrive files.

More information can be found here: <https://support.microsoft.com/en-us/office/play-and-share-a-meeting-recording-in-teams-7d7e5dc5-9ae4-4b94-8589-27496037e8fa>