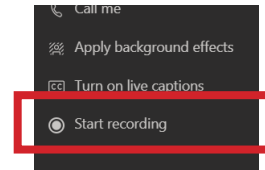


[Click here](#) to view our other Microsoft Teams Quick Reference Guides: Create a Meeting, Host a Meeting, Attend a Meeting, Chats and Video Calls, Advanced topics as well as using Teams for Virtual Visits.

Record the Meeting

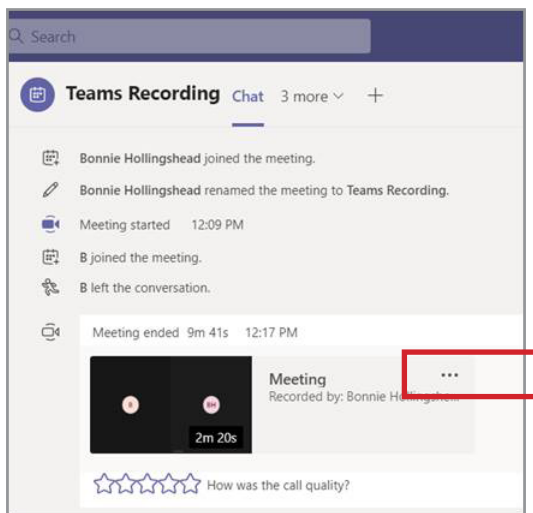
Click **More actions**  to **Start/stop recording**.



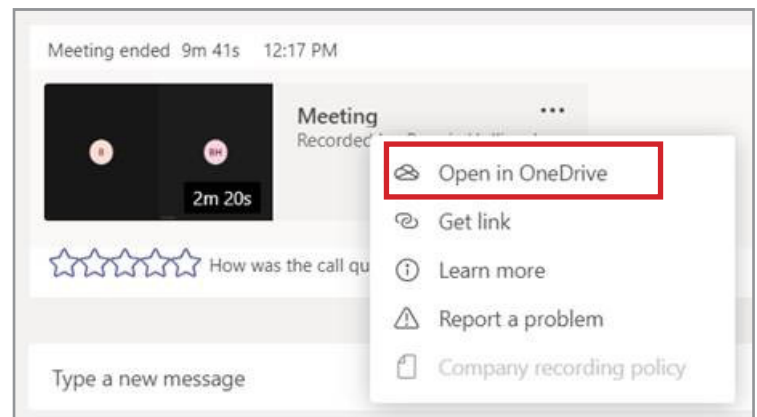
- Ensure you let participants know at the start of a session that you are recording (they will see a message as well).
- The file will be saved on OneDrive by the person recording the meeting (it will show up in their chat or channel conversation).
- The recording is only accessible by the person who recorded it, but they can share it with others.
- Meetings should only be recorded by the meeting host.
- Do not record clinical information.

Share a Teams Recording

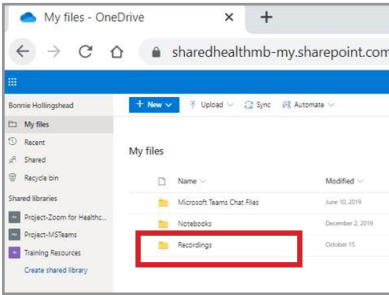
1 Go to meeting chat and select **More Options ...**



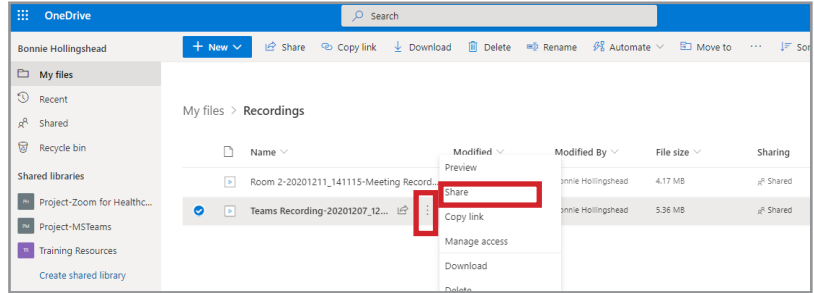
2 Right click and select **Open in OneDrive**.



3 Click on the **Recordings** folder.



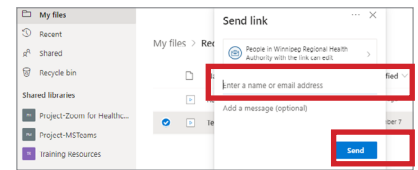
4 Find the video, then click on **Show Actions** ⋮ and then click **Share**.



5 Follow Option A or B whichever applies.

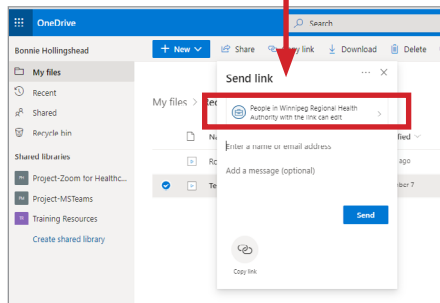
Option A: Share the video with a Teams user in Shared Health

In the Send link pop-up box, enter an email address and click **Send**.



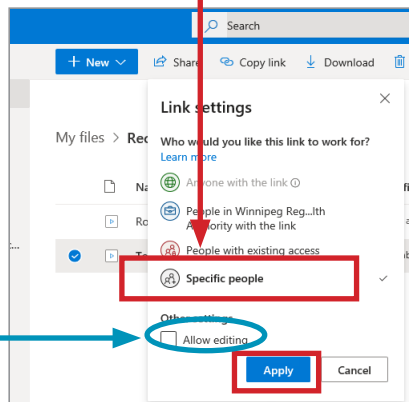
Option B: Share the video with an external user who does not have a Teams account

Click on this message.

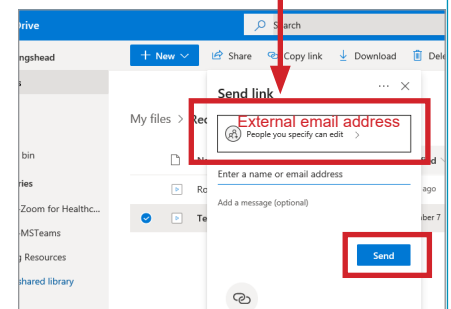


Uncheck this unless you want external users to be able to modify/delete the recording.

Click **Specific people** and **Apply**.



Enter the external email address and click **Send**.



When a recording or file is shared through Microsoft OneDrive to an external user, they will get an email from Microsoft advising that a person has shared a recording. When the user clicks **Open**, they will be prompted for a One Time passcode.

