

Organizers have the ability to record Teams meetings, but it's important to consider when to record meetings so that you can manage your storage space as efficiently as possible, but more importantly, to ensure you adhere to all privacy and recording policies .

Are there any privacy considerations for recording meetings?

- Recordings must be in accordance with Shared Health's obligations under the Freedom of Information and Protection of Privacy Act, and the Audio, Video, and Photographic Recordings policy (Policy # 310.160.100). You must also adhere to any other regional or organizational policies that you have in place.
- Recordings should only be made with the prior consent of all those attending the meeting. Additionally, staff must be mindful of policies such that recordings do not capture other staff in the performance of their duties or patients.
- Teams has not been approved for documenting or recording patient information.

How much storage space do I have for my recordings?

Each user has approximately 4 hours of storage space for their recordings (e.g.; 4 x 1 hour meetings).

Can you increase my storage space when I run out?

Your storage space cannot be increased, you will need to decide which recordings are the most important to store.

What are some tips on managing my storage space so I don't run out?

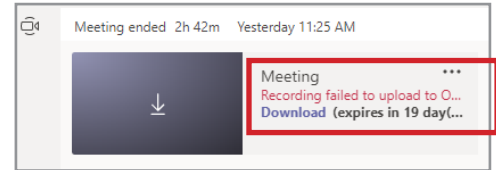
- Give some thought to what you are recording; is it really necessary and are people going to view the information at a later date?
- Do I need to store a recording for a 1 hour meeting because of one short topic that I need to share with attendees who missed the meeting, or can I just send a quick email and refer to the meeting that took place.
- Give attendees a tight deadline of when they can review the recording and let them know it will be deleted; then delete the recording promptly to free up your storage space.

What are some examples of when I may want to record a meeting?

- Discussion around an important decision that you need to share with others who were not in attendance; something that couldn't easily be shared via memo or email for instance.
- An important meeting where lots of people are not able to attend but you cannot reschedule the meeting and need to ensure everyone has access to the content.
- Specific or informal training sessions for repeatable content. You may have recorded something adhoc that you would like to share with others.

How will I know when I run out of storage space?

When you are out of storage space you will get an error message that your **Recording failed to upload** (as shown below). You then have 19 days to download and save the file locally if required.

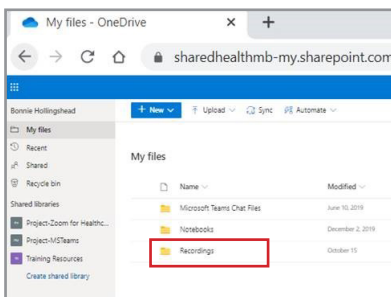


What can I do if I'm out of storage space?

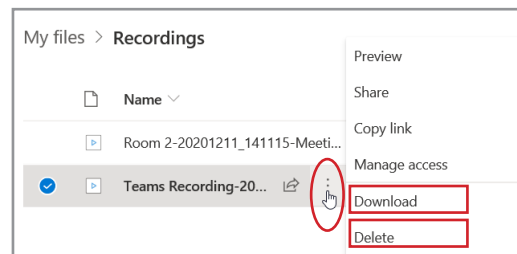
If you are out of storage space, you will need to delete some of your recordings to make room for the new recordings. You may also consider downloading and storing your recordings elsewhere (see the next FAQ).

To download your recording and then delete them, open your personal drive <https://sharedhealthmb-my.sharepoint.com/> and then:

Click on the **Recordings** folder.



Hover over the recording and click **...**
Select **Download** and then select **Delete**.



How do I share my Teams recordings with others or copy my recording from OneDrive to a Teams Channel?

Review our Quick Reference Guide **Meeting Recordings** for step by step instructions. You can find it under the Microsoft Teams (Teams by MBT) section of our Training tab <https://mbtelehealth.ca/training/>.