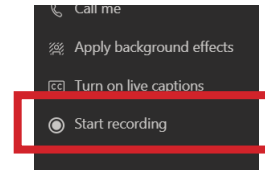


[Click here](#) to view our other Microsoft Teams Quick Reference Guides: Create a Meeting, Host a Meeting, Attend a Meeting, Chats and Video Calls, Advanced topics as well as using Teams for Virtual Visits.

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.

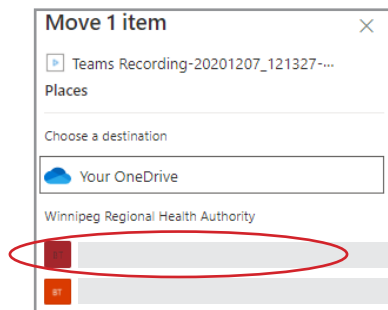
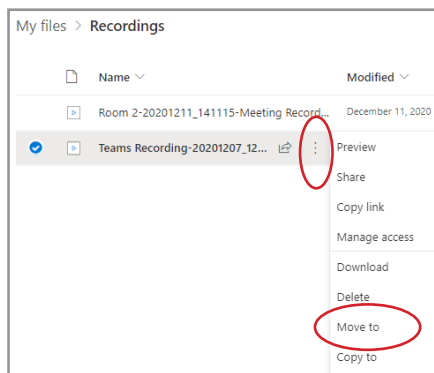
Copy a Teams recording from OneDrive to a Teams channel

Open OneDrive <https://sharedhealthmb-my.sharepoint.com/> and click on the the **Recordings** folder.

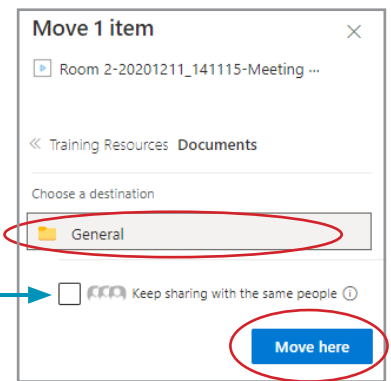
Hover over the recording and click  and then select **Move to**.

Click on the Team you would like to move the recording to.

Click **Documents**>select your preferred folder (general is the main channel) and then click **Move here**.



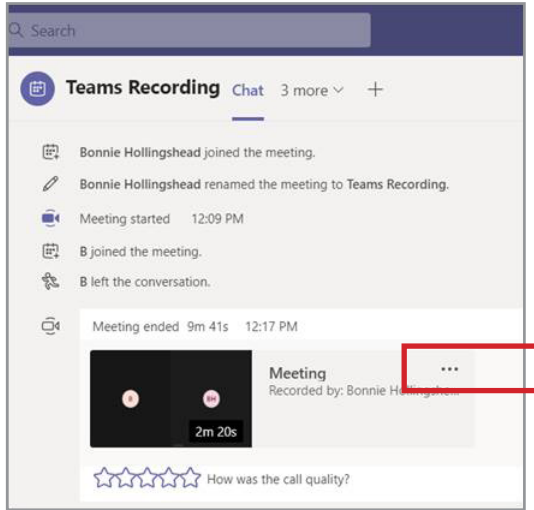
We recommend you do not select this; the best approach is to share with all members on the Team's channel.



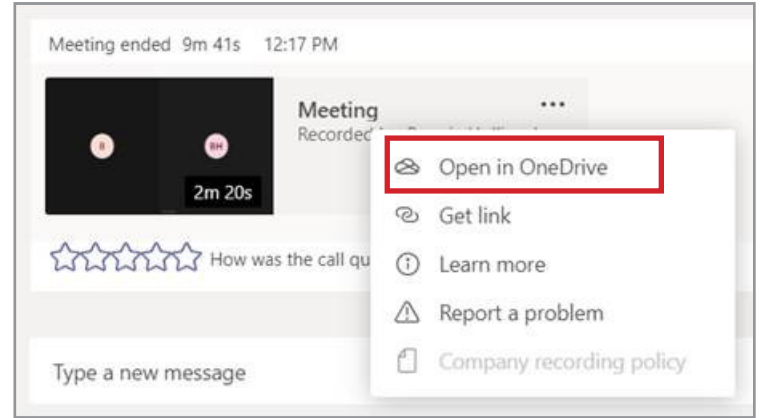
Once the move is complete, the file will be removed from your personal OneDrive which will free up space. The file will now appear under the Teams channel you moved it to.

Share a Teams recording

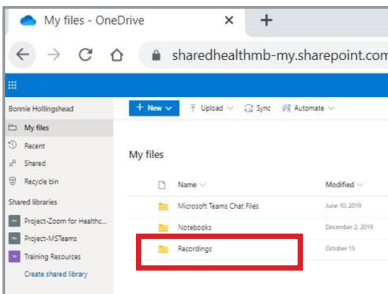
1 Go to meeting chat and select **More Options ...**



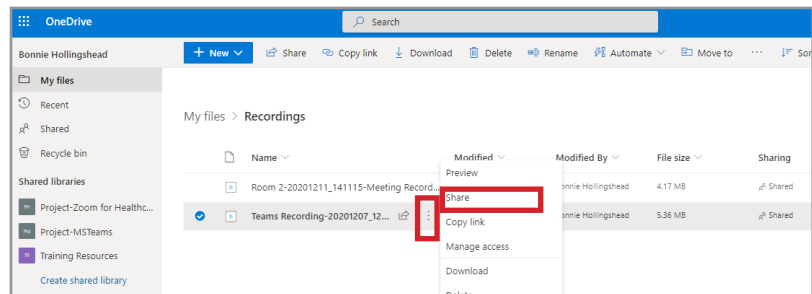
2 Right click and select **Open in OneDrive**.



3 Click on the **Recordings** folder.



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



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

