MBTelehealth®
A Shared Health Service

Quick Reference Guide
Microsoft Teams
Meeting Recordings
Service Desk 204-940-8500 Option 4, Option 1
or toll-free 1-866-999-9698 Option 4, Option 1

Visit our website for all of our Quick Reference Guides and videos https://mbtelehealth.ca/training/ .

For Microsoft Teams video training by Microsoft click here .

Record the meeting

Click **More actions** ⚫⚫⚫ to **Start/stop recording**.
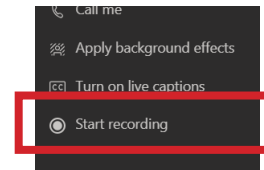
- Ensure you let participants know at the start of a session that you are recording, and never record clinical information.
- The person who recorded the meeting is the owner of the recording and it will be automatically added into their Recordings folder in OneDrive; they can share or move the file as needed.
- Attendees will get viewing rights automatically (only those who are present at the meeting and using Teams client, not an audio line); and will have access to the recording in the meeting chat window for 21 days.
- The owner will always have access to the recording in OneDrive (If their OneDrive is full, then it will be deleted after 21 days; this is why we recommend that they move their files to a Teams channel as shown below).
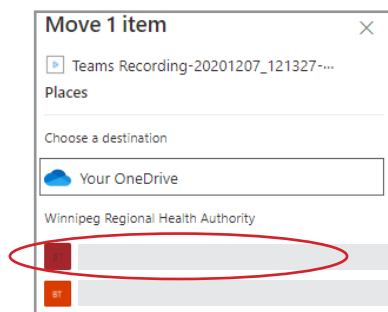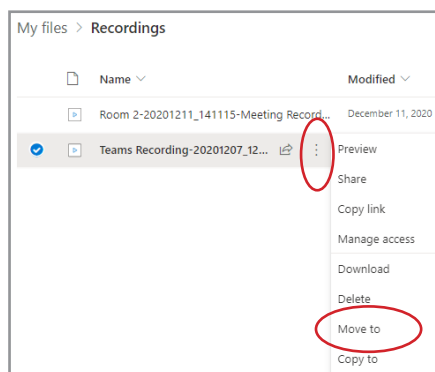
Copy a Teams recording from OneDrive to a Teams channel

Open OneDrive https://sharedhealthmb-my.sharepoint.com/ and click on the the **Recordings** folder.
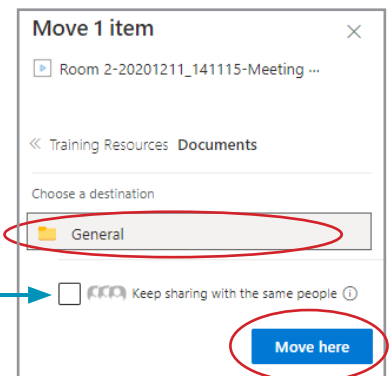
Hover over the recording and click ⋮ and then select **Move to**.

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.

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Share a Teams recording

1   Go to the meeting chat, select **More Options …** and click **Open** to open OneDrive.
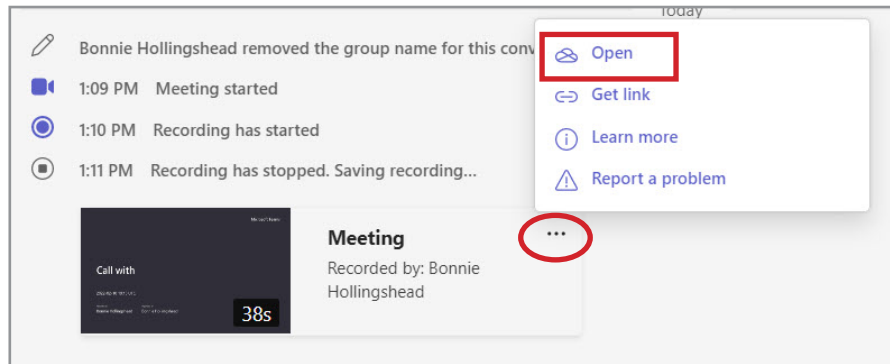
2   Click **Share**.
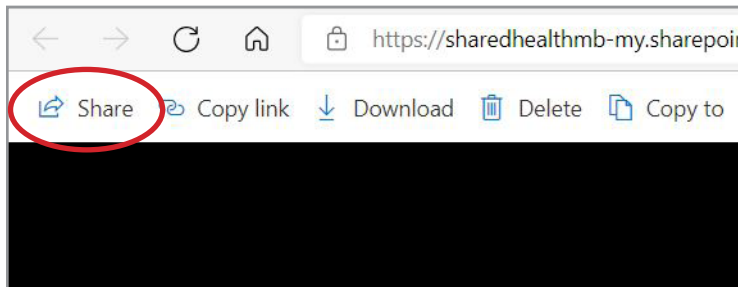
3   Enter the email address in the Send link pop-up box and click **Send.**