

# Recording Meetings in Microsoft Teams



## Overview

The Microsoft Teams meeting interface provides easy tools for your recording and transcription needs.

**Note:** To use the Teams recording tools, you need the necessary permissions. If the recording options are not available to you, ask your federal manager to submit a request to the Help Desk.

For information, see the following sections:

- [Recording and Transcribing a Meeting](#)
- [Accessing Your Recordings and Transcriptions](#)
- [Controlling How Long the System Saves a Recording](#)

## Recording and Transcribing a Meeting

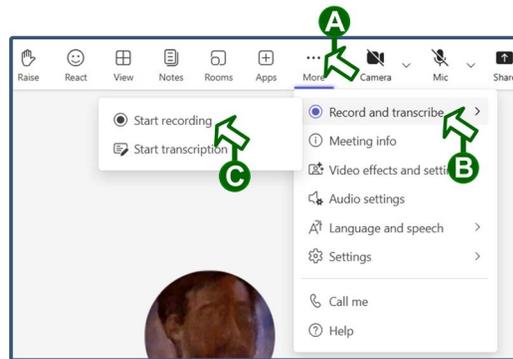
To record and transcribe a meeting in Microsoft Teams, perform the following steps:

1. If necessary, create and start the meeting in Teams.

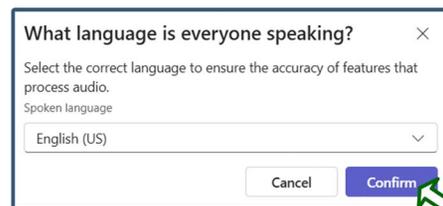
**Note:** You can record only the meetings that you have created.

2. In the meeting interface, perform the following tasks:

- A. Click the **Settings and more** icon in the action bar.
- B. Select the **Record and transcribe** option.
- C. Select the **Start recording** option.

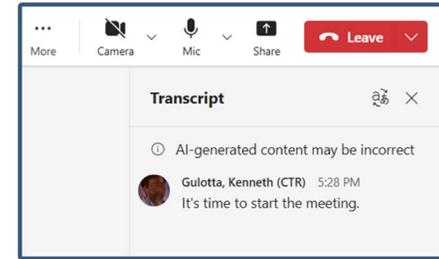


3. If the system presents a prompt for the language that people will be speaking in the meeting, click the **Confirm** button to select the “English” option.



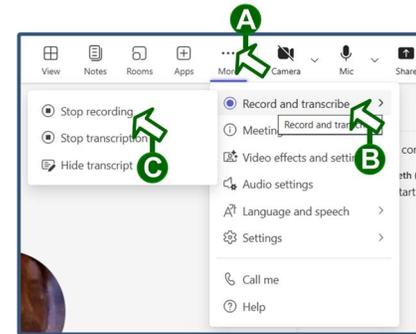
4. Host your meeting while Teams records and transcribes it.

**Note:** When you record a meeting, Teams also transcribes it by default.



5. When you want to end your recording session, perform the following tasks:

- A. Click the **Settings and more** icon in the action bar.
- B. Select the **Record and transcribe** option.
- C. Select the **Stop recording** option.



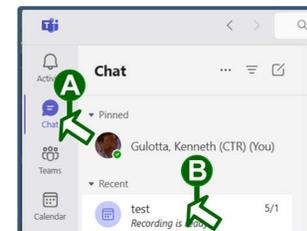
6. At the confirmation prompt, click the **Stop** button.



## Accessing Your Recordings and Transcriptions

To access and play a recording of a meeting, perform the following steps:

1. If necessary, perform the following tasks:
  - A. In the left-hand column of the Microsoft Teams interface, select the **Chat** option.
  - B. Select the chat listing for the meeting that you recorded.



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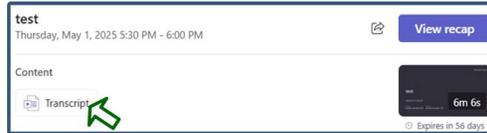


## Accessing Your Recordings and Transcriptions (continued)

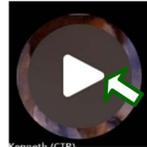
- In the right-hand pane of the Teams interface, click the **Transcript** button for the meeting.



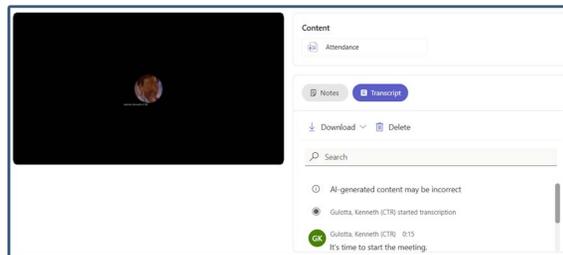
**Note:** You can also click the recording icon, but by clicking the **Transcript** button, you access both the recording and the accompanying transcript.



- In the resulting Microsoft Stream interface, click the **Play video** button.



- Listen to your recording, watch any available video, and read any available transcriptions in the resulting interface.



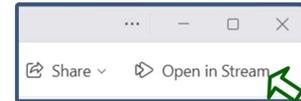
**Note:** You can also find the recording for your meeting in your “Recordings” folder in OneDrive. It is located in the “My files” folder.

## Controlling How Long the System Saves a Recording

By default, Microsoft Teams saves your recordings for 60 days. However, you can change the expiration setting for a recording. To control how long the system saves a recording, perform the following steps:

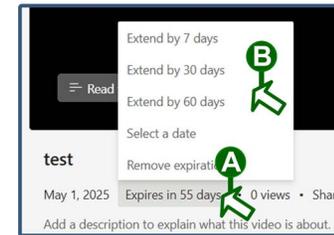
- If necessary, access the recording in Microsoft Teams. See the [“Accessing Your Recordings and Transcriptions”](#) section.

- In the recording’s “Teams” window, click the **Open in Stream** button at the upper-right corner.



- In the Microsoft Stream interface, perform the following tasks:

- Click the current **Expires in** listing for the recording.
- Select a new expiration setting from the resulting pop-up menu.



## Contact Information

Thank you for your time and attention. If you have any questions or encounter any issues, contact the Help Desk using the following information:

- By phone at 202-606-4927 (local) or 866-631-3019 (toll-free).
- By email at [HelpDesk@opm.gov](mailto:HelpDesk@opm.gov).