



# How to record a meeting in Microsoft Teams

## Start recording

In a Teams meeting, one person can record at a time. When you start recording a meeting, everyone will be notified automatically. You can also turn on live transcriptions and view them during the meeting.

To start a meeting recording:

1. Start or join the meeting.
2. In your meeting controls, select **More actions** **\*\*\*** > **Record and transcribe**  
 > **Start recording**  
.

**Notes:** Meeting recordings won't capture:

- More than four peoples' video streams at once
- Whiteboards and annotations
- Shared notes
- Content shared by apps
- Videos or animations embedded in PowerPoint Live presentations

## Stop recording

1. In the meeting controls, select **More actions** **\*\*\*** > **Record and transcribe**  
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2. Choose one of the following:

- **Stop recording** to stop the recording and live transcription.
- **Stop transcription** to stop the live transcription only. The recording will continue until you select **Stop recording**.

#### **Important:**

- Teams meeting recordings are no longer saved to Microsoft Stream. All recordings are now saved to OneDrive for Business.
- If your organization still uses Stream, please note:
  - After a recording stops, it's processed and saved to Stream. Then, it's ready to play.
  - When a recording is available, the meeting organizer will receive an email. The recording will appear in the meeting chat or channel.
  - If an admin has set a company policy for saving to Stream, accept it before recording.

## Find recordings

Recordings are available in different places depending on the type of meeting.

- The recording is processed and saved in the meeting organizer's OneDrive for Business.
- The meeting recording shows up in the meeting chat or channel conversation (if you're meeting in a channel).

**Note:** For now, guests and external attendees can view the recording only if it's explicitly shared with them.

## Who can start or stop a recording?

Anyone who meets the following criteria can start or stop a recording if the meeting organizer has their cloud recording policy setting turned on

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