Recording and Sharing Online Meetings in Teams

Ministry of Central Services

The document provides instruction on how to record and share online meetings in Microsoft Teams.

Teams is an ideal environment for online collaboration using audio, video, chat and file sharing capabilities.

Information you need to know before you begin:

1. How do I record a meeting or group call?

a. Start or join the meeting.

b. To start recording, go to the meeting controls and select

   More options •••   > Start recording.
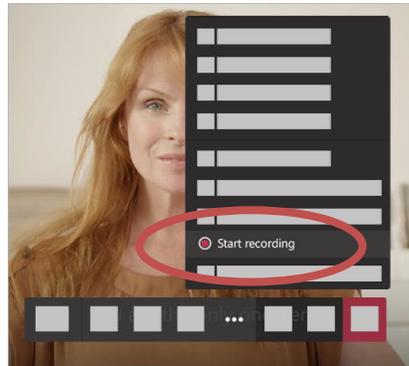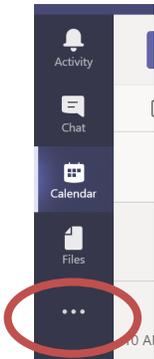
Everyone in the meeting is notified that recording has started in the bar at the top of the screen.
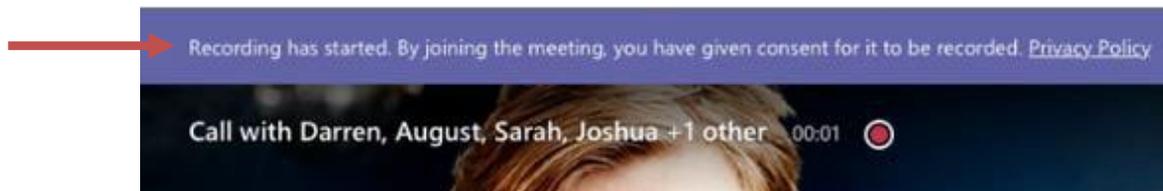
Data Classification: Class C

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Last revised: August 2020
Last reviewed: August 2020
Next review: August 2021

The meeting notification is also posted to the chat history.
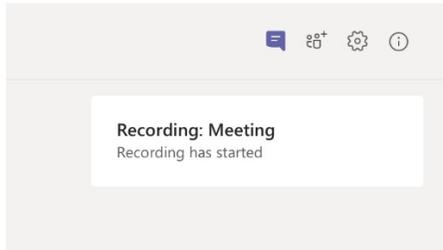
To stop recording, go to the meeting controls and select
More options ••• > Stop recording
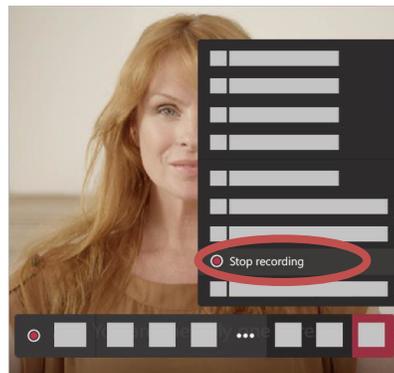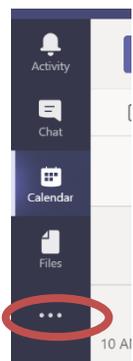
Note: Recording a meeting or group call is creating a record and must be managed in accordance with all applicable legislation including FOIP, HIPA and your institution's current records management environment.

2. Who can start or stop a recording?

By default, any internal GoS participant in the meeting can start or stop a recording, regardless of who started the recording.

External participants are unable to start or stop recordings.

As the meeting organizer, you can define which attendees can present their screen and/or record the session. This is done by using Ctrl-click on the Meeting Options when creating a Teams meeting in Outlook:

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Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

From there, change the Presenter options accordingly.

Meeting options

Who can bypass the lobby?	People in my organization ⌄
Always let callers bypass the lobby	No ⚪
Announce when callers join or leave	Yes 🔵
Who can present?	Everyone ⌄

Everyone
People in my organization
Specific people
Only me

Notes:

1. You cannot make multiple recordings of the same meeting at the same time.
2. Recording continues even if the person who started the recording has left the meeting.
3. The recording will stop automatically once everyone leaves the meeting.
4. If someone forgets to leave the meeting, the recording automatically ends after four hours.

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3. Manage Recordings

A. Meeting and Call Recordings

After a recording is stopped, the video will be processed (which may take a few moments).

For meetings scheduled through Outlook, the recording will go into a Recordings folder in the OneDrive of the user who started the recording. This folder won't exist until at least one meeting is recorded.

For meetings scheduled from a Teams channel via the Meet Now button, the recording will go into the recordings folder, located under the Files tab of that channel:

In the Recordings folder, you can view and manage the recordings:

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The Recordings folder under the Files tab won't exist until at least one meeting is recorded.

4. Sharing Your Screen

In meeting rooms, group chats, screen shares, and person-to-person chat etc., be mindful of only sharing information for public viewing. Limit sharing to display only the specific application or presentation you are intending to share and not your entire screen.

When you select share your screen during a meeting, you are presented with several options:
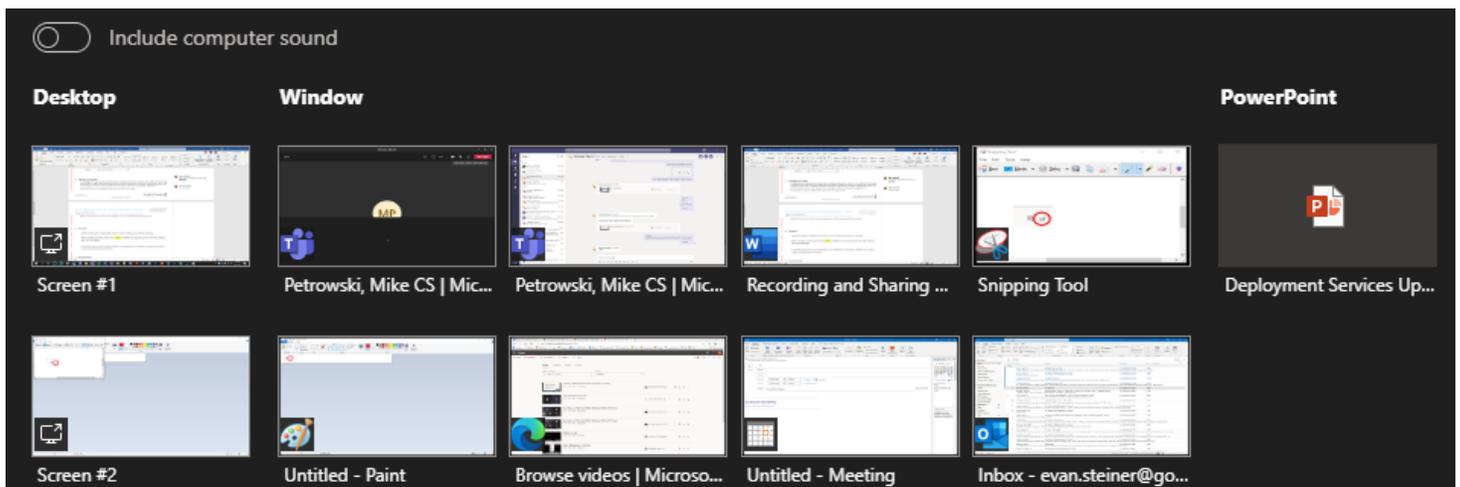
Desktop shares a particular monitor. This option is useful if you want to switch between several things you want to present to your attendees.

Window only shares a particular application you currently have open.

Application options such as **PowerPoint** only share that application.

5. Etiquette

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Notify all participants verbally of the intent to record and the purpose of the recording.

When a meeting recording starts, Teams shows a notification to all participants on the Teams desktop, web, and mobile apps.

To maintain privacy during an online meeting, use headphones or a headset so that the conversation remains private between participants.

6. Requirements

The way we meet has changed, however, the necessity of responsible privacy, cybersecurity, and information management practices remains more relevant than ever. Decision-makers in public bodies need to consider establishing policies regarding the virtual meetings to ensure compliance with legislated obligations.

Recording a meeting or call creates a record of that interaction and is subject to all information management requirements including but not limited to:
- *The Freedom of Information and Protection of Privacy Act* (FOIP),
- *The Health Information Protection Act* (HIPA) and
- *The Archives and Public Records Management Act* (APRMA).

Employees must ensure that all government records created are managed appropriately within their institution's current records management environment.