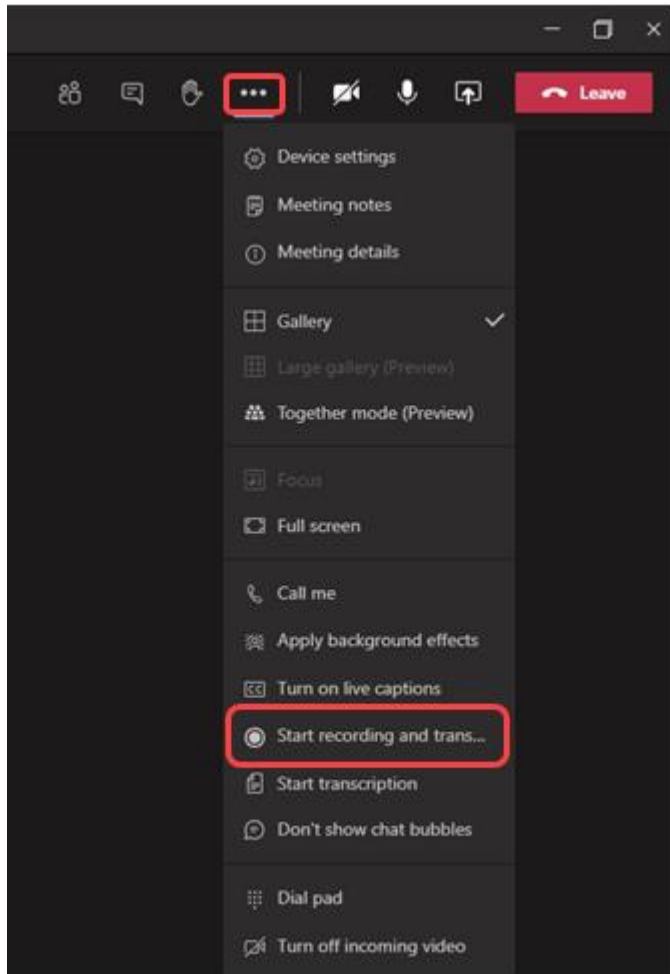




Record a meeting in Microsoft Teams.

Record a meeting or call:

1. Start or join the meeting.
2. To start recording, go to the meeting controls and select **More options** **More options** ******* > **Start recording and transcription**.



Everyone in the meeting is notified that recording and transcription has started. The meeting notification is also posted to the chat history.

3. To stop recording, go to the meeting controls and select **More options** **More options** ******* > **Stop recording and transcription**.
 - a. The recording is then processed and saved to SharePoint if it was a channel meeting, or OneDrive if it was any other type of meeting.
 - b. The meeting recording shows up in the meeting chat—or in the channel conversation, if you're meeting in a channel. The recording does not expire.