Accessing Teams Recordings in OneDrive

All Teams recordings are saved to Microsoft SharePoint and OneDrive. Depending on if the meeting is part of a channel or not will determine if the recording is housed in SharePoint or OneDrive. This handout will discuss meetings recorded in non-channels such as in chat or a normal meeting scheduled through Outlook.

Non-Channel: Accessing the Recordings in OneDrive
If you record a meeting that is not part of a channel (i.e. course or group), the recordings will be stored in the chat and in the recorder’s OneDrive.

1. Click Chat in the Microsoft Teams app.
2. Navigate to the chat where the meeting occurred.
3. Click the three dots next to the recording.
4. Click Open in OneDrive.

Note: The recording will open in a new window in your browser. In this window, you can watch, share, download, or delete the recordings.

5. To watch the recording, click the play icon.
Non-Channel: Sharing the Recording from Within Teams
Complete steps 1 – 4 from the Non-Channel Accessing the Recordings in OneDrive section. You would want the recording to be opened in your browser.

1. To share the recording, click the Share button.

2. The default sharing option is “People in University of South Florida with the link can edit”. Click Copy link.

3. A window with the link will open. Click Copy.
Non-Channel: Sharing the Recording from Within OneDrive
This section will provide instructions on how to view all recordings in OneDrive.

1. Open your Internet browser.

**Note:** All of your files you have stored on OneDrive will be displayed. If you do not see your files, click My Files from the left-hand menu.

3. Click Recordings.

**Note:** All of your recordings that are not part of a channel will be located here.

**FAQs**

What if I do not see my recordings in OneDrive?
If you do not see a recording, there could be two reasons.

First, you could have recorded the meeting in a channel. If so, follow the instructions in the Accessing Teams Recordings in SharePoint handout as your recordings may were part of a channel/class/group.

The second reason is that you may not were the individual who clicked the *Start recording* button in the meeting. The recordings are saved in the individual who clicked the button OneDrive. If you did not click this button, check with that individual.