

## Accessing Teams Recordings in OneDrive

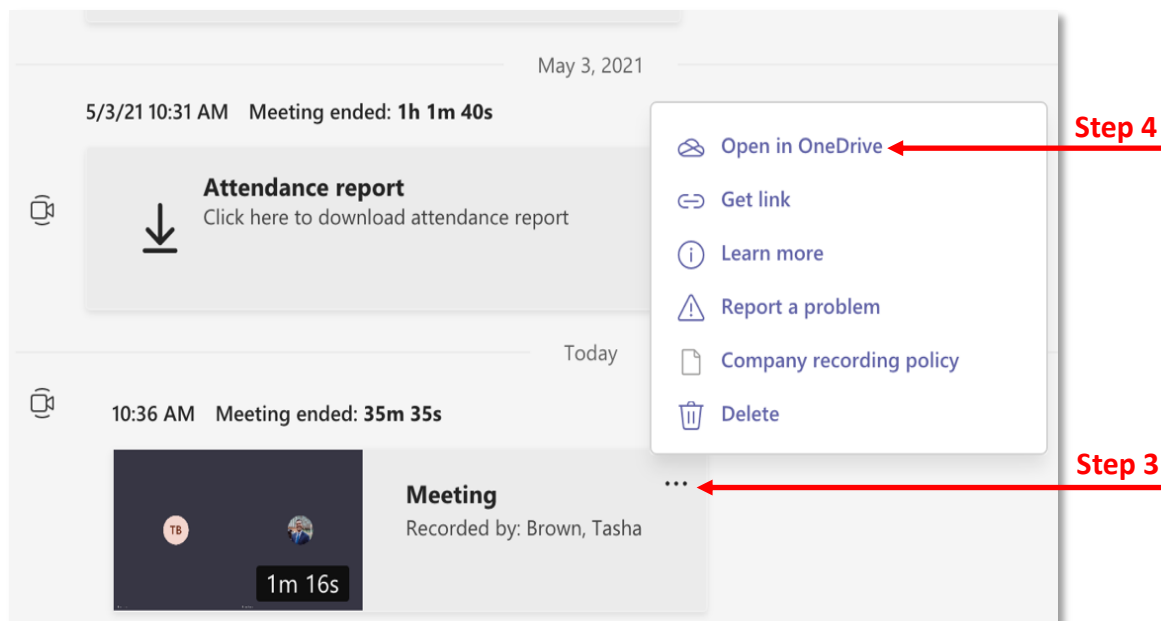
All Teams recordings are saved to Microsoft SharePoint and OneDrive. Depending on if the meeting is part of a channel or not will determine if the recording is housed in SharePoint or OneDrive. This handout will discuss meetings recorded in non-channels such as in chat or a normal meeting scheduled through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

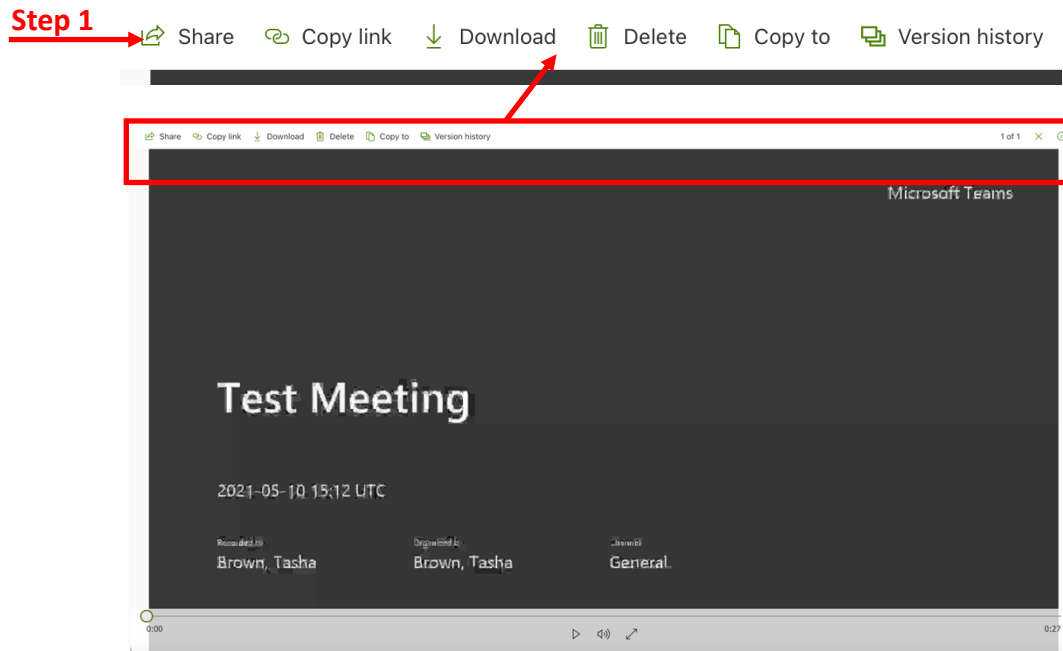


5. To watch the recording, click the play icon.

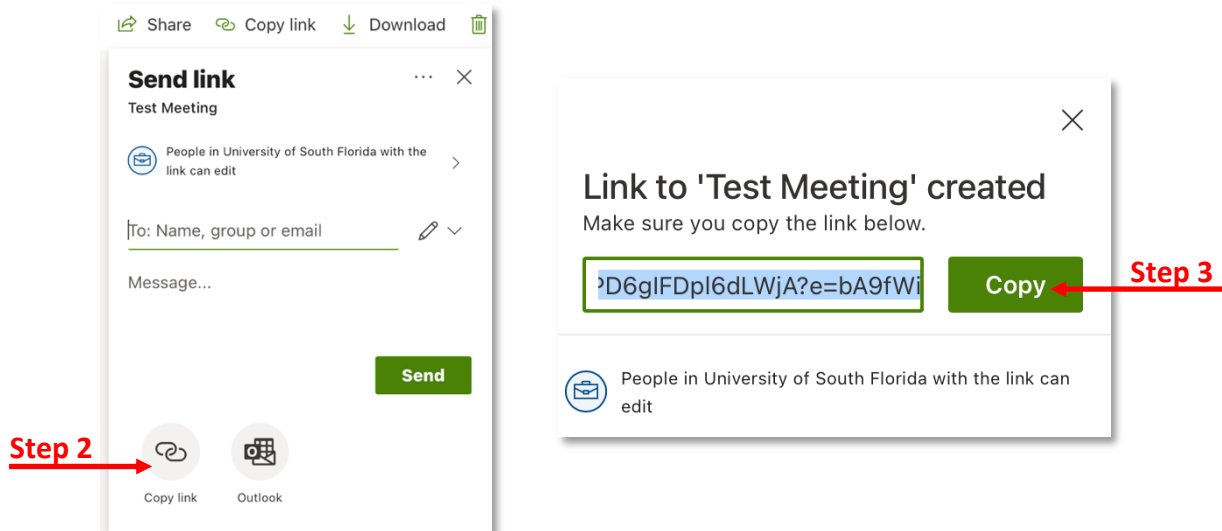
## Non-Channel: Sharing the Recording from Within Teams

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.
2. Access <https://usfedu-my.sharepoint.com/>.

**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.

4. Scroll down and open the recording.
5. To share the recording, click the **Share** button (in the top left corner).
6. The default sharing option is “*People in University of South Florida with the link can edit*”. Click **Copy link**. (There is no need to type a name.)
7. A window with the link will open. Click **Copy**.

## 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.