

Change in the location where to store recordings of Teams meetings

July 29, 2021

Academic Computing and Communications Center

For the Microsoft Teams operated by our university, a notice was received from Microsoft to change the setting to save recordings of Teams meetings on a mandatory basis, irrespective of the settings of our university, [to OneDrive for Business \(from here, OneDrive\) or SharePoint after August 16, 2021 \(to be released in a series\).](#)

Refer to the compilation of precautions for use of the recording feature of Teams meetings with this change.

Generally, the following requires care. For details, refer to “Reference Information”.

- This is different from saving in the existing Microsoft Stream (Stream) and depending on the share setting of OneDrive or SharePoint, recordings will become available to all users within the organization (including students).
- Furthermore, depending on the setting, recordings will become available to users off campus.
- Recordings are downloadable for all.

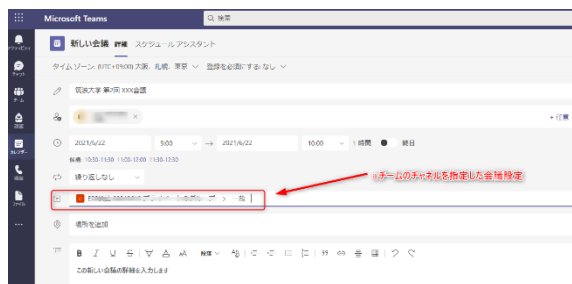
Reference Information

※ This is a compilation of information and verification by Microsoft as of June 2021.

1. Location where to save recordings if a Teams meeting was conducted

The location where to save recordings differs depending on the starting method of the meeting in Teams.

1-1. If a recording was made in the Teams meeting

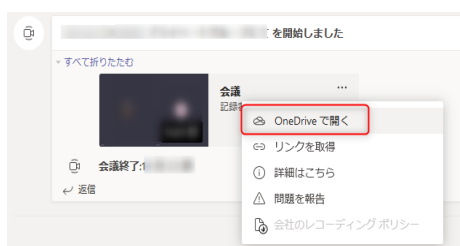


A Teams meeting of a team is a meeting in Teams designated for the channel of the team. (If the meeting schedule is set by the team, the meeting will be automatically

set.

The location where to save recordings of Teams meeting made by the team will be automatically set in SharePoint.

※Furthermore, the notation “Open in OneDrive” as per the following image is written on the screen of Teams after the Teams meeting, however, recordings conducted in Teams will be saved on SharePoint.



Moreover, depending on the privacy setting of the team, the shared range of recordings differ after saving to SharePoint.

(Public Team)

The group site in SharePoint can be accessed and recordings will become available to all users within the organization (including students).

All users within the organization are all users who have signed up for Microsoft 365 in our university.

(Including Faculty members, university personnel, and students)

※For a rough outline of public teams, private teams, and SharePoint, refer to <<https://ksp.sec.tsukuba.ac.jp/wp/?p=176176>>, etc.

(Private Team)

Only available to team members For details on share settings of SharePoint folders and files, refer to the following Microsoft website.

<https://support.microsoft.com/en-us/office/share-sharepoint-files-or-folders-1fe37332-0f9a-4719-970e-d2578da4941c?ui=en-US&rs=en-US&ad=US>

※Furthermore, the option of “All Users” listed on this page is a disabled option controlled by management in SharePoint which is included in the Microsoft 365 in our university.

1-2. If the recording was made without specifying the team (or channel)

Recordings will be saved on OneDrive.

Furthermore, a recording will be saved on the user account's OneDrive which started the recording.

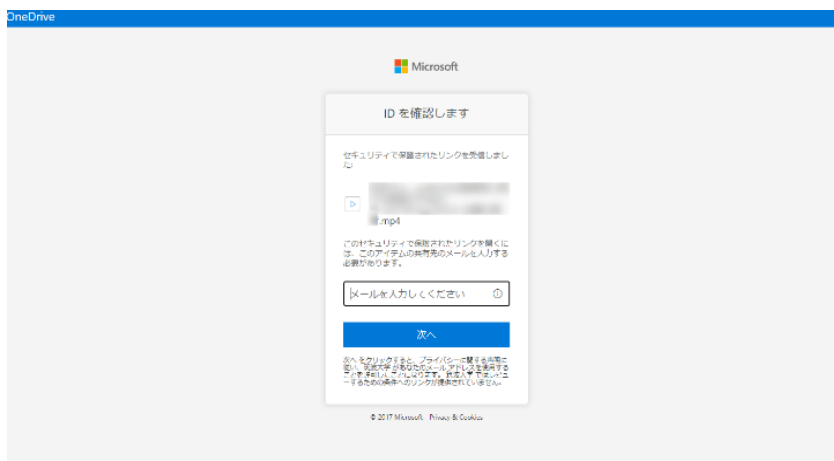
Moreover, if set to "Anyone with the link" in share setting of recordings saved on OneDrive, recordings will be set to be available to external Microsoft 365 users. (If the external user knows the URL of recordings)

For details on share settings of OneDrive folders and files, refer to the following Microsoft website.

<https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07?ui=en-US&rs=en-US&ad=US>

1-3. Supplementary note

When accessing recordings saved on SharePoint or OneDrive, ID confirmation like the following may appear on the screen. In so doing, by entering one's Microsoft 365 account in our university, recordings will be available.



2. Download of recordings

For the download of recordings saved on SharePoint by the team who had conducted the meeting, it can be downloaded only by the owner of the team for the existing Stream, however, irrespective of the owner and member of the team, recordings can be downloaded by anyone as long as one is a member.

Furthermore, for a public group, as per **1-1** in this document, it can be downloaded by anyone as long as one is a member within the organization.

Moreover, recordings saved on OneDrive can be downloaded by members who attended the meeting.

In line with the functional aspect of the downloading of recordings in SharePoint by the owner only as with the existing Stream, we have received notification from Microsoft that a feature update is scheduled, however, the release timing is not yet determined.

3. Want recordings to be available on the existing Stream

If you want recordings saved on SharePoint or OneDrive to be available on Stream as the existing form, the main steps as follows:

- (1) Download recordings from SharePoint or OneDrive.
- (2) After the completion of the download, delete from SharePoint or OneDrive.
- (3) Access Stream.
- (4) In uploading the new video, upload downloaded recordings and set the access permission, etc.
If you want recordings to be available to concerned teams (groups) only, leave "Allow everyone in your company to view this video" unchecked and choose the concerned teams (groups) in the setting of "Shared with".
- (5) Following completion of the upload, it will be available on Stream as before.
After that, share the Stream URL with members who you want to share via email or Teams.

Furthermore, recordings saved on the existing Stream are available and remain saved on Stream as always at the present moment.

However, Microsoft has announced that a migration from the current Stream to a new Stream is scheduled anytime soon. (The timing is not yet determined.) As such, all of the contents on Stream may be migrated to SharePoint.

<https://docs.microsoft.com/en-us/stream/streamnew/new-stream>

Thank you.