



Microsoft Teams – Meeting Recording Guidance

Dear Synechronites,

Microsoft Teams provides an option to record your meetings, however, it is important to select the correct security settings to ensure the right people have controls to record and replay the recorded meetings.

To manage the recording controls, click on the **Meeting Options** link on the meeting invite sent to the participants, as shown below. This can be done only after the meeting has been scheduled.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

You can choose the presenter/s from the participants list as shown below:

Meeting options

Who can bypass the lobby?	Everyone
Always let callers bypass the lobby	Yes <input type="checkbox"/>
Announce when callers join or leave	Yes <input checked="" type="checkbox"/>
Who can present?	Specific people
Select presenters for this meeting	Search for participants

This would enable the recording option only for the presenter or the organiser. Individuals would need to follow the aforementioned process for every new meeting.

Guidelines for Meeting Recordings:

- Please record your meetings only when required.
- The recordings will be available for preview in the Meeting Conversations or the Teams chat window. You will receive the confirmation email once the recording is ready.
- The meeting recordings should be reviewed and deleted if they are no longer required.

We hope that you will make the best use of Microsoft Teams with our suggestions and tips. We will keep in touch with you for more such updates.

**Regards,
Team IT**

For any queries and concerns write to IT-feedback@synechron.com