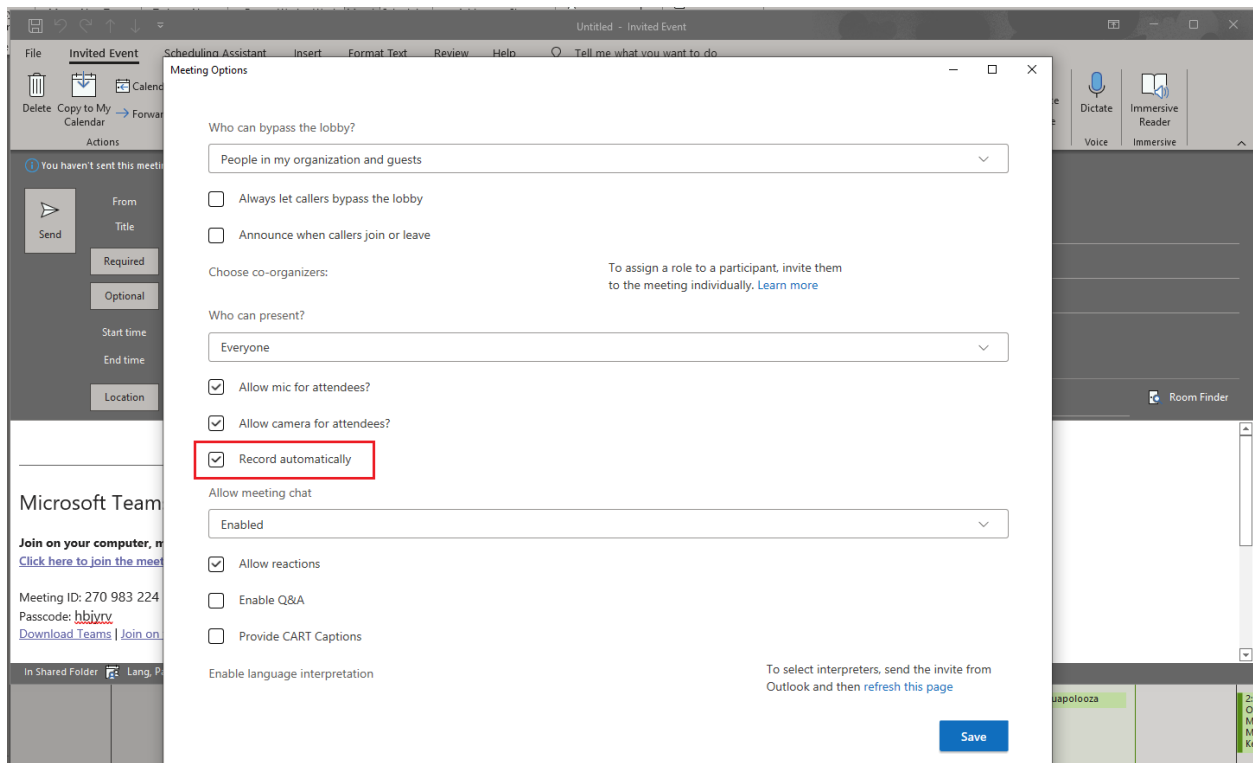


How to record a Teams meeting

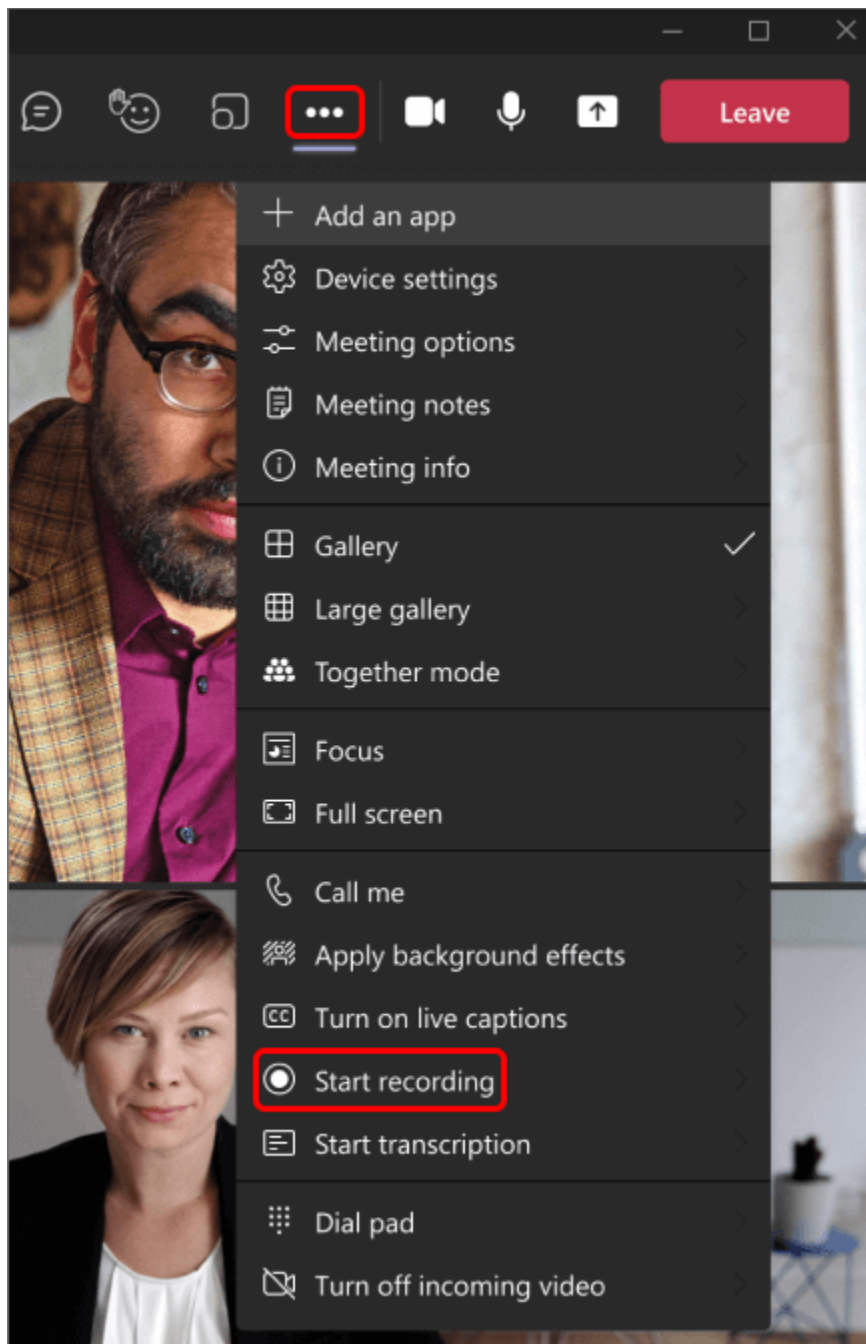
Automatically

When you are preparing your meeting invitation, click on **Teams Meeting Options** and select the checkbox next to **Record Automatically**. When a member of the meeting enters the lobby to start the meeting, the recording will begin, which you can stop at any time. Otherwise, the recording will end when the meeting has concluded.



Manually

As a presenter or co-organizer of your meeting, you will be able to manually select when you want to start and stop recording a meeting. When you're in the meeting, go to the meeting controls and select **More actions** **⋮** and choose **Start Recording**.



To stop the recording, go to **More actions** **⋮** and choose **Stop Recording**.

Note that you can't make multiple recordings of the same meeting at the same time. If one person starts recording a meeting, that recording will be stored on the cloud and available to all participants.

For more information, please visit the official Microsoft support page below.

[Record a meeting in Teams \(microsoft.com\)](https://support.microsoft.com/en-us/topic/record-a-meeting-in-teams-16930639-987d-4911-b961-9448d2572611)