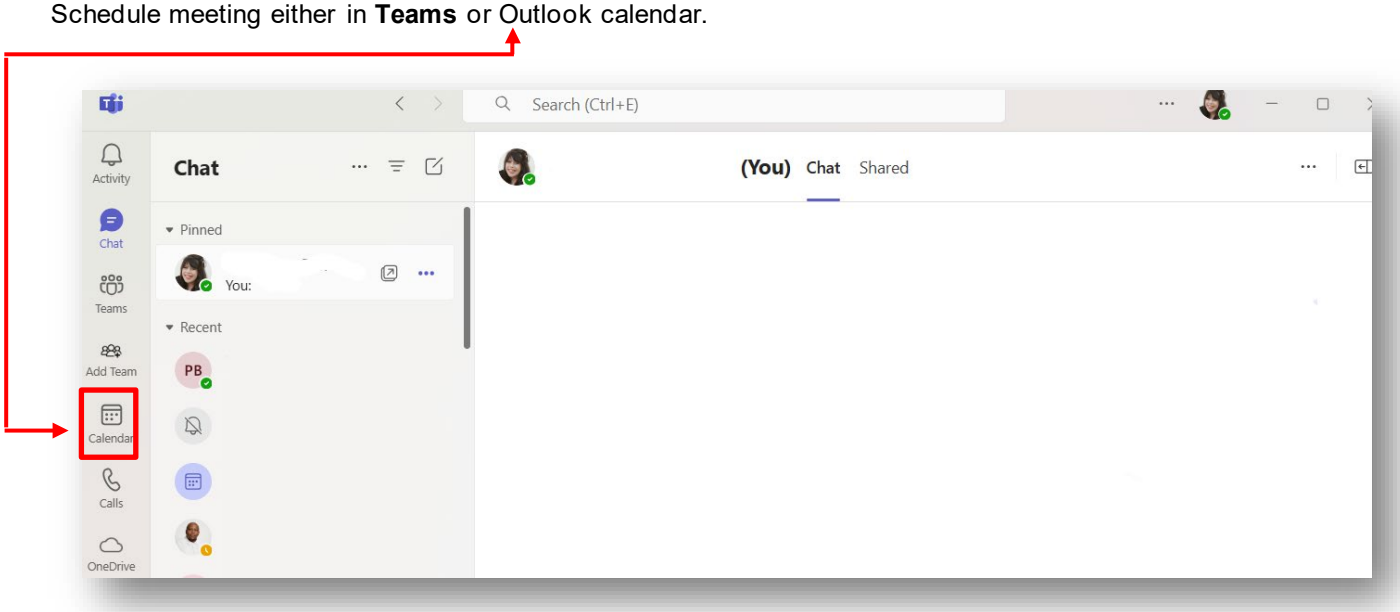
RESTRICT RECORDING

Recording restrictions can be set using either Teams or Outlook. Both options will be discussed below.

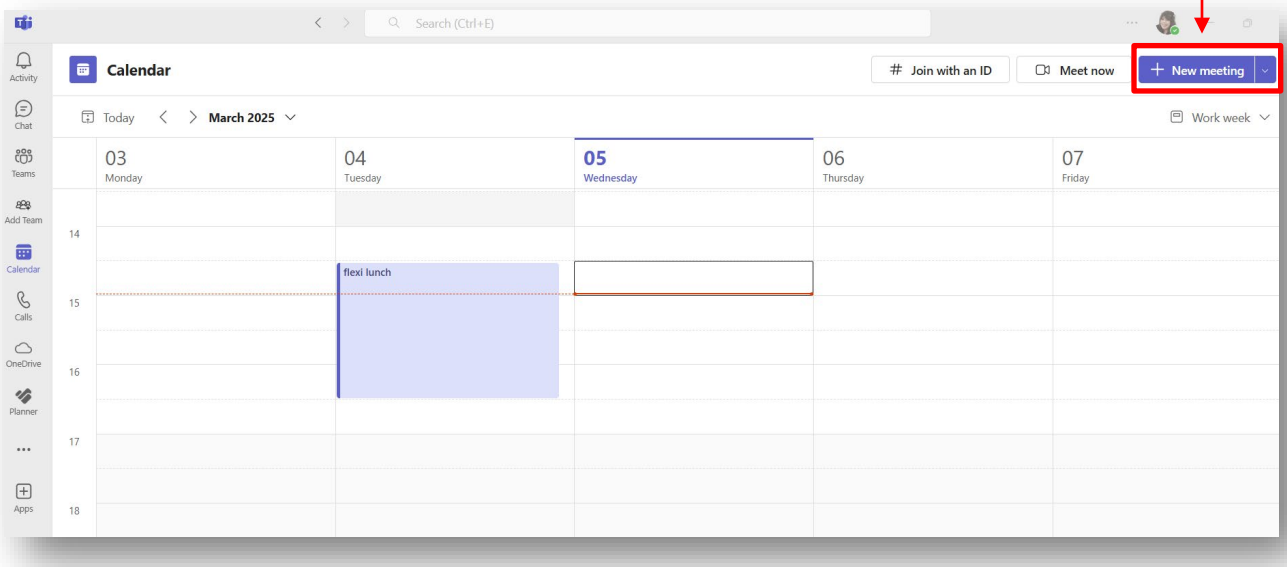
1 How to restrict access to recordings in Teams

When you need to restrict access to meeting recordings, change the meeting options settings of the scheduled meeting to restrict who can access the recording set to the organiser or co-organiser. This can be done via Teams.

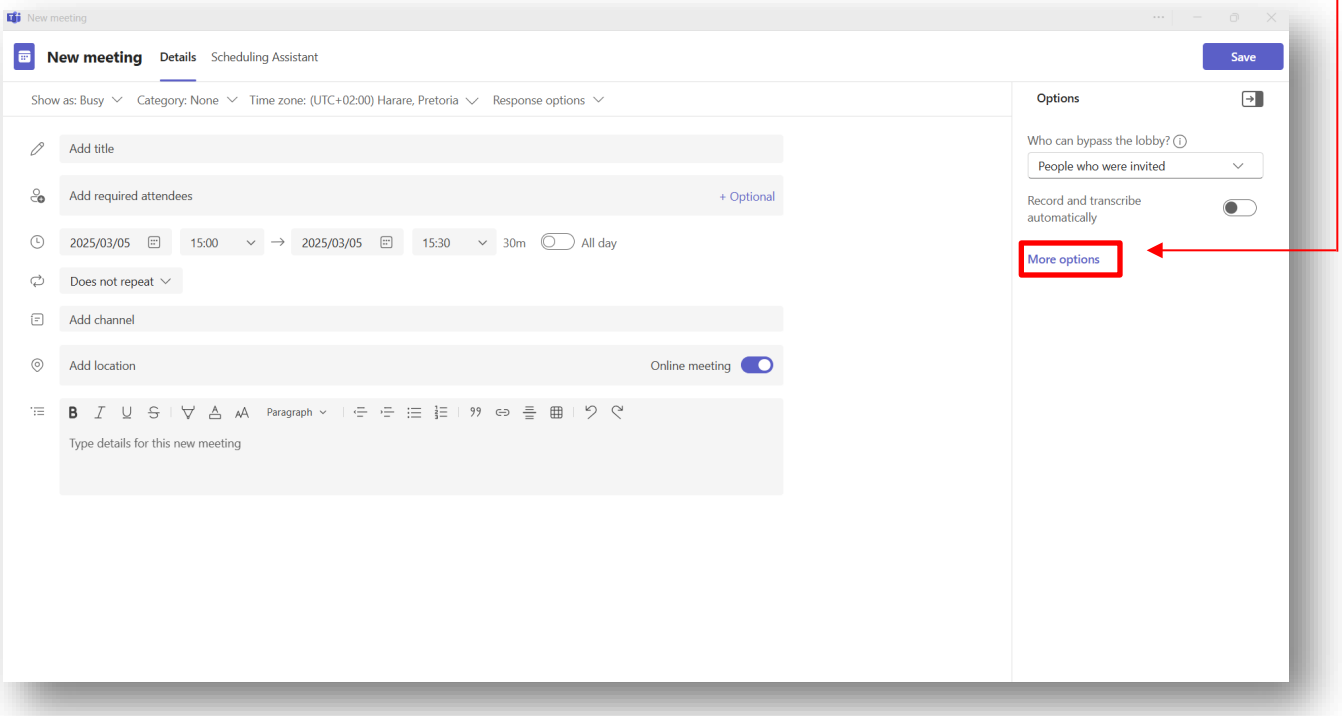
Schedule meeting either in **Teams** or Outlook calendar.

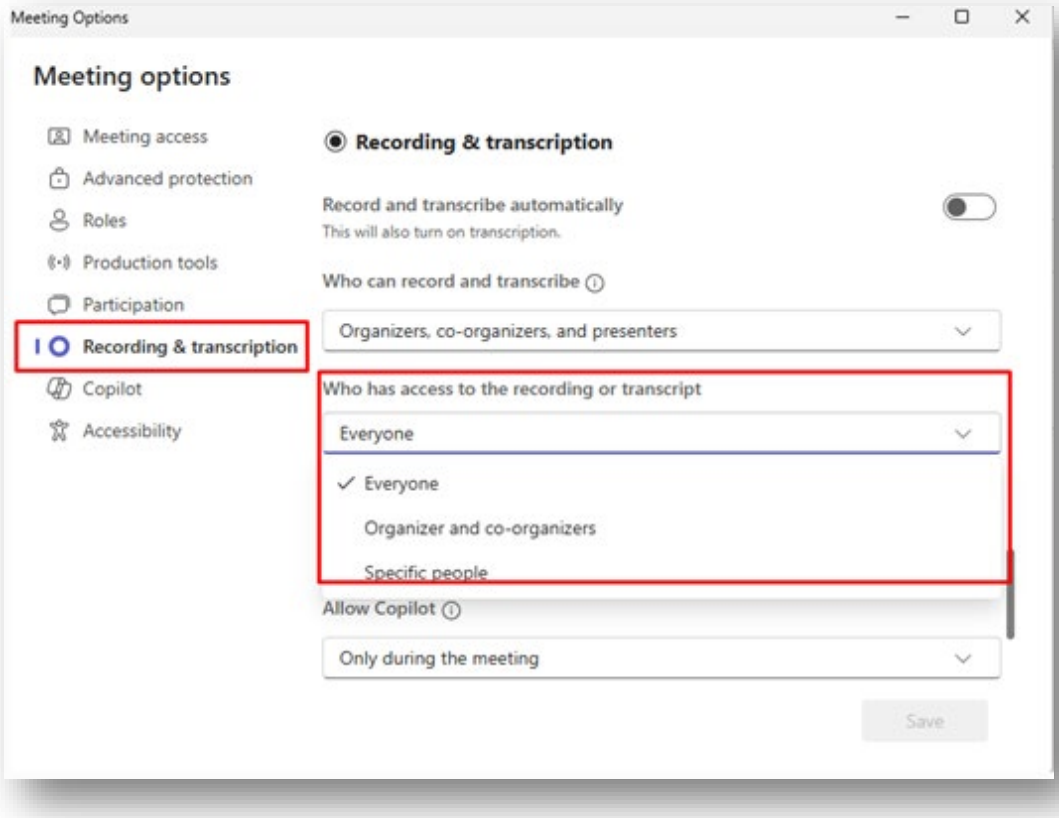


Click **New Meeting**



After you have filled out your information, click **More options**

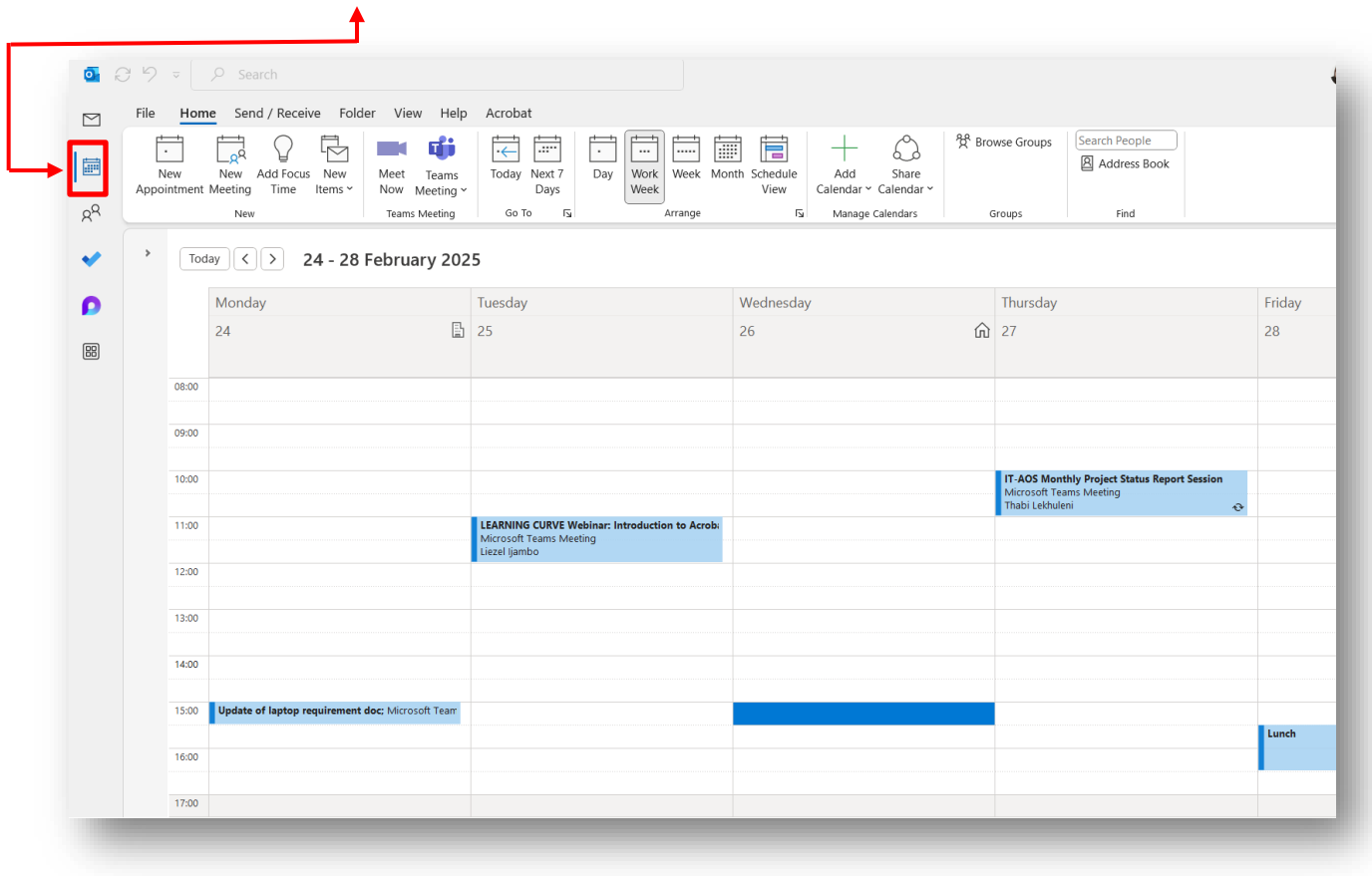



Meeting Options
Meeting options
Meeting access
Advanced protection
Roles
Production tools
Participation
Recording & transcription
Copilot
Accessibility
Recording & transcription
Record and transcribe automatically
This will also turn on transcription.
Who can record and transcribe
Organizers, co-organizers, and presenters
Who has access to the recording or transcript
Everyone
Everyone
Organizer and co-organizers
Specific people
Allow Copilot
Only during the meeting
Save

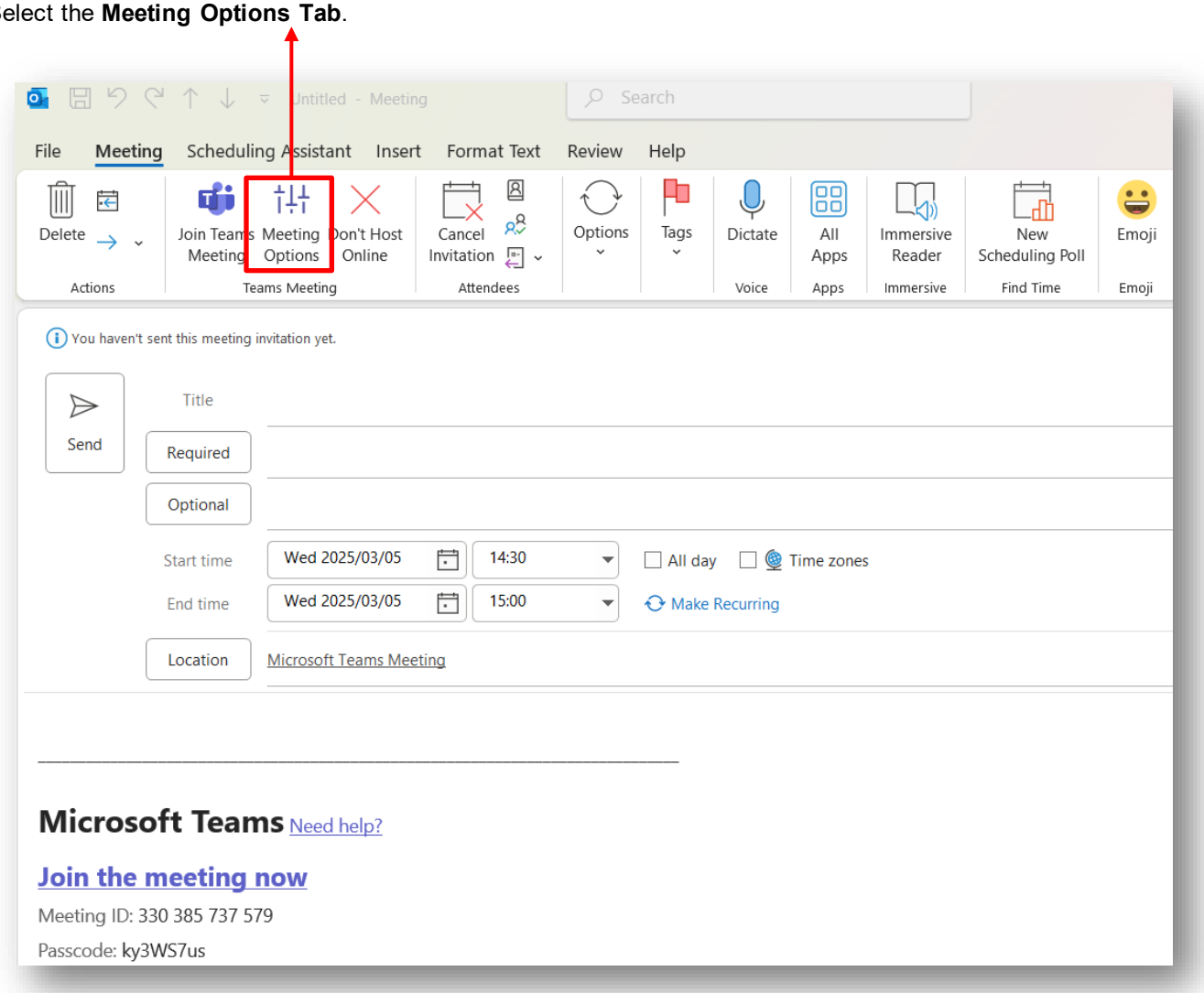
2 How to restrict access to recordings in Outlook.

To restrict access to meeting recordings, update the meeting options in the scheduled meeting to allow access only to the organiser or co-organiser. This can be done via Outlook.

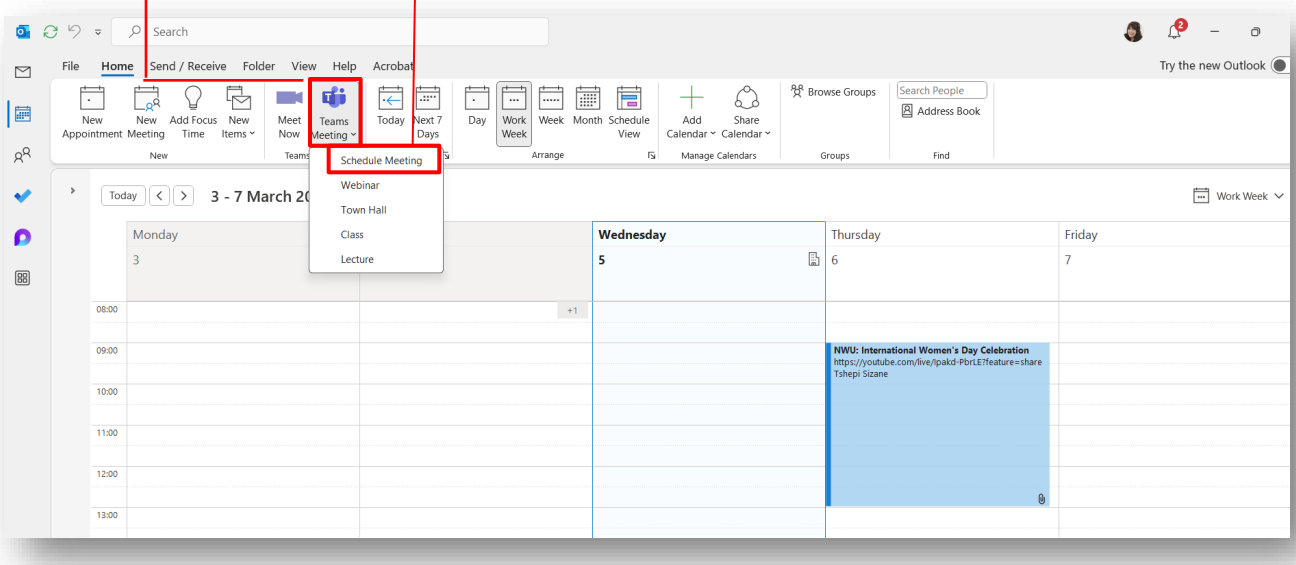
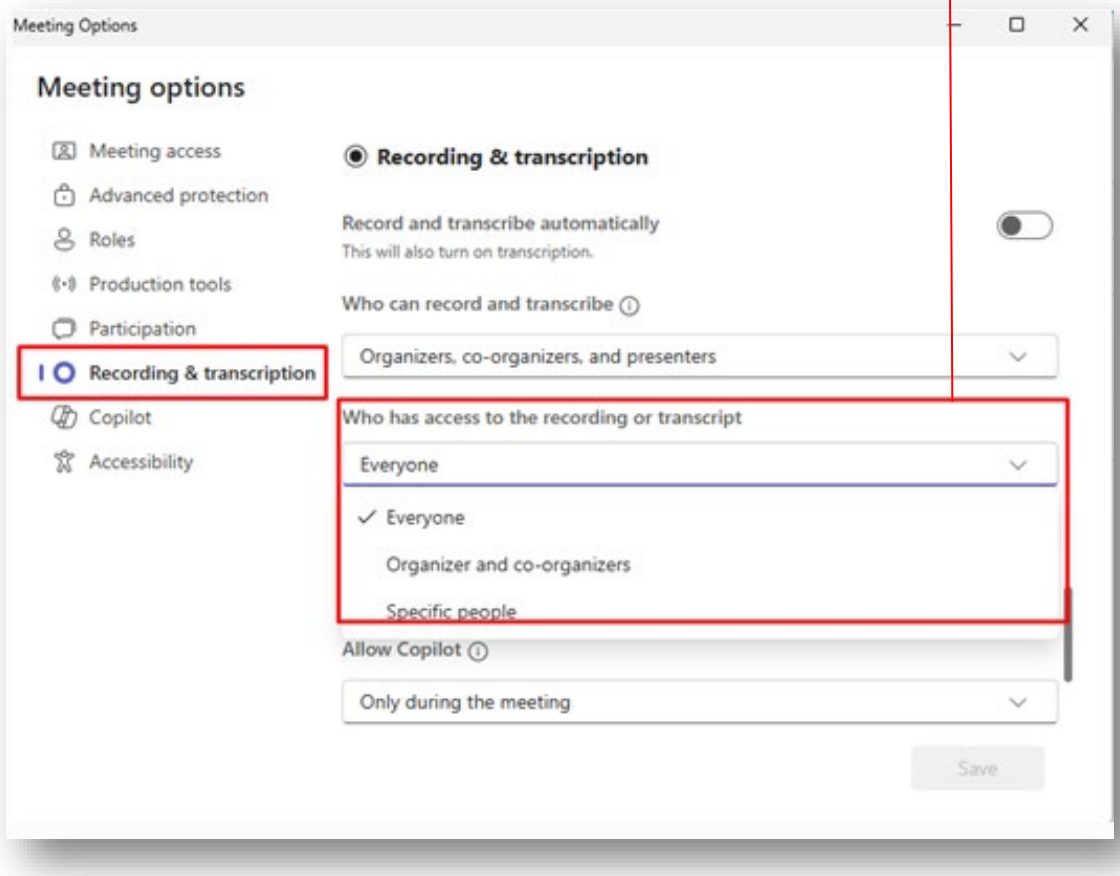
In Outlook choose the **calendar** option



Select the **Meeting Options Tab**.



Click **Teams Meeting** choose **Schedule Meeting**



Navigate to the **Recording and Transcription Tab**. Select drop down on **"Who has access to the recording or transcript"** and select who can have access to the recording.