

How to restrict access to recordings in Teams.

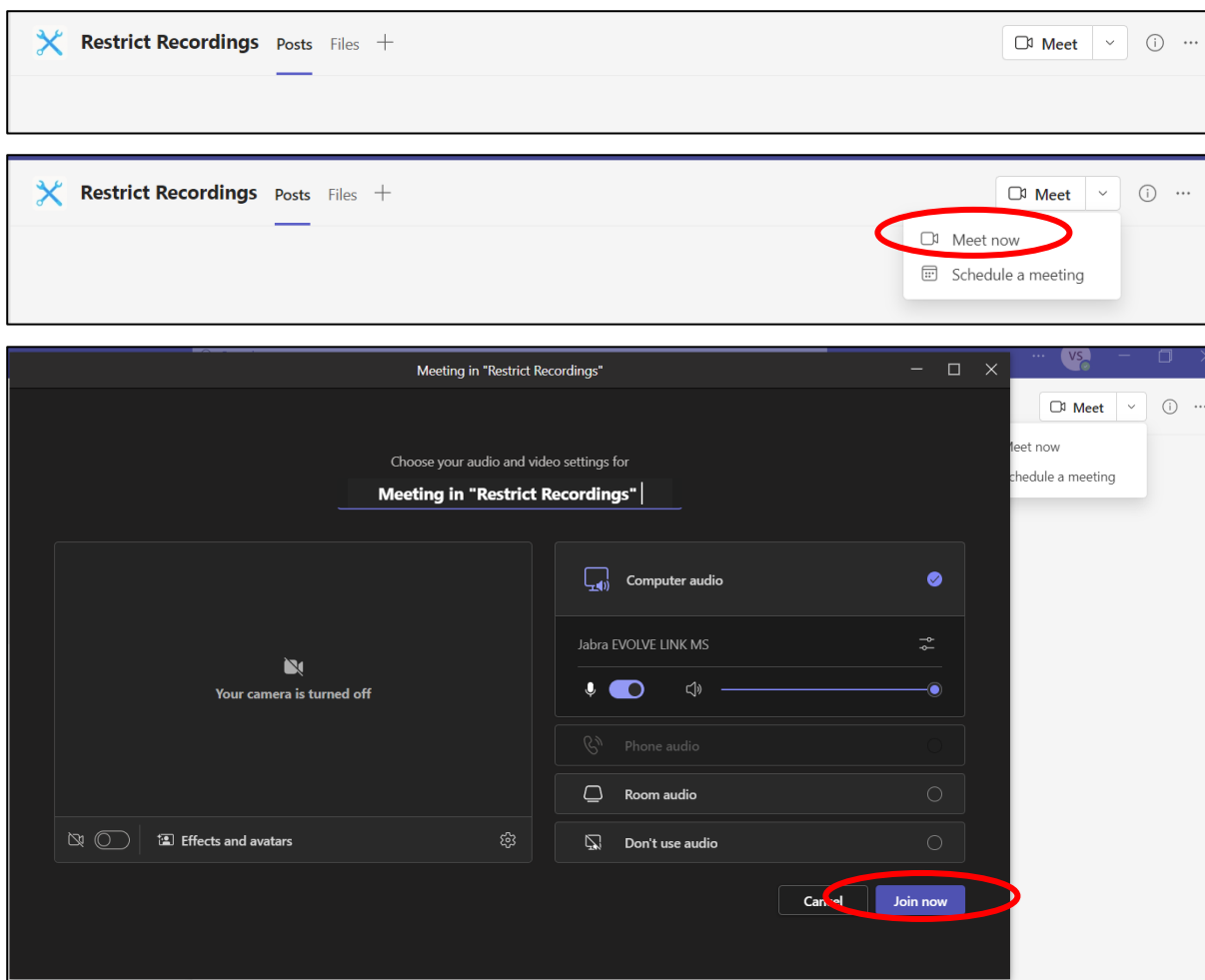
When you need to restrict access to meeting recordings, please schedule the meeting from a Team and not from Outlook. You can schedule from the General channel (best practise) of the team or another public channel. Access to the **recordings folder** needs to be changed to allow only Team owners to have access. The procedure consists of the following 2 steps:

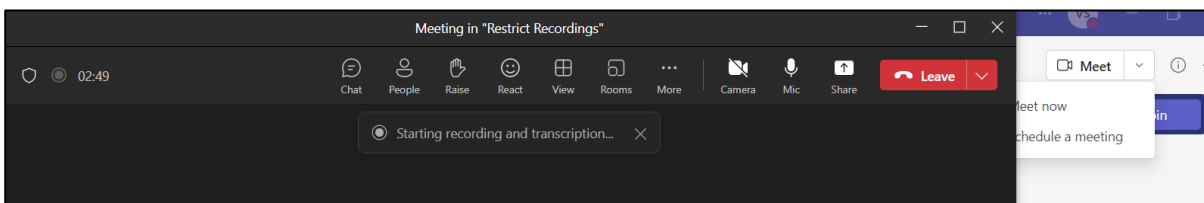
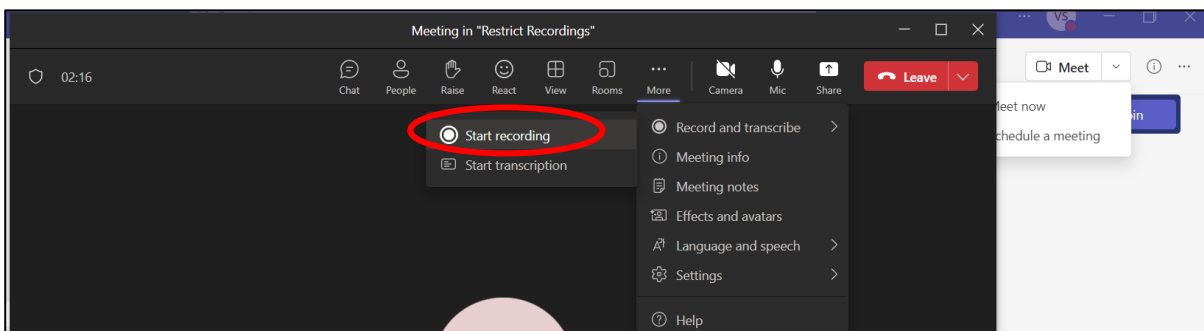
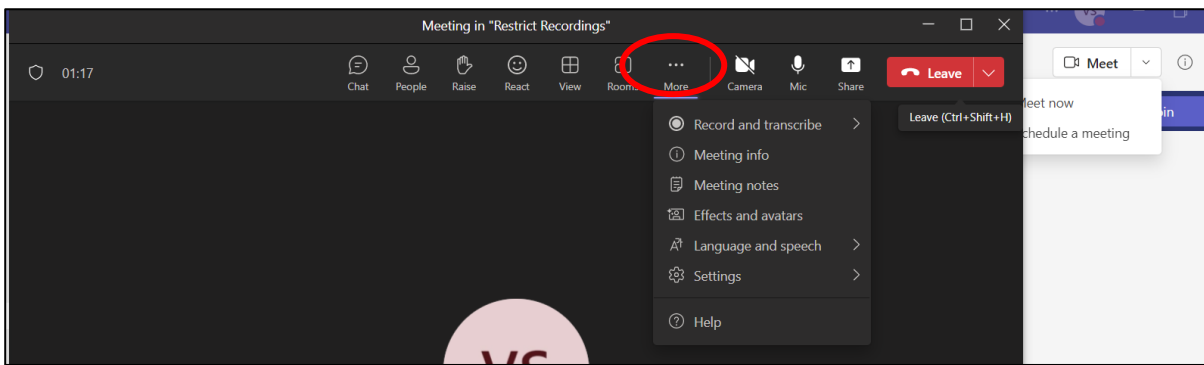
1. Create a Recordings folder in the Team or Channel that you are scheduling the meeting from.
If this Recordings folder already exist, this step is unnecessary.
2. Restrict the access to all groups except the owners of the Team or Channel

Procedure to restrict access to recordings in Teams.

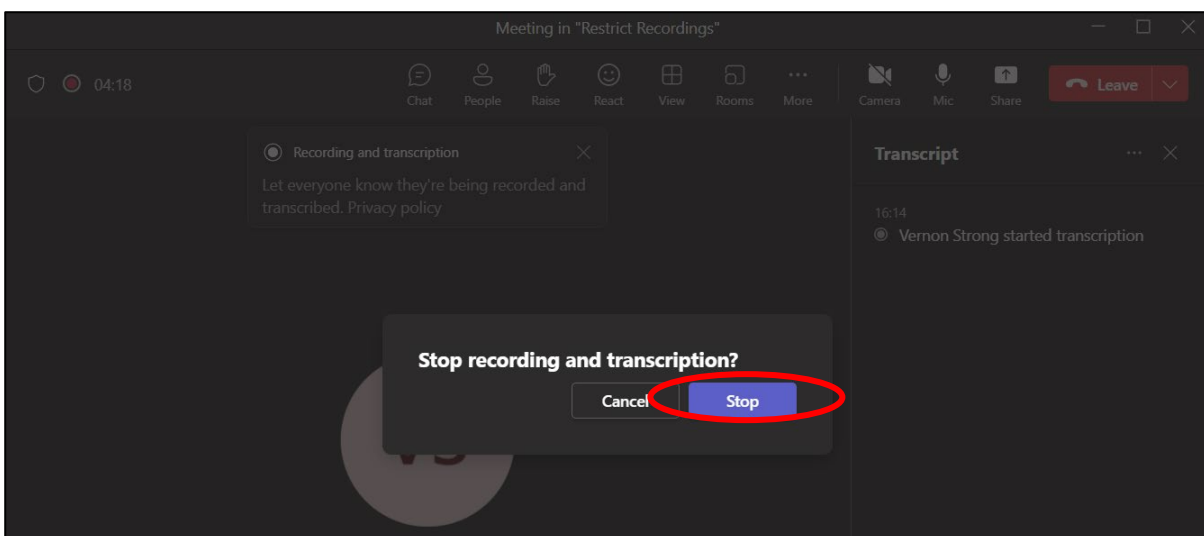
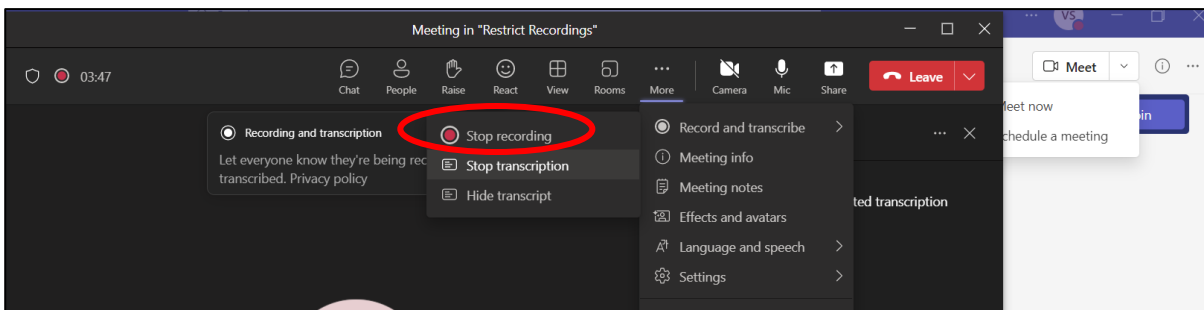
1. Create a Recordings folder in the Team or Channel.

- If the Recordings folder already exists, only step 2 needs to be done.
- In the Team or Channel, start a short recording. This only needs to be a few seconds. This will create the Recordings folder in this team or channel.

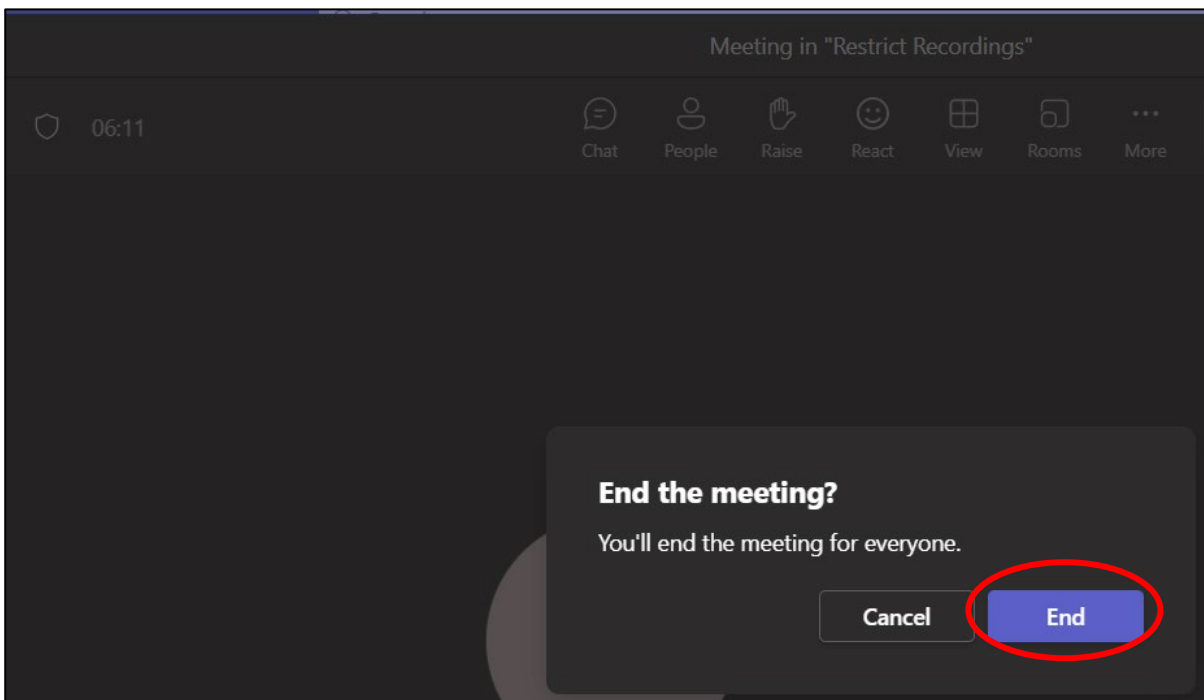
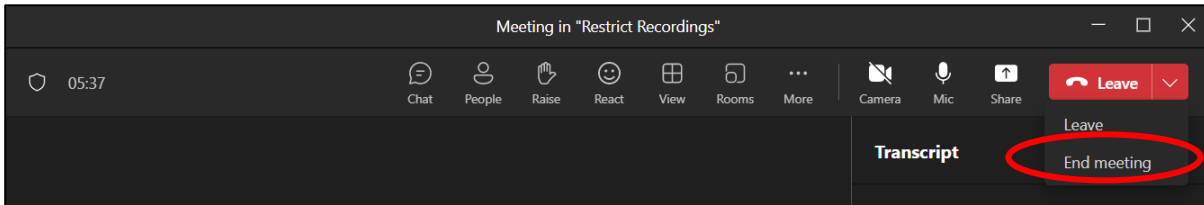
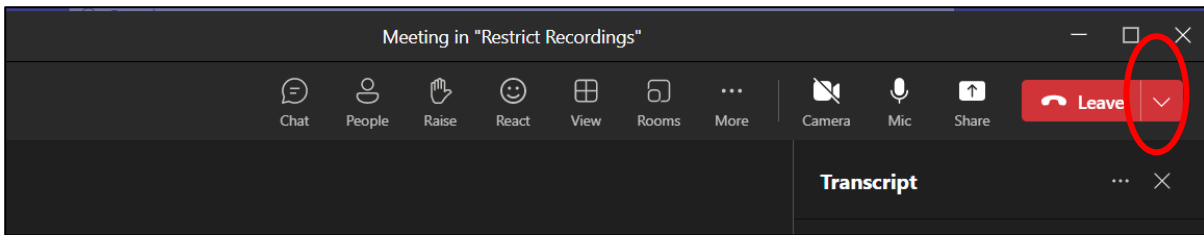




- Stop the recording.



- End the Meeting.

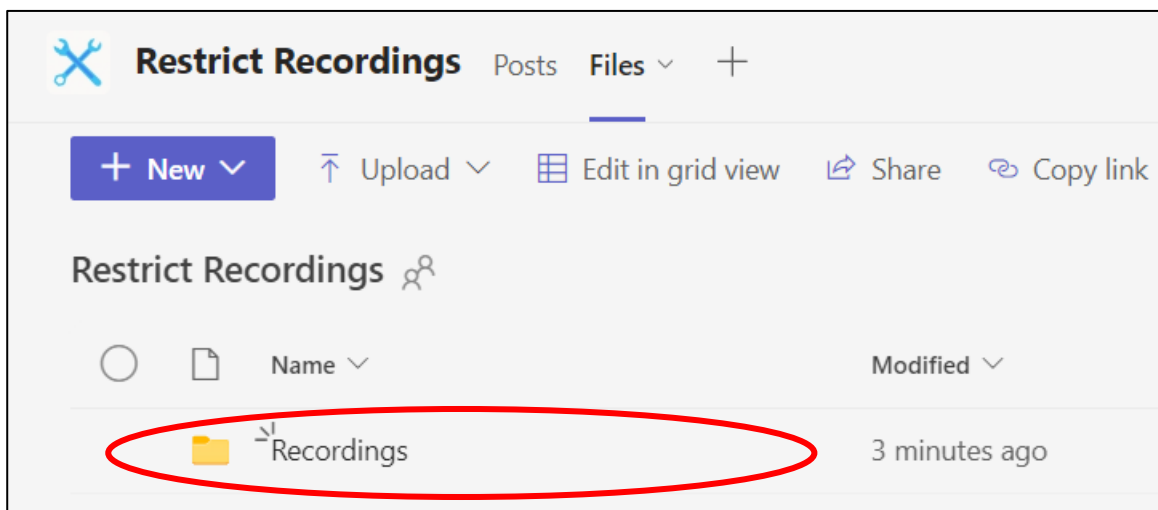


- Click on Files.

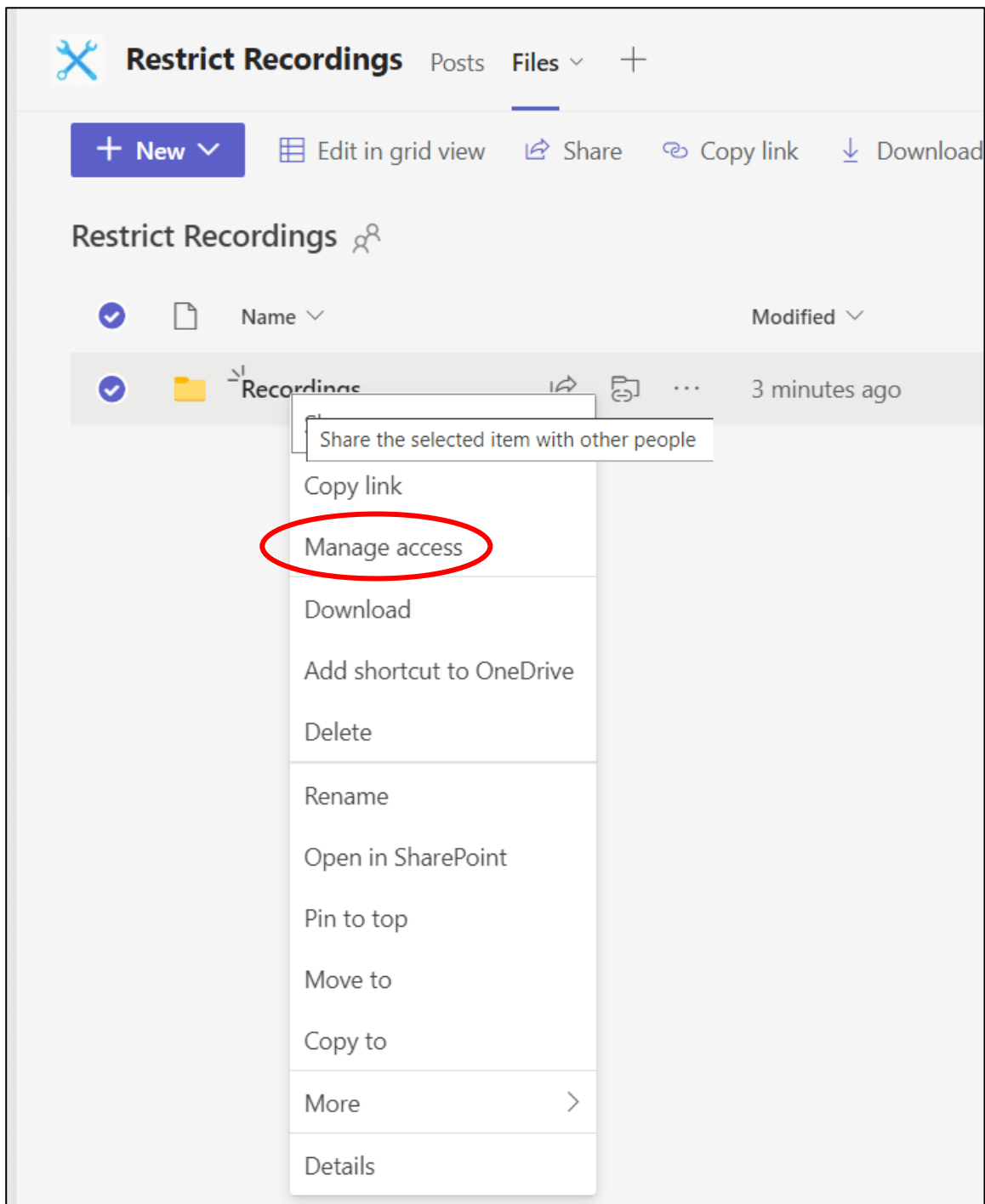


- In Files there will be a **Recordings** folder.

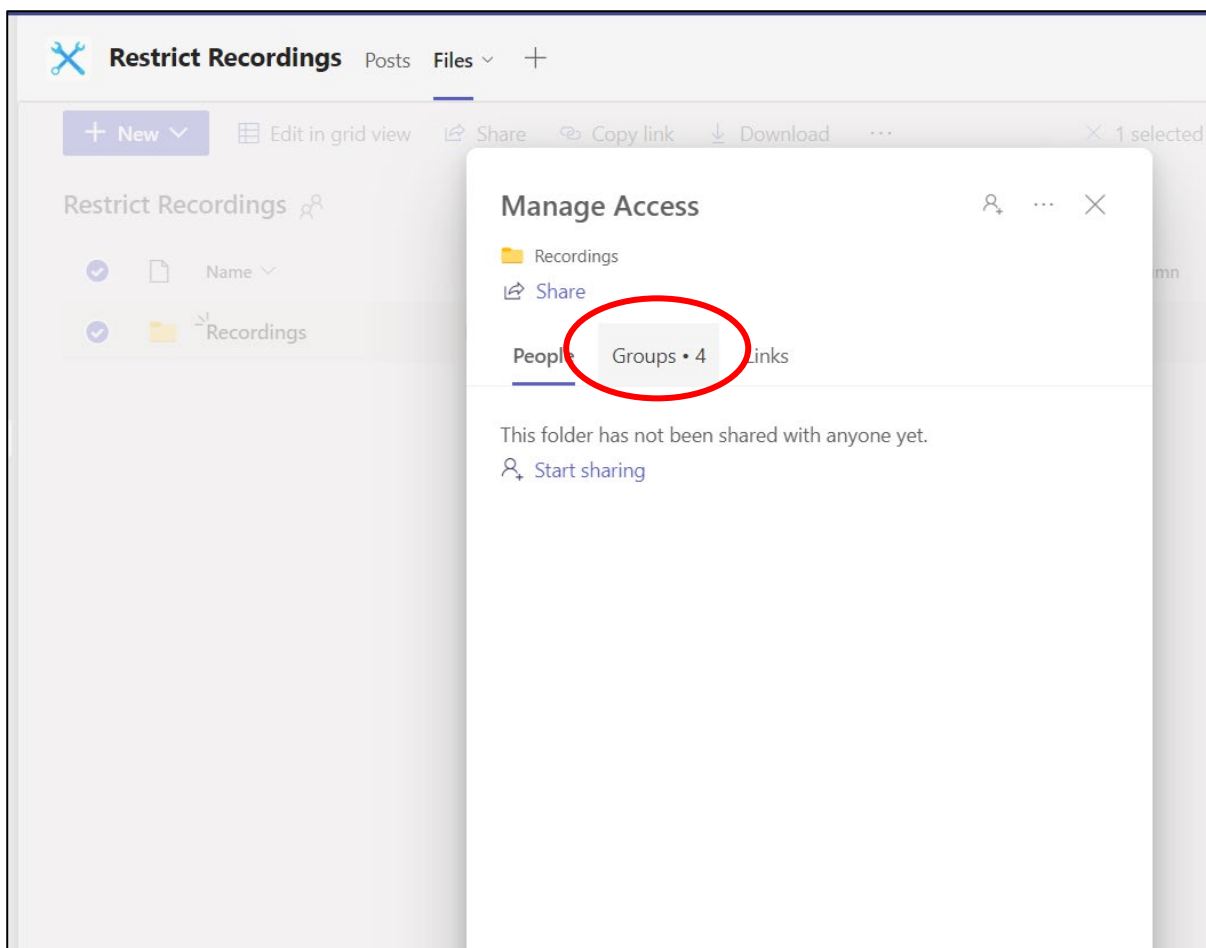
2. Remove Access from the Recordings folder.



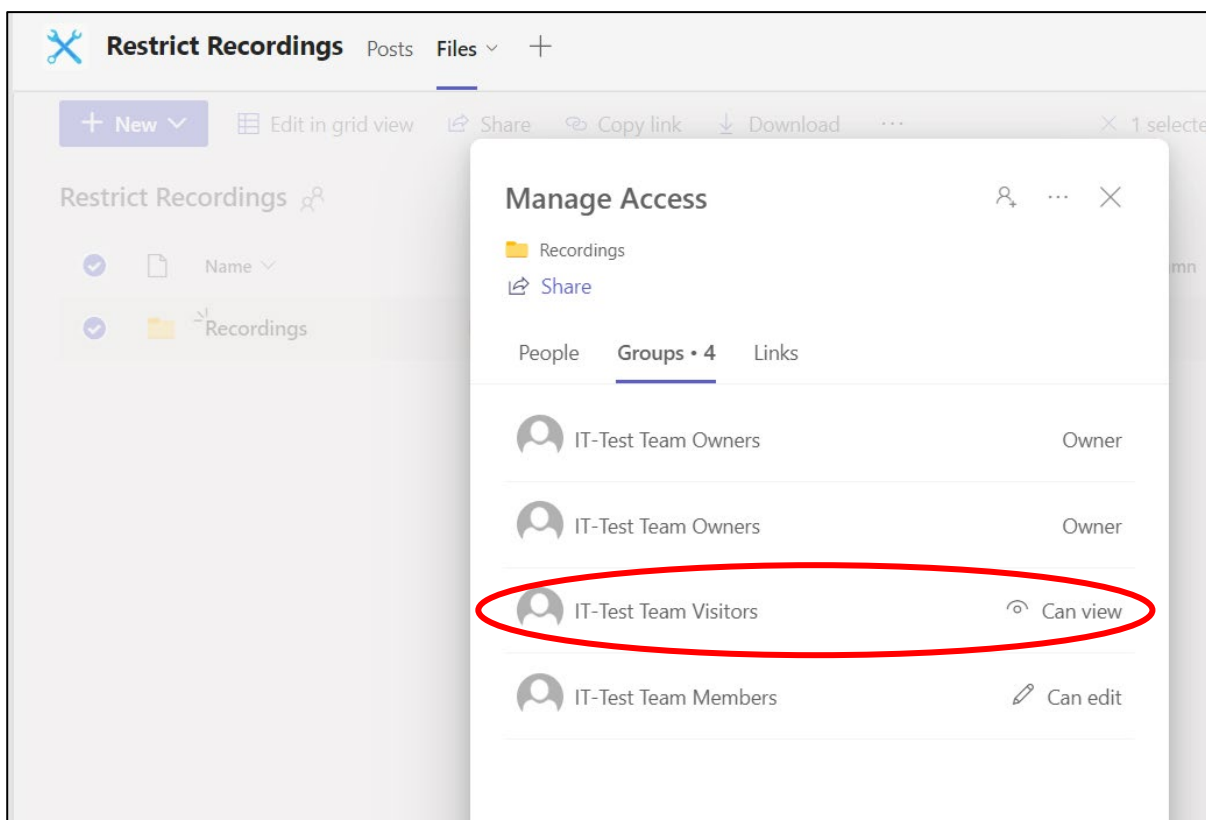
- Right click on the Recordings folder.
- In the list that opens click on Manage access.



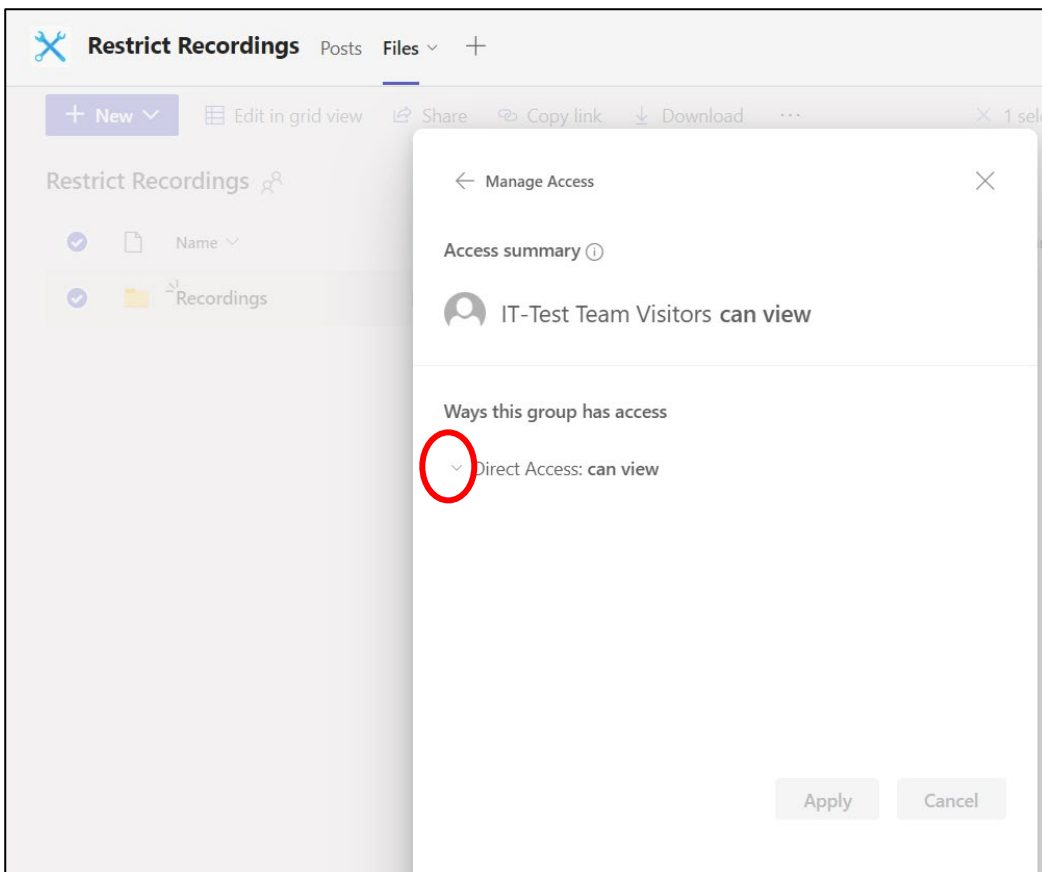
- Click on Groups.



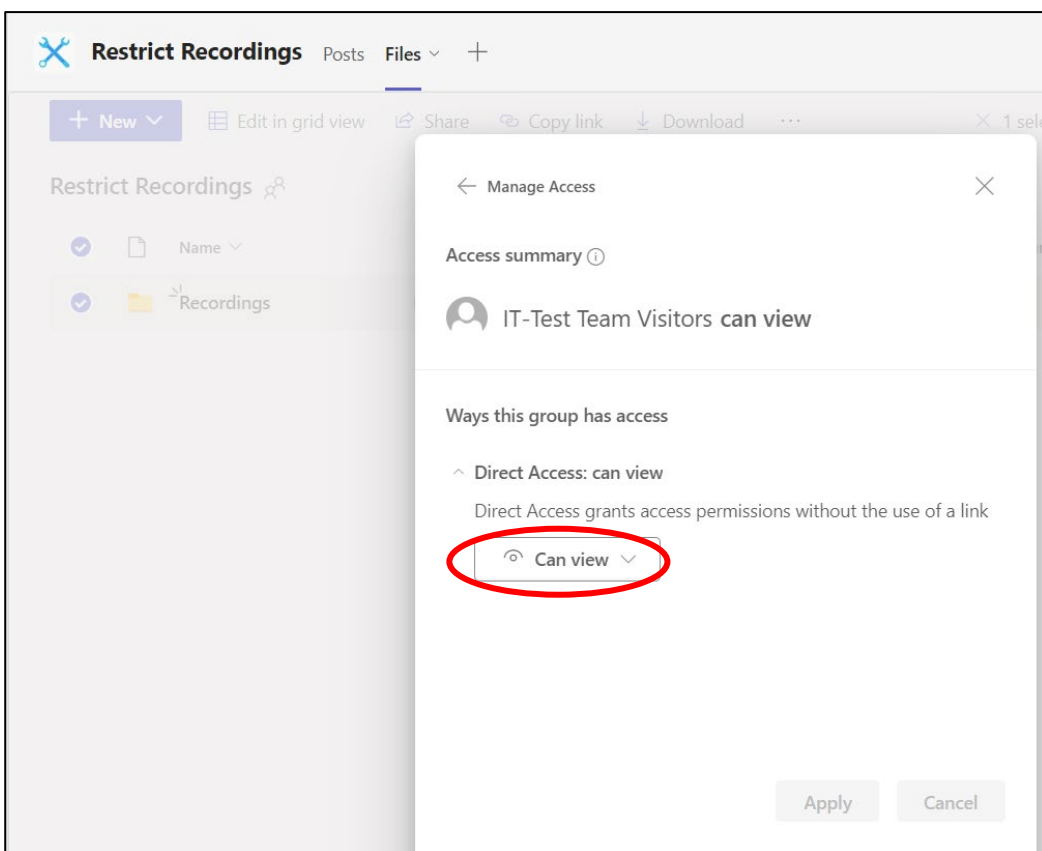
- In Groups click on the Visitor group.



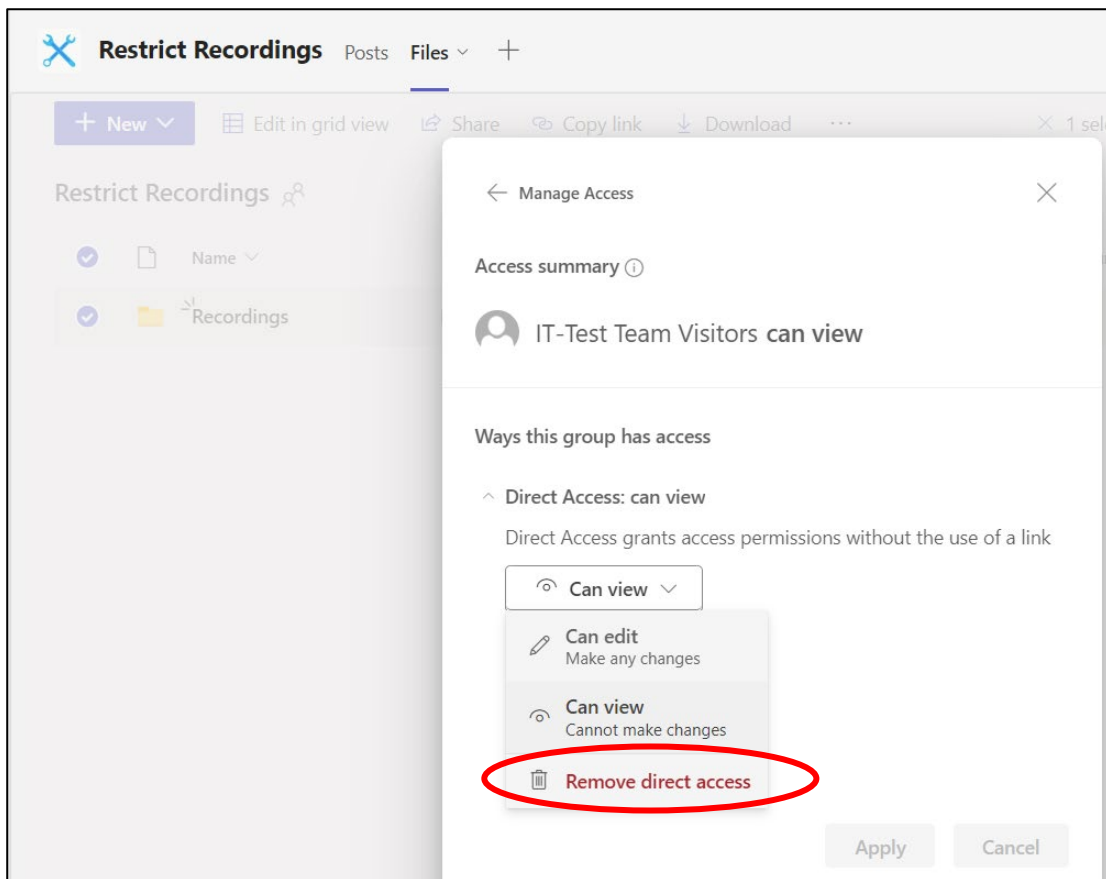
- Click on the down arrow before Direct Access.



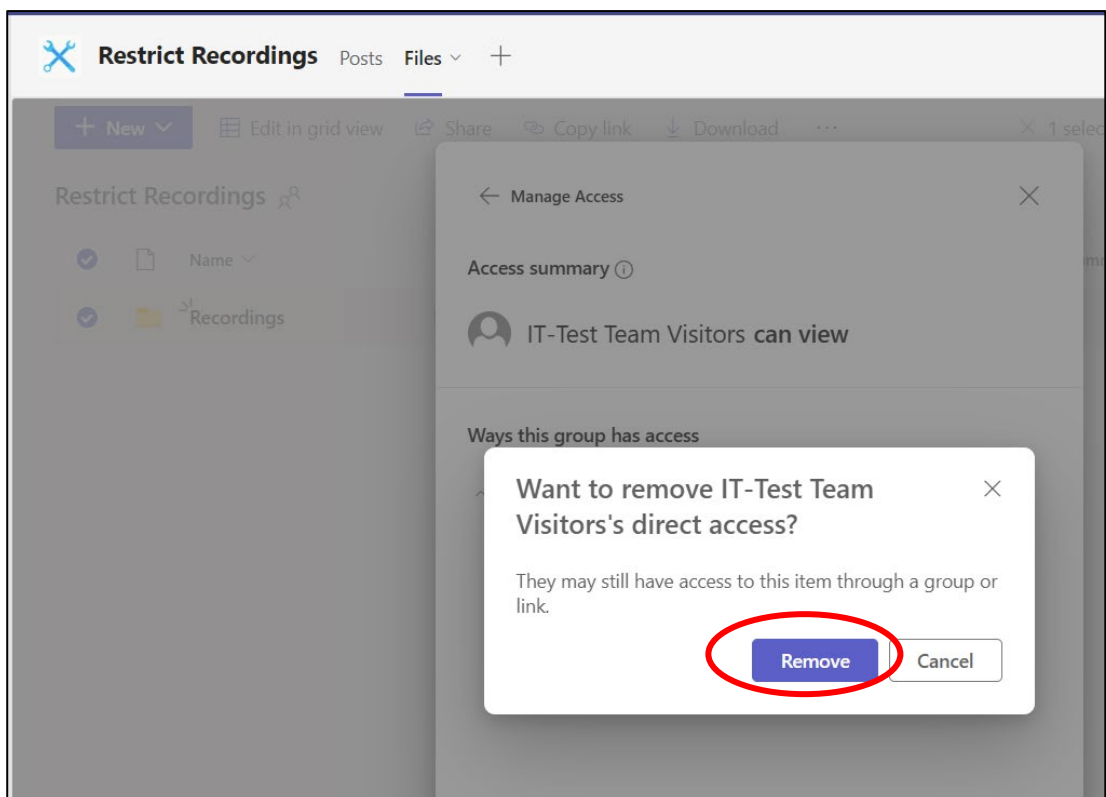
- Click on Can view.



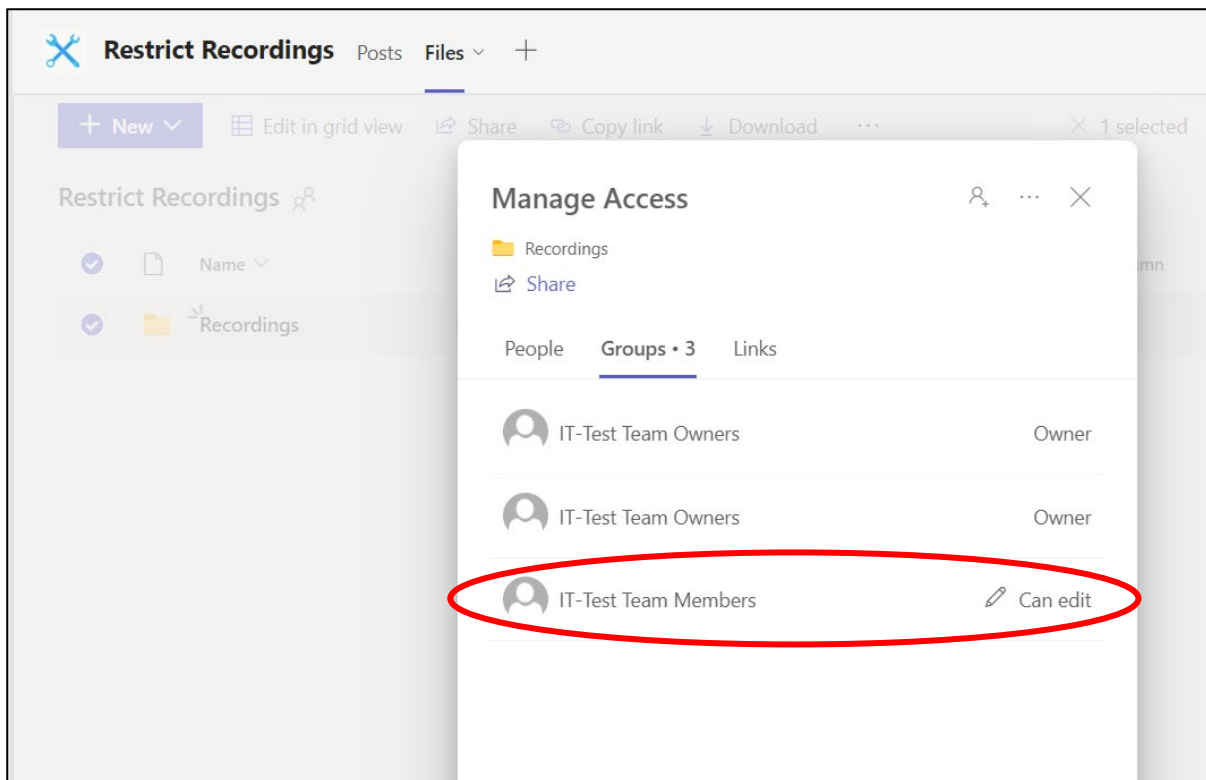
- Click on Remove direct access.



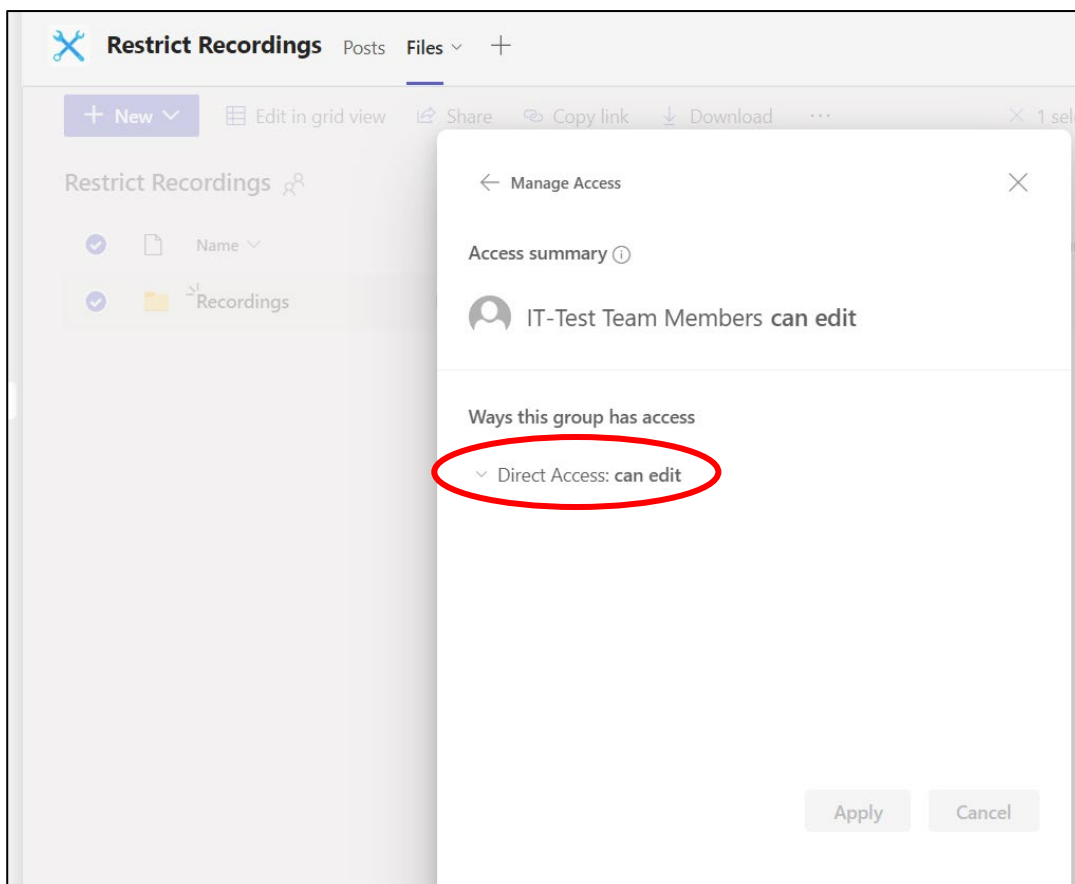
- Click on Remove.



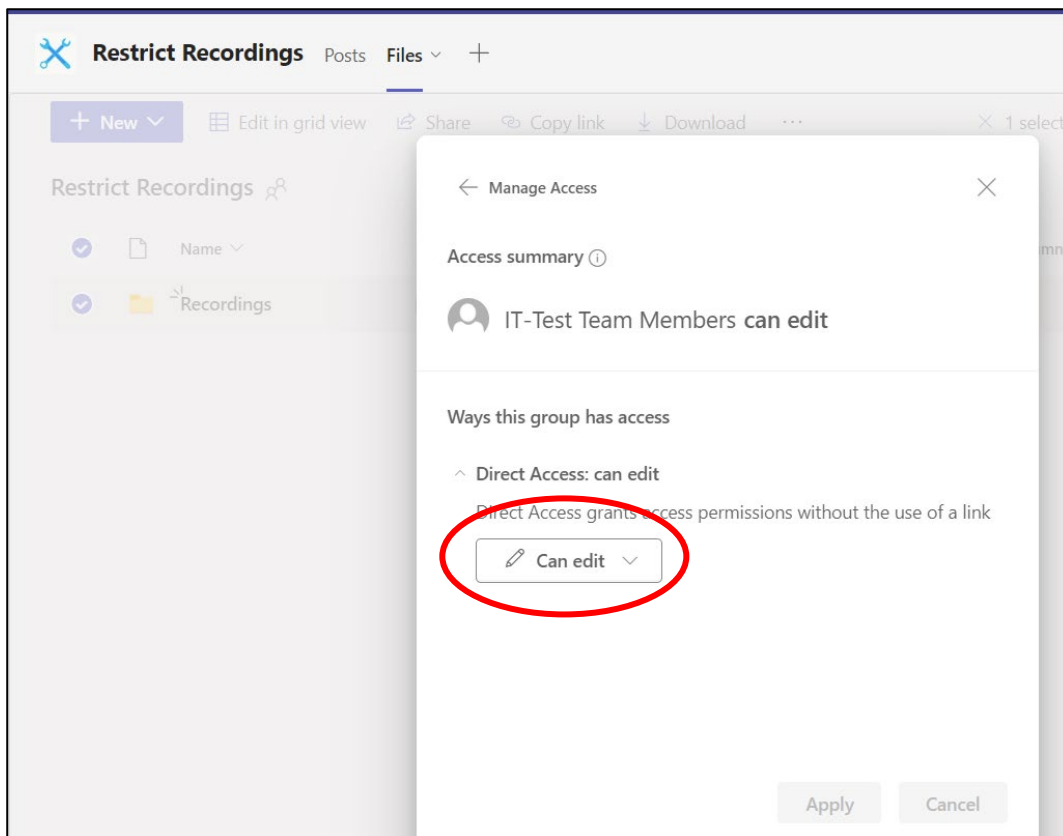
- Click on Members.



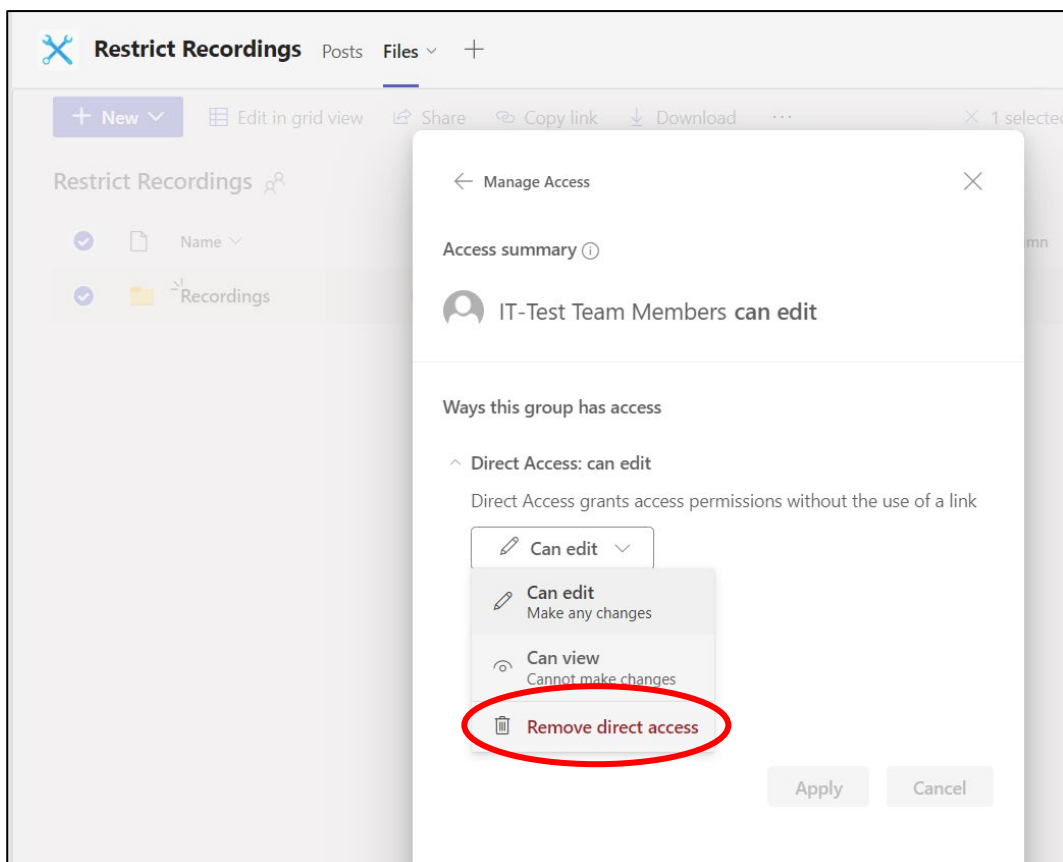
- Click on the down arrow before Direct Access.



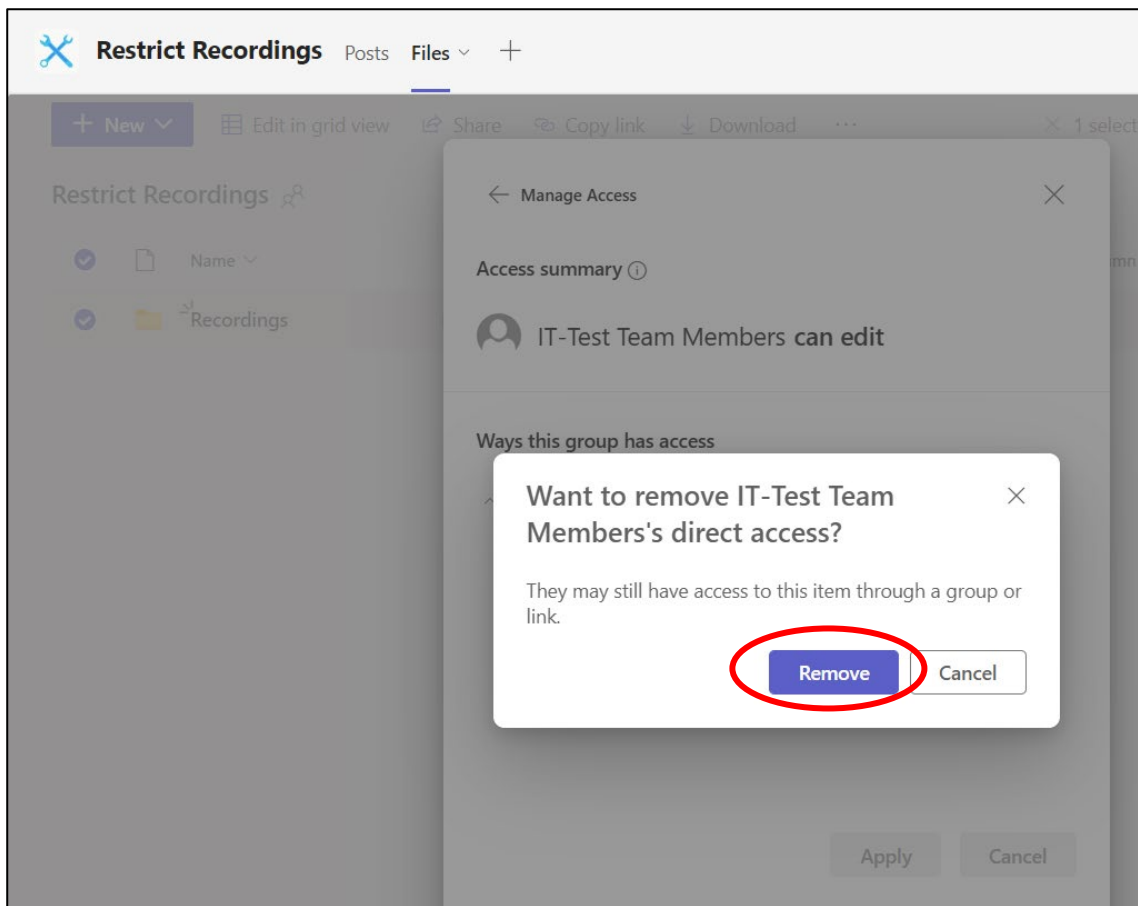
- Click on Can edit.



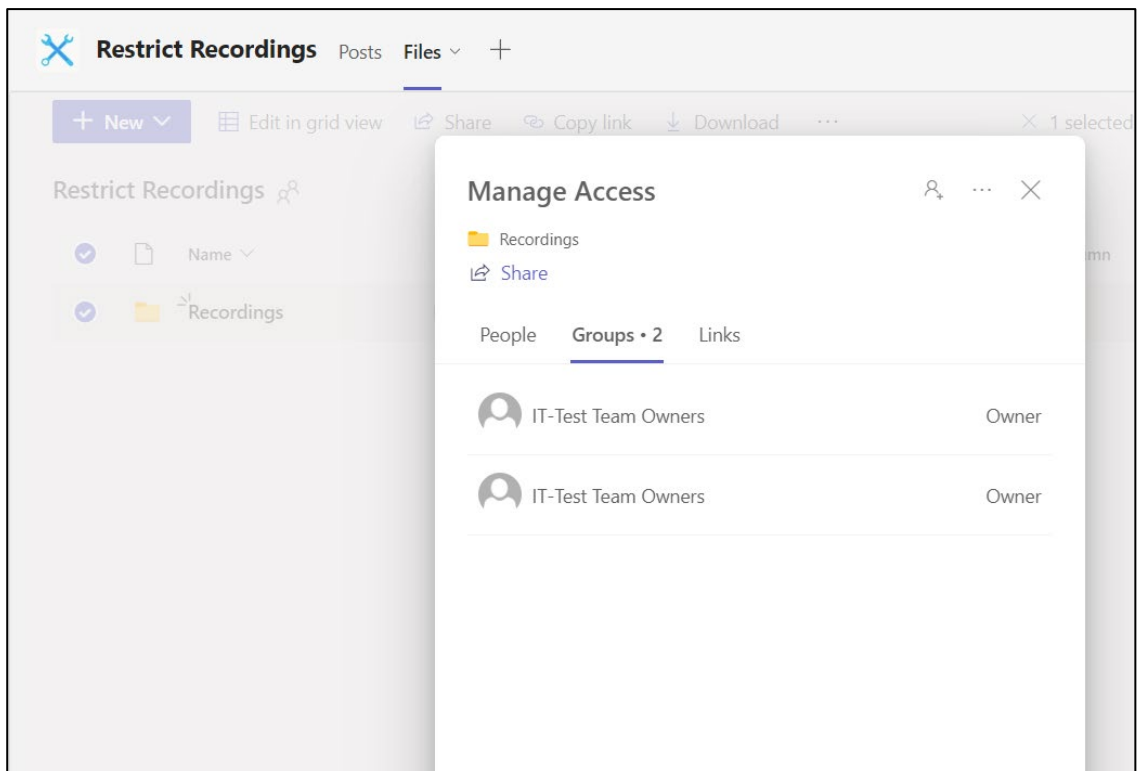
- Click on Remove direct access.



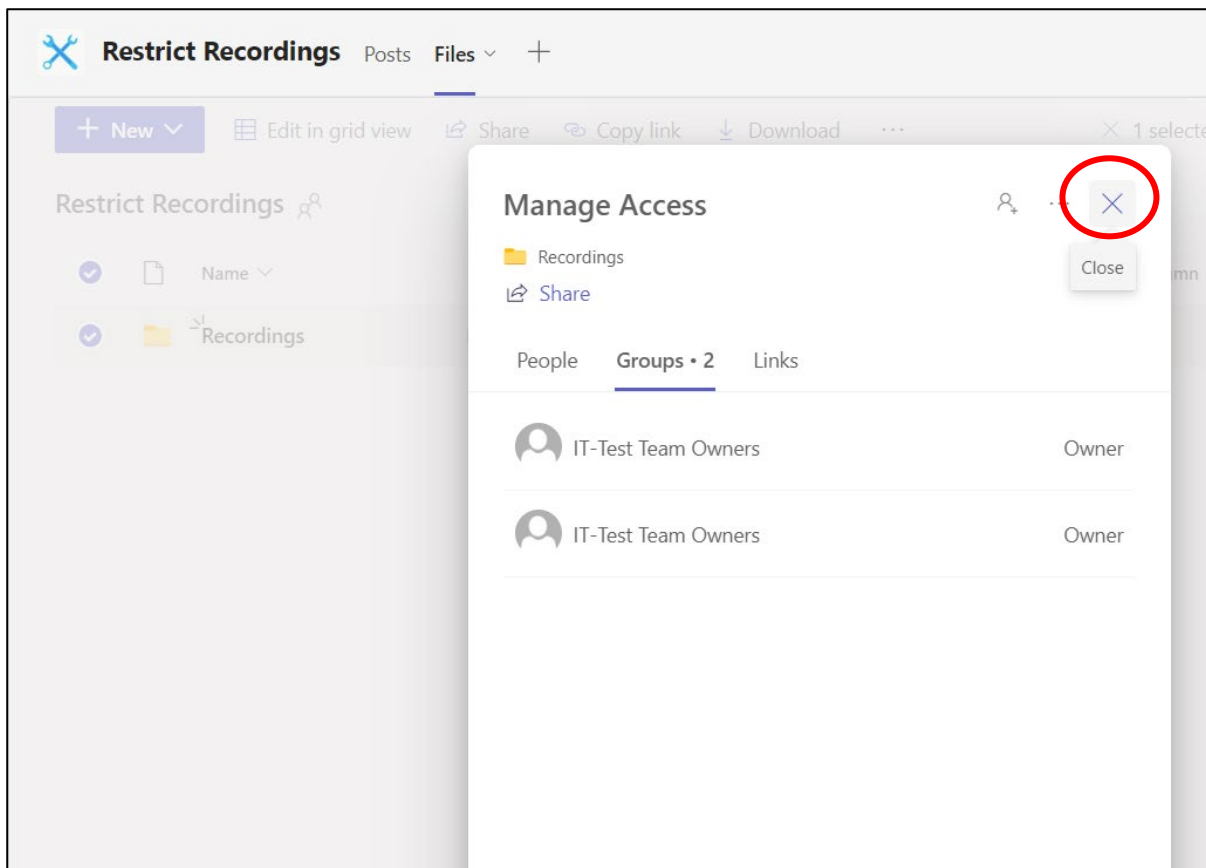
- Click on Remove.



- This takes you back to Manage Access.



- Click on Close.



- Please test to make sure that the recordings are inaccessible to members of the Team.