

**Ottawa Health Science Network Research Ethics Board (OHSN-REB) /
Conseil d'éthique de la recherche du réseau de science de la santé d'Ottawa (CÉR-RSSO)**

Instructions for Audio/Video Recording in Microsoft Teams

Who can start or stop a recording?

Anyone who meets the following criteria can start or stop a recording, even if the meeting organizer isn't present:

- Has an Office 365 Enterprise E1, E3, or E5 license.
- Has recording enabled by an IT admin.
- Isn't a guest or from another organization.

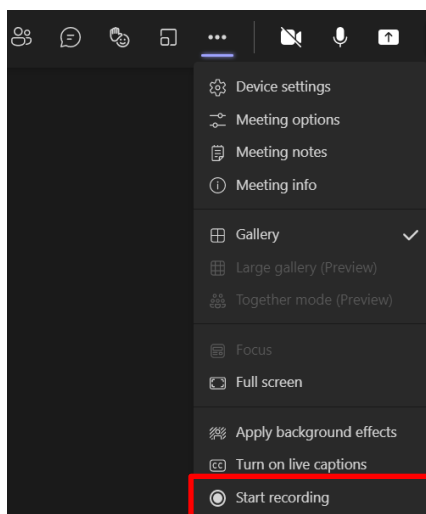
Most research staff at TOH/OHRI have an E3 license and have recording enabled. If you do not see the record feature, contact the TOH Business Analysts team (BA Team) at servicenow@toh.ca to inquire about your license/settings.

Research staff must disable the ability for participants to record meetings. Only the organizer should be allowed to record the meeting and you should only do so if it is absolutely required and if REB has approved.

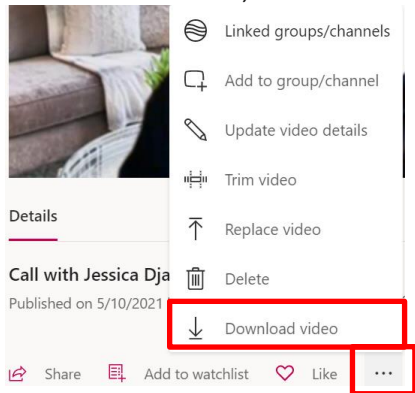
If participants are TOH/OHRI staff, the meeting request should be sent to their personal email address and not their TOH/OHRI email. This will ensure they will not have access to the recording post meeting.

How to record a meeting or call

1. Start or join the meeting or call.
2. To start recording, go to the meeting controls and select **More options** *** → **Start recording**:



Note the following:

- Once the recording has started, everyone in the meeting is notified that recording and transcription has started. The meeting notification is also posted to the chat history.
 - 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.
 - Guests and external attendees can view the recording only if it's explicitly shared with them.
 - The recording continues even if the person who started the recording has left the meeting. The recording stops automatically once everyone leaves the meeting. If someone forgets to leave the meeting, the recording automatically ends after four hours.
3. To stop recording, go to the meeting controls and select **More options *** → Stop recording**. The recording is then processed and saved in Microsoft Stream. The person who started the recording receives an email from Microsoft Stream when the recording is available.
- Note: The recording also shows up in the meeting chat—or in the channel conversation if you're meeting in a channel.
4. To download the recording:
- a. Open the recording from the email you received from Microsoft Stream, or go to the meeting chat history, find the recording and select the More options button > Open in Microsoft Stream.
 - b. In Microsoft Stream, select **More options *** → Download Video**:
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5. Save the recording in the secure electronic study file (i.e.: in Microsoft Teams or SharePoint). It is not recommended that recordings be stored in OneDrive, as they would then only be accessible to the individual whose OneDrive it is and not all applicable study team members.

Resources

- [Office 365 Microsoft Teams Meetings and Calls](#)
- [Record a Meeting](#)
- [Play and Share a Meeting Recording](#)
- [Delete a Meeting Recording in Teams](#)
- [Delete a Meeting Recording in SharePoint](#)
- [Delete a Meeting Recording in OneDrive](#)