



## Tech Alert

# Auto Recording in Microsoft Teams Meetings

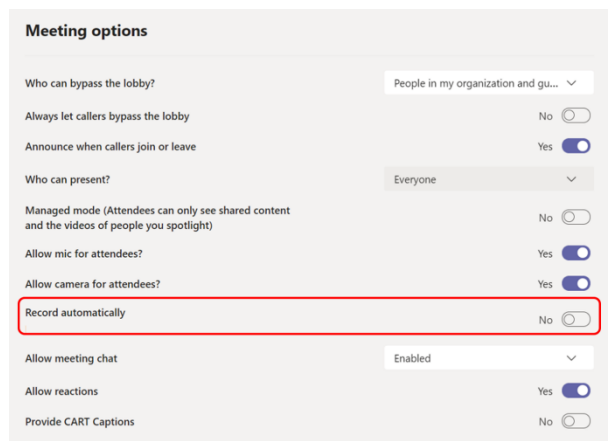
MODERN OFFICE

### What is new?

The ability to record a meeting in Microsoft Teams has been available to users for some time now, however an extension to this feature is currently rolling out.

Meeting organisers can now select the “record automatically” option when creating a meeting. This feature is available in Meeting Options when creating one-off or recurring meetings. Once the first participant joins the meeting, the recording will automatically start.

Privately scheduled meeting recordings will be saved to the organiser’s OneDrive and channel meeting recordings will be saved to SharePoint.



### What are the benefits?

This feature update brings greater convenience for meeting organisers, especially those who are managing multiple meetings and may forget to select the record button each time.

Automatic recordings are beneficial for remote and hybrid working scenarios by ensuring that a copy of the discussion can easily be shared with participants who missed the meeting as well as those attended and want to revisit key points.

**Products:** Microsoft Teams

**Cloud Instance:** Worldwide (Standard Multi-Tenant)

**Release Phase:** General Availability

**Status:** Rolling Out

**Release:** June 2021

### What is Microsoft Teams?

Microsoft Teams is the digital teamwork hub for modern businesses, facilitating collaboration with workspace chat, audio and video conferencing, shared file storage and application integration.

Teams is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices.

#### About us

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