MS Stream: Working with Teams meeting recordings

Information you record on Teams could be disclosed in response to a freedom of information request or to someone you refer to in Teams chat. Consider the appropriateness of what you record; only record what is relevant and necessary; and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at dpa@abdn.ac.uk

Introduction

Please note: This guide is based on using **Stream (on SharePoint)**. Microsoft is currently going through a process to replace **Stream (Classic)** with Stream (on SharePoint). See Microsoft's migration and retirement timeline for more details.
Teams meeting recordings are now saved to OneDrive or SharePoint automatically; SharePoint for channel meetings and OneDrive for any other type of Teams meetings.

This user guide steps you through how to manage the settings for your recording and edit it.

Open your Teams meeting recording in MS Stream

1. Once the recording has stopped and saved, there will a recording link in the meeting chat. If it was a channel meeting, the link will be in the channel conversation.

– You can also find a channel's meeting recordings under Channel – Files – Recordings.

– Any other kind of Teams meeting will be located in the Recordings folder in the OneDrive for Business of the meeting recorder.

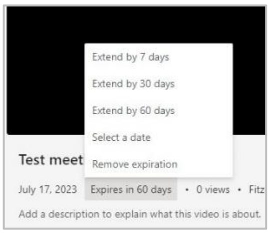
2. Click on the recording link in the meeting chat (or channel conversation).
3. Then, if it opens in Teams, click **Open in Stream**.

Edit settings

Change the expiration date

At the University of Aberdeen, meeting recordings are set to automatically expire after 60 days. If you, as a recording owner, wish to adjust this or remove the expiration date entirely, you can do so in Stream.

1. Below the meeting recording in Stream, click **Expires in 60 days.**
2. The pop-up menu gives you the option to extend by 7, 30 or 60 days, to select an expiry date or to remove the expiration date. Click the best option for your recording.



3. If you forget to do this, you will receive an email when the recording expires. This email will include a link to the OneDrive or SharePoint recycle bin, from which you can restore the file for up to 93 days.

Change the recording name and add a description

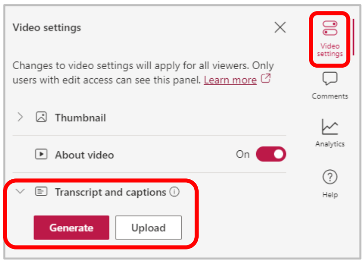
Below the meeting recording in Stream, click the name of the recording, edit as required and click the tick icon to save your changes.

You can also include a description of the recording. Click on **Add a description to explain what this video is about**. Add your description with formatting and hyperlinks as required. Then click the tick icon to save your changes.

Transcription

Within Stream, you can either generate or upload captions, then edit them.

1. First, click **Video Settings** on the right-hand menu, then click **Transcript and captions**.



2. You can then either **Generate** or **Upload** a transcript.
3. Once you have a transcript, you will be able to edit it and search it. Recording viewers will have the **Toggle captions (CC)** option, to have the transcript appear as closed captions as they play the video.

Generate a transcript

1. Click **Generate** under Transcript and captions in Video settings.
2. Select the Spoken language. If it is set to English (United States), you may wish to change it to English (United Kingdom).
3. Then click **Generate**.
4. It will then start generating the captions and show the time remaining. This may take a while, depending on the length of your recording.

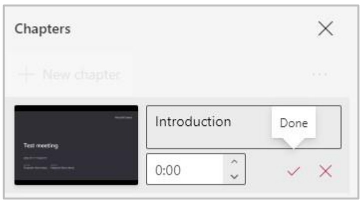
5. When the transcription has been generated, you will see the **Transcript** button  on the right-hand menu. Click on it.
6. It is a good idea to **proofread** the transcript and edit anything that has not been captured correctly. To edit the transcript, hover over a section and click **Edit**. Make your changes then click **Done**.
7. If you wish, you can click **Download**, to download the transcript as a .docx or .vtt file.

Adding a transcript is useful if you have recorded an interview and need to have it transcribed, or if you want viewers of a recording of a presentation or meeting to be able to view closed captions.

See University advice about [secure transcription of recordings] and [Microsoft's guidance on video transcripts and captions].

Create and share chapters

1. Click on **Video settings** on the right-hand menu, then click **Chapters**.
2. Click the toggle to turn chapters on. You will now see the Chapters button 

on the right-hand menu. Click on it.
3. Select **+ New Chapter**. A new chapter will be created starting at the time you are currently at in the recording.
4. Add a chapter title. Use the up and down arrows to refine the start time if required, then press the tick icon (Done).


5. Add more chapters as needed.
6. You can edit or delete chapters by hovering over the chapter, clicking the 3 dots and selecting the appropriate option.
7. To share a chapter:
    a. Hover over the chapter.
    b. Click the **share chapter arrow icon**.
    c. Add the name(s) of who you want to share with.
    d. Add a message if required.
    e. Click **Send** to send it via email or click **Copy link**. When the recipient clicks the link, it will open the recording at the start of the selected chapter.

For further information, see [Microsoft's guidance on using manual chapters with videos on Stream].

Turn comments off

If you want to disable comments on the recording, click on **Video settings** on the right-hand menu, then click the toggle next to Comments to turn them off.

Sharing your recording

Share via email or copy link

Using Share

1. Click the Share button 

in the top right-hand corner.

2. Click **Share** from the drop-down menu.
3. Add a name, group or email address. (If you wish to allow others to edit the recording, click the Can view icon and select Can edit.)
4. Add a message if required.
5. Click **Send** to send it via email or click **Copy link**.

If you wish to share the recording more widely, or refine your sharing settings, click the **Sharing settings cog icon** at the top right of the Share window.
From the Sharing settings, you can choose to make the recording available to anyone in the University of Aberdeen, people with existing access, or people you choose.
If you are sharing it with view-only access, you can click the Block download toggle to turn that option on. Once you have adjusted the settings, click Apply.

Using Copy link

1. Click the Share button in the top right-hand corner.
2. Click **Copy link** or **Copy link at current time** from the drop-down menu.
3. To access the Sharing settings, click **People with existing access can use the link**.

Create an Embed code

To embed a video into a website, you will need to use an embed code.

Beforehand, make sure that you have set the access permissions appropriately. Please note that you cannot make videos held on the University of Aberdeen's Stream (on SharePoint) available to the general public. If you wish to share the recording with specific people external to the University, you can type in their email address(es) within the Share window.
To enable wider sharing you can download the recording from Stream, upload it to Panopto and set the appropriate sharing permissions on there.

To create an embed code:

1. Click the Share button in the top right-hand corner.
2. Click **Embed code** from the drop-down menu.
3. If you want the recording to start part-way through, click the **Start from** tick box and set the time you want it to start.
4. Set **Player size**, **Autoplay**, **Responsive** and **Show title** settings as appropriate.
5. Click **Copy embed code**.

Manage access and stop sharing

1. Click the Share button in the top right-hand corner.
2. Click **Manage Access** from the drop-down menu.
3. From the Manage Access window, you can see which people and groups have access, and what sharing links there are.

Under the **Links** tab, you can click the down arrow below each link to see who the link works for. To **remove access**, click the cross next to someone's name, then click Remove.
Click the **More options cog icon** next to each link to manage sharing settings for that link (eg can people with that link view or edit, can they download), or click the remove link icon.

Click the **Grant Access** icon (top-right) to give direct access to particular people or groups. This means they will be able to access the file even without using a specific sharing link. Click the pencil icon to control whether they Can edit or Can view. Click the tick box if you do not wish that person or group to be notified. Then click Grant Access.

Click **Stop sharing** to remove all sharing, which leaves only owners with access.

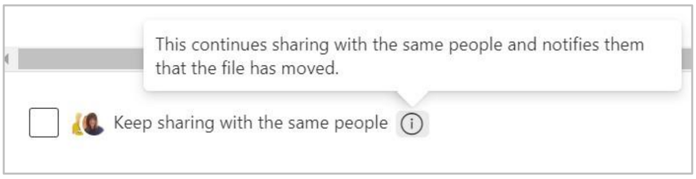
Further options

Copy or move your recording

If you are a recording owner, you will see options in Stream above the video to **Move to** or **Copy to**.

You may, for example, wish to move or copy a recording from your OneDrive Recordings folder to a folder within a Team.

Point to note: If you have already shared the recording with others and use the **Move to** option, you will need to make sure that you tick the box to **Keep sharing with the same people**. They will get a notification that the file has moved but they will still have access.

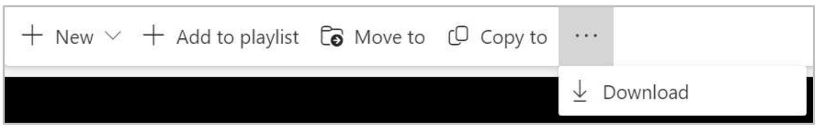


1. Once you click Move to or Copy to, you will need to select the location you want to move or copy the recording to. Use the **Quick access** list on the left-hand side to choose a Team or SharePoint site. If you don't see the location you need, click **More places**.
2. Then select the desired folder or channel in the right-hand panel.
3. If required, click the **Keep sharing with the same people** tick box.
4. Finally, click **Move here** or **Copy here**.

Download the recording

To download the recording, click the 3 dots in the menu above the recording and select **Download**.

If the recording is one that has been shared with you, this option may have been disabled by the recording owner.



Help and Support

- Automated transcription of recordings: Information governance and security
- Microsoft's overview of Stream (on SharePoint)
- See Guides and Links in our MS Teams resource on Toolkit or contact the IT Service Desk: myit.abdn.ac.uk.