

Expiration Dates on Teams Recordings Faculty Resource

Microsoft Teams recordings have a default expiration of 150 days, after which time the recording will be deleted unless the owner overrides it. The default expiration applies to all recordings - Team channel meetings and scheduled meetings (Outlook).

To remove or extend the expiration date on the recording, follow one of the options below.

Document Topics

- Recording in a Teams Channel (started with eh "Meet" button)
- Recording from a Scheduled Meeting (scheduled through Outlook)

Recording in a Teams Channel (started with the "Meet" button)

OPTION 1: Access recording from the General channel

• Locate the recording in the Posts area of the channel and click on the expiration message below



• Open the **Details** pane by clicking on the **i** icon in the upper-right corner.



• Modify the **Expiration Date** as needed. To save the recording indefinitely, select **No expiration**.

Has access		
Expiration date		
9/18/2022		
This video will e at that time.	Extend by 7 days	
	Extend by 30 days	
Properties	Extend by 60 days	
_	Select a date	
Name * Testing expiry	No expiration	

OPTION 2: Access recording from the Files tab

• Go to the Files tab of the Team and open the Recordings folder.



• Locate the recording, press the More Actions menu (3-dots), then select **Open in SharePoint.**



• Locate the recording name *again* and press the More Actions menu (3-dots), select **Details**.

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• Modify the **Expiration Date** as needed. To save the recording indefinitely, select **No expiration**.

Has access			
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Manage access			
Expiration date			
9/18/2022			
This video will e at that time.	Extend by 7 days		
	Extend by 30 days		
Properties	Extend by 60 days		
	Select a date		
🗋 Name *			
Testing expiry	No expiration		

Recording from a Scheduled Meeting (scheduled through Outlook)

OPTION 1: Access recording from Teams Chat

• Locate and select the meeting chat within Teams.



• Locate the recording in the **Chat** area and click on the expiration message below it.

		Meeting	
Check-in Meeting		Recorded by: Erin Banit	
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• Open the **Details** pane by clicking on the **i** icon in the upper-right corner.



• Modify the **Expiration Date** as needed. To save the recording indefinitely, select **No expiration**.

Has access		
Expiration date		
9/18/2022		
This video will e at that time.	Extend by 7 days	
	Extend by 30 days	
Properties	Extend by 60 days	
Name * Testing expiry	Select a date	
	No expiration	

OPTION 2: Access recording from OneDrive

- Log into Office.com and go to OneDrive.
- Locate and open your folder named **Recordings**. Note: If you may have multiple folders named "Recordings", "Recordings 1", etc. locate the correct one by checking the recordings and dates within.
- Click on the name of the appropriate recording.
- Open the **Details** pane by clicking on the **i** icon in the upper-right corner.



• Modify the **Expiration Date** as needed. To save the recording indefinitely, select **No expiration**.

Has access		
Expiration date		
9/18/2022		
This video will e at that time.	Extend by 7 days	
	Extend by 30 days	
Properties	Extend by 60 days	
Name * Testing expiry	Select a date	
	No expiration	