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)
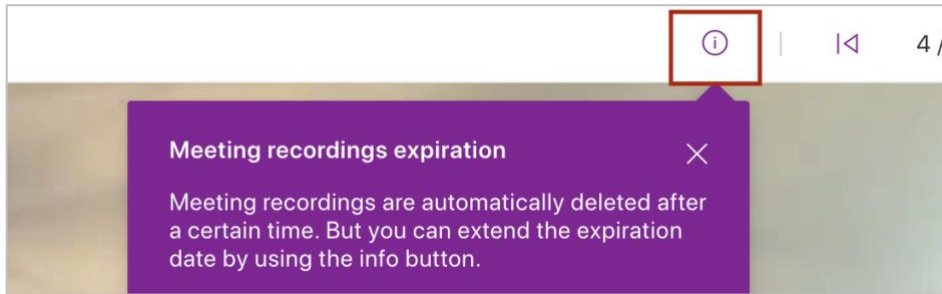- **Recording from a Scheduled Meeting** (scheduled through Outlook)

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

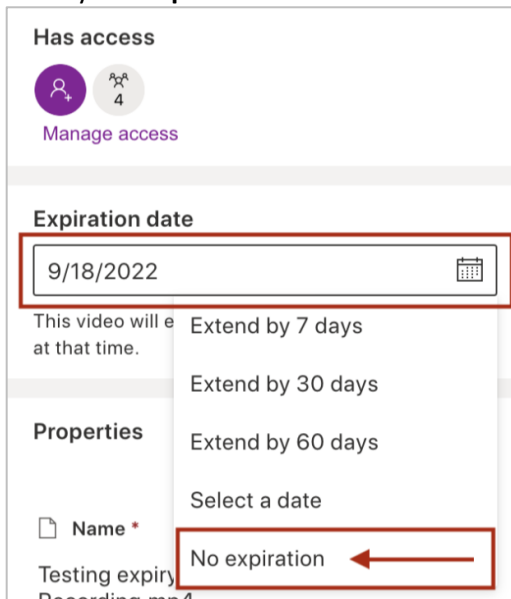**OPTION 1: Access recording from the General channel**

- Locate the recording in the **Posts** area of the channel and click on the expiration message below it.
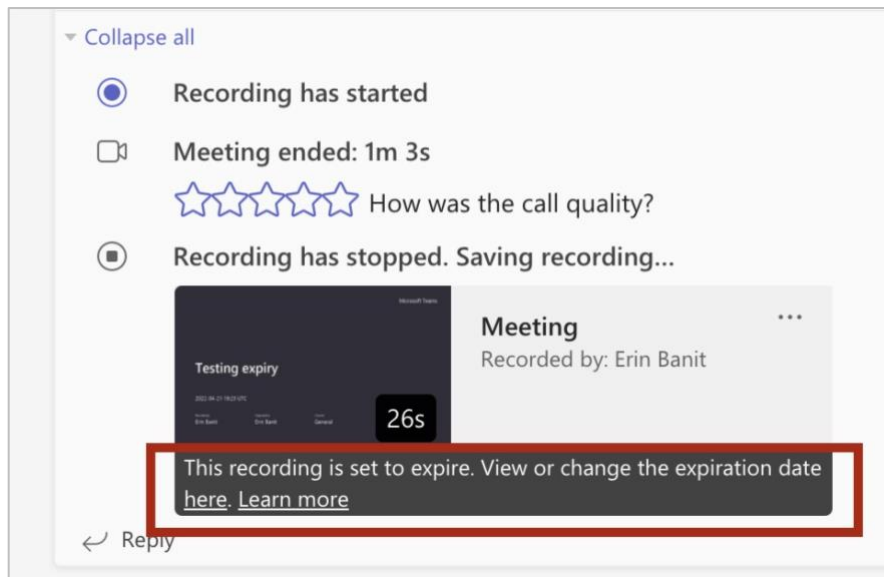
- Open the **Details** pane by clicking on the **i** icon in the upper-right corner.
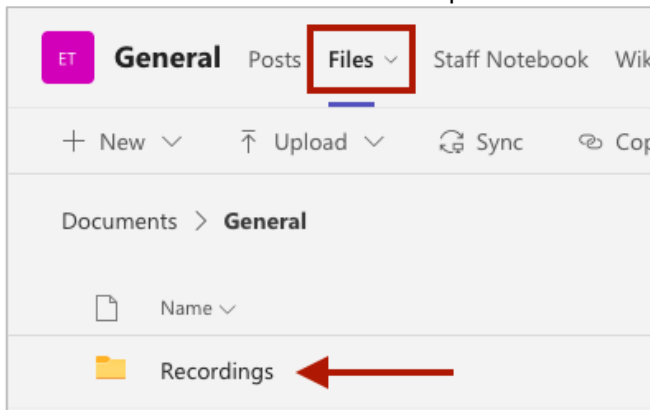

- Modify the **Expiration Date** as needed. To save the recording indefinitely, select **No expiration**.
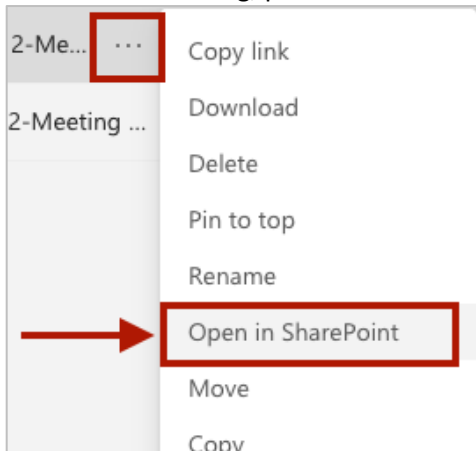

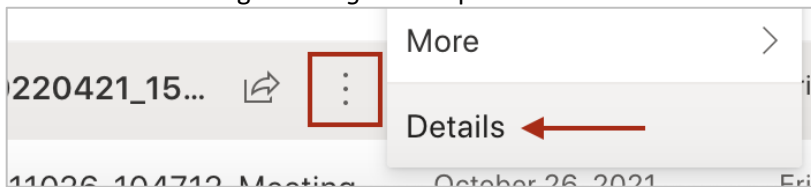**OPTION 2: Access recording from the Files tab**
- Go to the **Files** tab of the Team and open the **Recordings** folder.
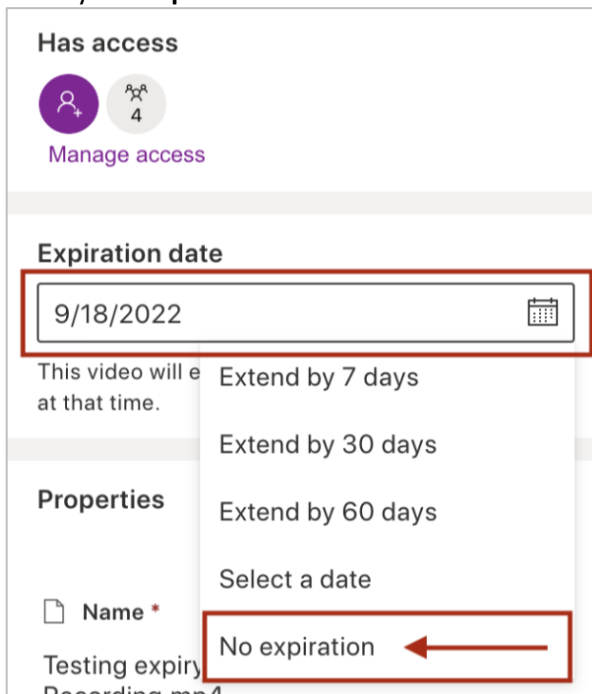
- Locate the recording, press the More Actions menu (3-dots), then select **Open in SharePoint.**

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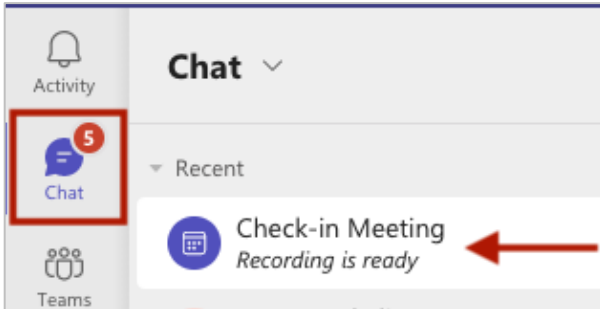

- Modify the **Expiration Date** as needed. To save the recording indefinitely, select **No expiration**.
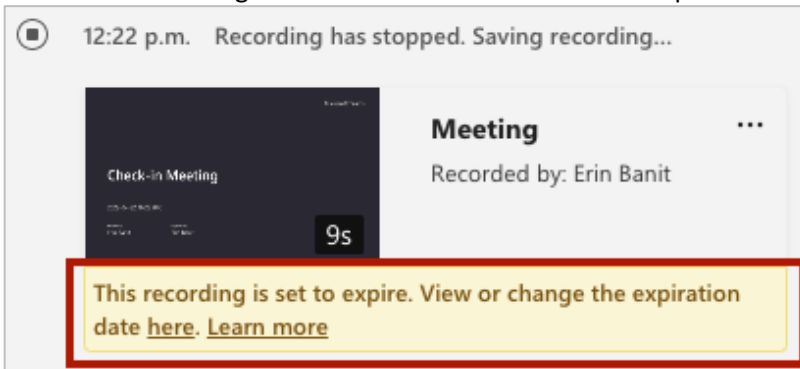
Recording from a Scheduled Meeting (scheduled through Outlook)

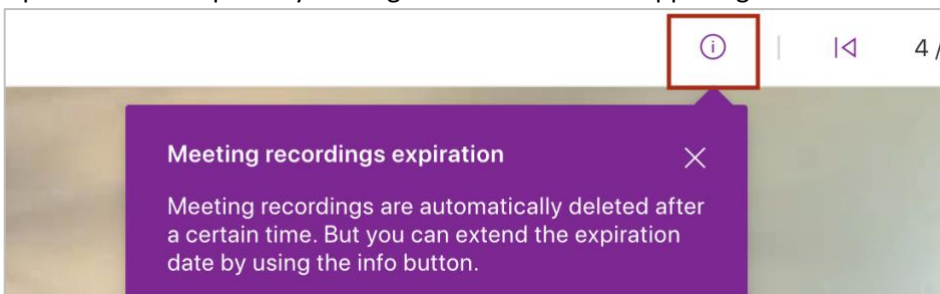**OPTION 1: Access recording from Teams Chat**
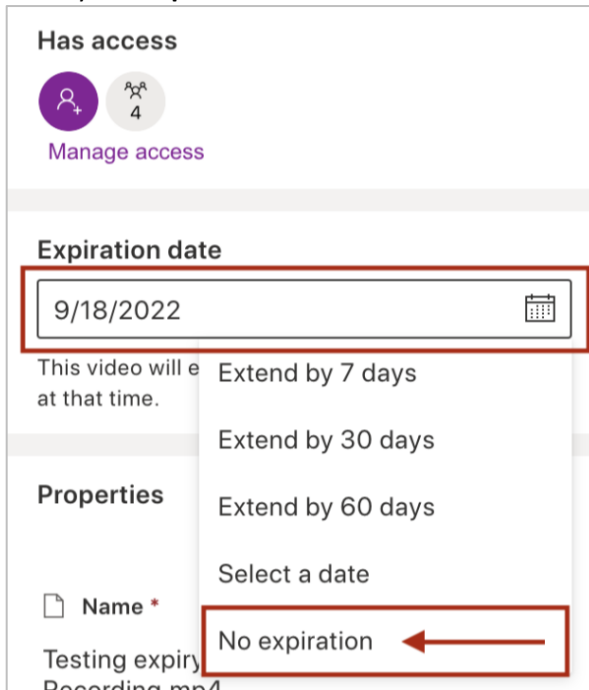- Locate and select the meeting chat within Teams.

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

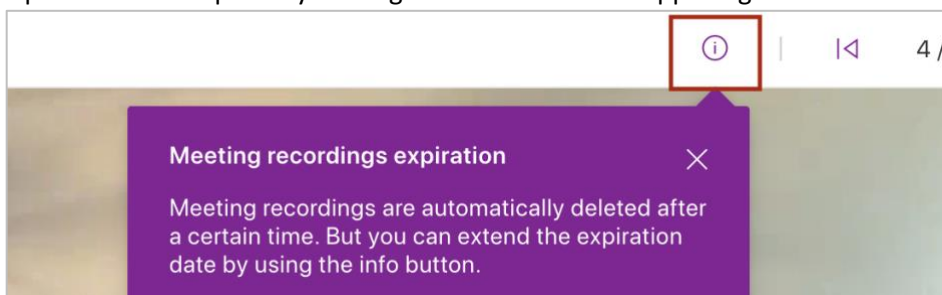- Open the **Details** pane by clicking on the **i** icon in the upper-right corner.

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

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**.