

Teams meet-
ing opnemen



Windows

Software uitleg

For use by:	Students, Employees
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Owner:	SID Library

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Je teams meeting opnemen

Waar vind je de opname terug?

Before you begin

The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have a different configuration or version of the OS to the one described here and you have problems, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workplace Services (WPS).

Prerequisites

Install teams

Heb je een Team meeting opgenomen, dan kun je die terugvinden in SharePoint Online (via Teams) of in je OneDrive. Waar de opname komt te staan, is afhankelijk van een aantal factoren.

De meeting is opgestart vanuit een bestaand Team kanaal

- De opname wordt opgeslagen in SharePoint Online op de locatie <Naam van het team>/ documentbibliotheek/<Map van het kanaal>/Recordings. Bijvoorbeeld Sandbox/Shared Documents/Teams/Recordings.
- De link naar de opname wordt weergegeven in de chatgeschiedenis van het kanaal.
- Machtigingen om een opname bijvoorbeeld te bewerken of alleen te beluisteren zijn dezelfde als voor andere bestanden van het kanaal.

Andere Team-meetings

- Opnames worden opgeslagen in de OneDrive van degene die de opname heeft gestart in een speciale Recordings map.
- De persoon die de opname start, kan de opname bewerken.
- De persoon die de opname start, kan de opname delen met externe gebruikers/gasten.
- De persoon die meeting heeft ingepland, kan de opname bewerken.
- De persoon die meeting heeft ingepland, kan de opname delen met externe gebruikers/gasten.
- Externe gebruikers/gasten hebben standaard geen toegang tot de opname. Ze kunnen wel toegang aanvragen bij de persoon die de opname heeft gestart en/of de persoon die de meeting heeft ingepland.
- Personen die zijn uitgenodigd voor de meeting kunnen de opname bekijken

Wie bij de opnames kan en er de rechten over hebben, is afhankelijk van hoe de meeting is gestart en met wie je hebt gesproken

Soort meeting	Wie start de opname	Waar wordt de opname opgeslagen	Toegang tot de opname
1: 1 meeting met collega van de TU Delft	Beller	OneDrive van de beller	De beller is eigenaar en heeft volledige rechten op de opname. De gebelde (indien van dezelfde tenant ¹) kan de opname bekijken, maar niet delen.

			The caller can share the recording with the callee.
1: 1 meeting with TU Delft colleague	Callee	Callee's OneDrive	<p>The callee is the owner and has full rights to the recording.</p> <p>The caller (if from the same tenant) can view the recording, but cannot share it.</p> <p>The caller (if from another tenant) cannot access the recording. The callee can share the recording with the caller.</p>
1: 1 meeting with someone outside TU Delft	Caller	Caller's OneDrive	<p>The caller is the owner and has full rights to the recording.</p> <p>The callee cannot access the recording. The caller can share the recording with the callee.</p>
1: 1 meeting with someone outside TU Delft	Callee	Callee's OneDrive	<p>The callee is the owner and has full rights to the recording.</p> <p>The caller cannot access the recording. The callee can share the recording with the caller.</p>
Group video meeting	A participant of the group video meeting	OneDrive of the participant that started the recording	<p>The participant who started the recording has full rights to the recording.</p> <p>The other participants (if from the same tenant) can view the recording.</p>

			The other participants (if from another tenant) cannot access the recording. The participant who started the recording can share the recording with the participants from the other tenant.
Ad hoc/scheduled meeting with TU Delft colleagues	Organizer	OneDrive from the organizer	The organizer is the owner and has full rights to the recording. All other meeting participants can view the recording.
Ad hoc/scheduled meeting with TU Delft colleagues	Another participant of the meeting	OneDrive of the participant that started the recording	The participant who started the recording has full rights to the recording. The organizer can edit and share the recording. All other participants can view the recording.
Ad hoc/scheduled meeting with people outside TU Delft	Organizer	OneDrive from the organizer	The organizer is the owner and has full rights to the recording. All other participants (if from the same tenant as the organizer) can view the recording. All other participants (if from a tenant other than the organizer) will not have access to the recording. The organizer can share the recording with them.
Ad hoc/scheduled meeting with people outside TU Delft	Another participant of the meeting	OneDrive of the participant that started the recording	The participant who started the recording has full rights to the recording.

			<p>The organizer can edit and share the recording.</p> <p>All other participants (if from the same tenant as the organizer) can view the recording.</p> <p>All other participants (if from a tenant other than the organizer) cannot access the recording. The organizer can share the recording with them.</p>
Channel meetings	Member of the channel	SharePoint Online location of the channel	<p>The participant who started the recording can edit the recording.</p> <p>The permissions of the other participants are based on the permissions of the channel.</p>