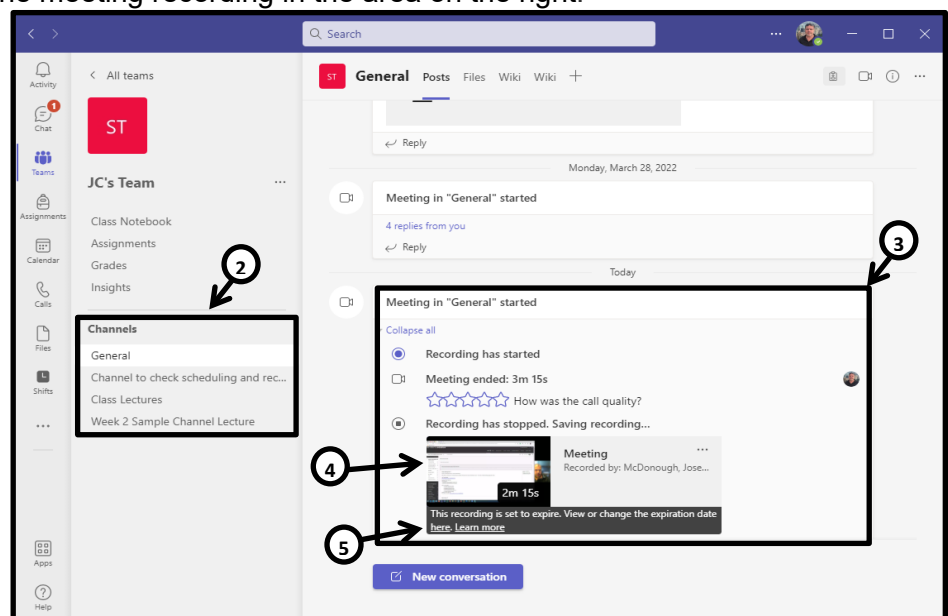



Team Recording Expiration Date

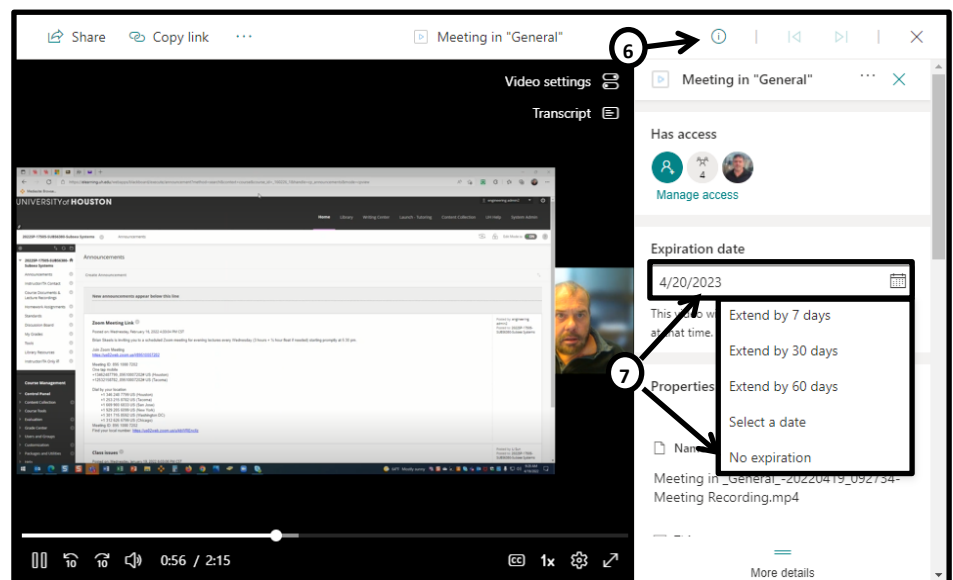
Attention all Microsoft Team users: Team Recordings now will have an expiration date of 1 year from the date it was recorded. Once the date is reached the recording will be placed in the recycle bin for 90 days and then it will be permanently deleted. Recordings that had been recorded before the first week of April 2022 do not have an expiration date so they will not be deleted after one year. If you wish to ensure the recordings do not expire and get deleted, then follow the steps below. This is only for recordings done after the first week of April.

Changing Expiration Date on Team Recordings

1. Log into your Team or open up your Teams app and locate the Team you wish to change the expiration date on a recording.
2. In the Channels area on the left, locate and click on the Channel you recorded the recording in.
3. Once in the Channel, locate the meeting recording in the area on the right.
4. Click on the recording icon.
5. Or in the message under the recording icon, click on the "[here](#)" hyperlink to open the recording.



6. Once the recording opens, click on the  icon on the top right of the recording.
7. If there is an Expiration date field, then the recording will expire and be deleted on the date indicated. To change the date click in the date expiration area on the right and choose "No expiration".
8. Once you have selected "No expiration" the recording will no longer expire nor be deleted unless you delete it yourself.



Please reach out to me if you have any questions.