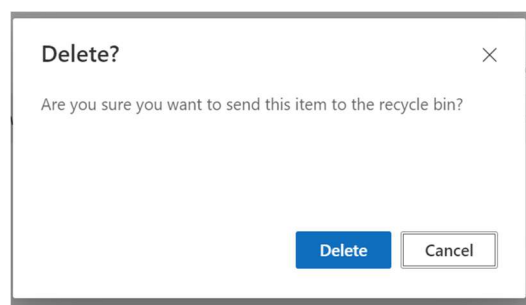
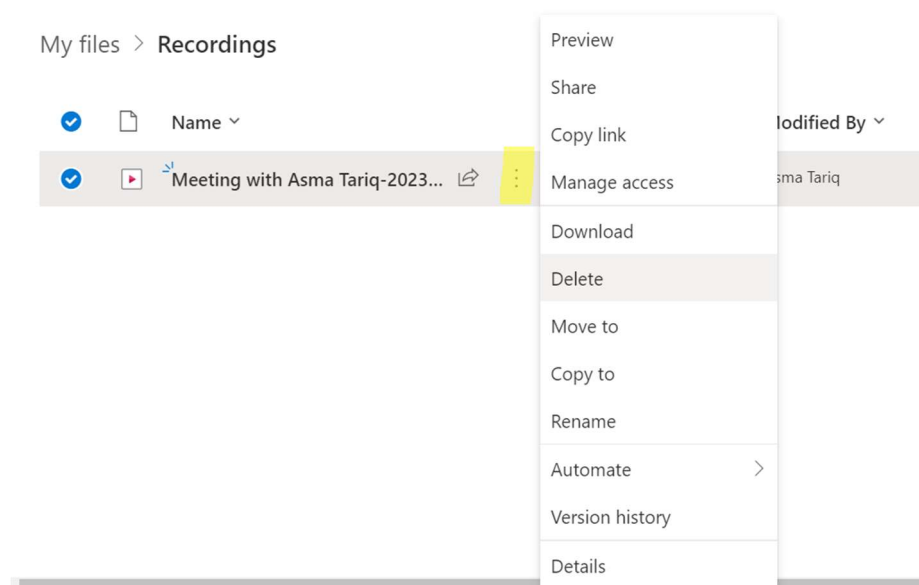


Teams meeting recordings have a default expiration of 60 days. Everyone invited to the meeting will be able to view the recording. Recording owners (the person who started the recording, or any additional owners named by that person) are the only people who can delete recordings.

## To Delete the Recording (Teams):

1. Go to your OneDrive.
2. Select the Recording you want to delete > Click on the 3 dots > Select Delete. This will send the recording to the One Drive Recycle Bin.





3. Go to Recycle Bin (found on the left-hand side).

The screenshot shows the OneDrive interface with the Recycle Bin selected in the left-hand navigation pane. The main area displays a table of deleted items.

Name	Date deleted	Deleted by	Created by
Meeting with Asma Tariq-20230213_123104-Meeting Recording.mp4	2/13/2023 12:33 PM	Asma Tariq	Asma Tariq

4. Select the Recording and click Delete.

The screenshot shows the 'Delete' and 'Restore' buttons at the bottom of the Recycle Bin interface. The 'Delete' button is highlighted in yellow.

## Recycle bin

	Name	Date deleted	Deleted by
<input checked="" type="checkbox"/>	Meeting with Asma Tariq-20230213_123104-Meeting Recording.mp4	2/13/2023 12:33 PM	Asma Tariq