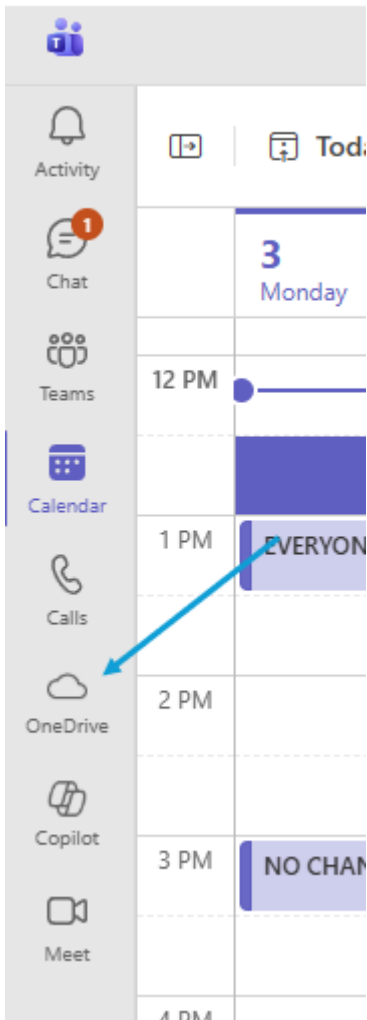


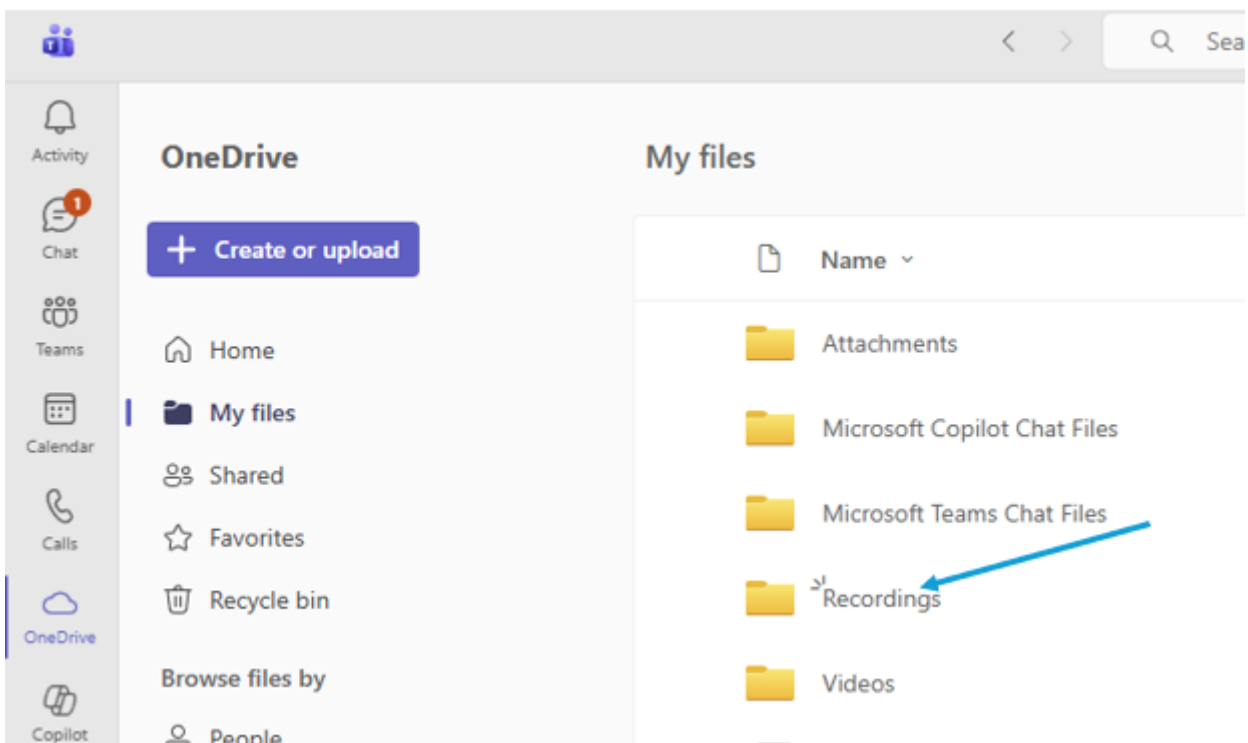
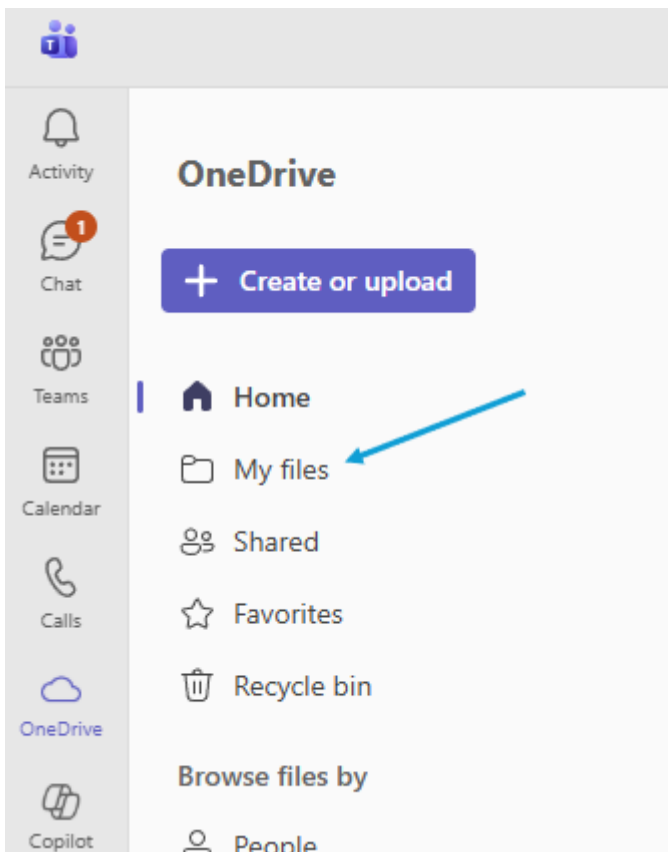
Option 2: Update Permissions In OneDrive

- [Step 1](#)
- [Step 2](#)
- [Step 3](#)

Step 1

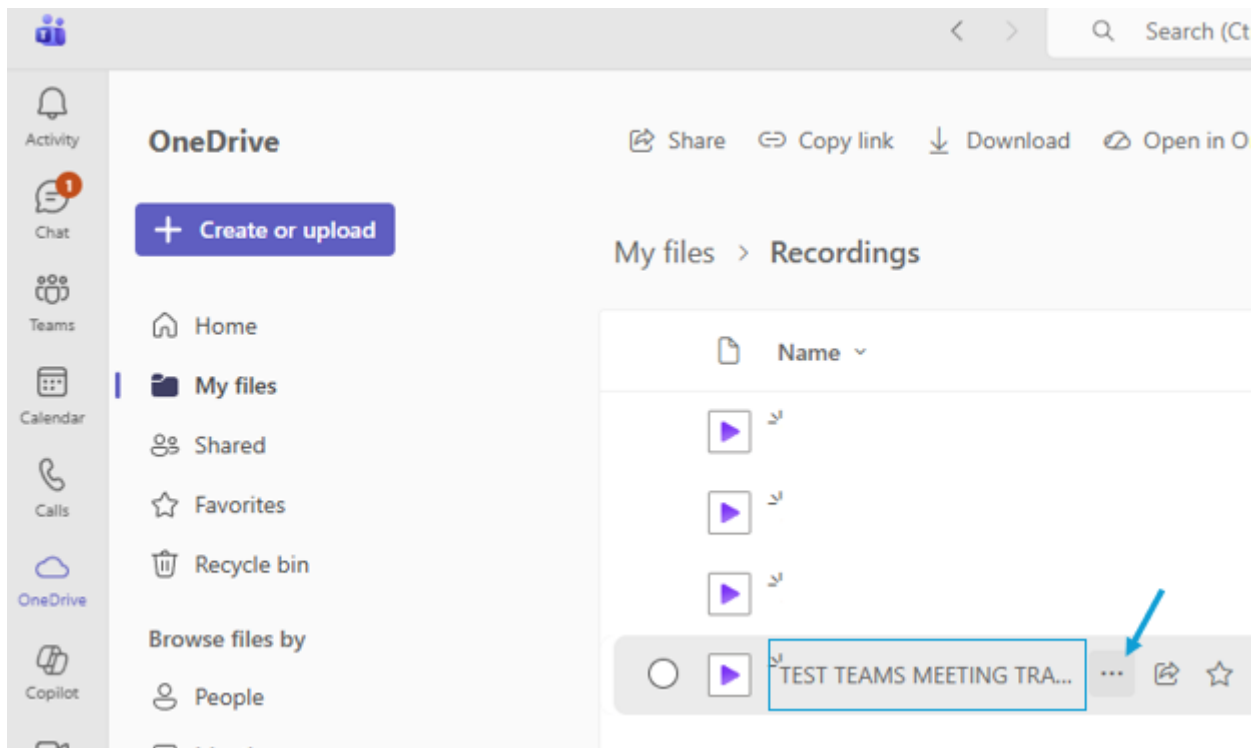
After the Meeting is complete the recording/transcript will be in your OneDrive Recordings folder



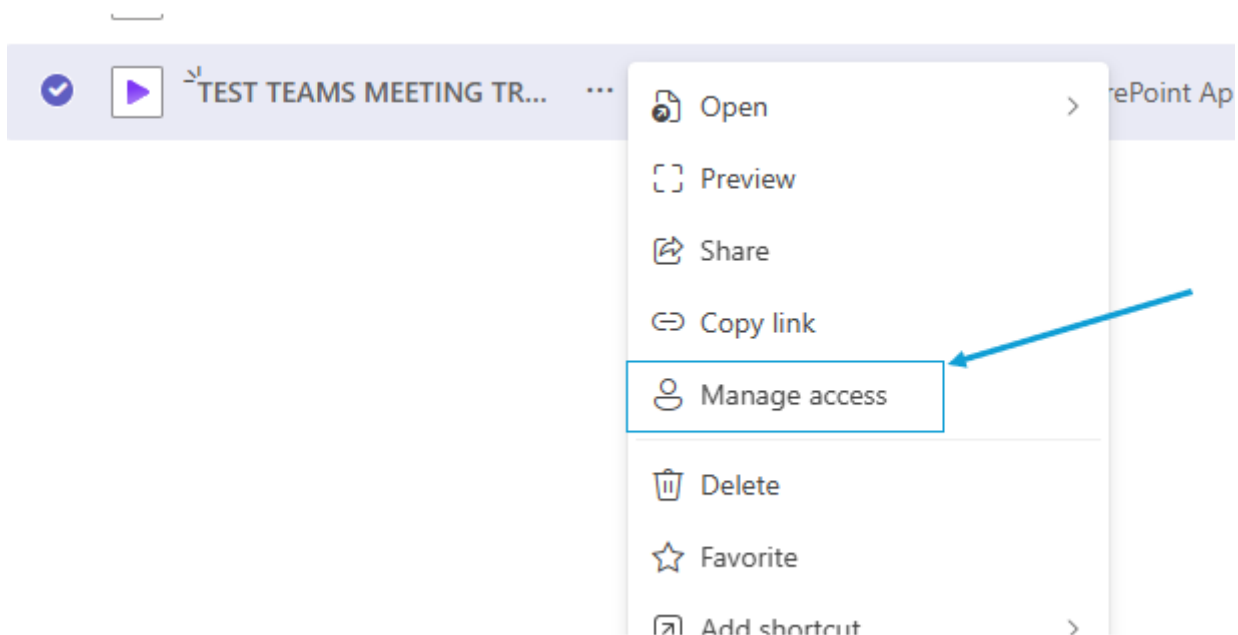


Step 2

Hover over the meeting name and click on the three dots



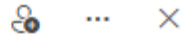
Select 'Manage Access' from the populated menu



Step 3

Users that have access to the Transcript will show in this menu as 'Can't Download'

Manage Access



▶ TEST TEAMS ME...ranscript.mp4

🔗 Share

⊖ Stop sharing

People • 2

Groups

Links • 2

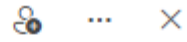
🔍 Search displayed names

Owner

🚫 Can't download

Click 'Can't Download' to change this access

Manage Access



▶ TEST TEAMS ME...ranscript.mp4

🔗 Share

⊖ Stop sharing

People • 2 Groups Links • 2

🔍 Search displayed names

Owner

📄 Can't download

Select Direct Access and update it to 'Can Edit'

Access summary ⓘ

can view but can't download

Ways this person has access

∨ Specific people with this link: can view but can't download

∨ Direct Access: can view but can't download

Apply

Cancel

can view but can't download

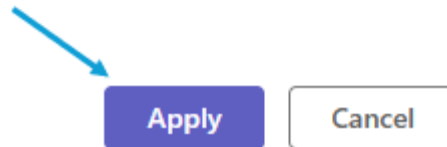
Ways this person has access

∨ Specific people with this link: can view but can't download

∧ Direct Access: can edit

Direct Access grants access permissions without the use of a link

- Can edit
Make any changes
- Can view
Can't make changes
- Can't download
Can view, but not download
- No direct access



***This user now has the ability**

to Download the Recording or Transcription