

# Download Permissions - Recordings and Transcriptions

- [Option 1: Adding users as Co-Organizers to gain download permissions](#)
  - [Step 1](#)
  - [Step 2](#)
- [Option 2: Update Permissions In OneDrive](#)
  - [Step 1](#)
  - [Step 2](#)
  - [Step 3](#)

Option 1: Adding users as Co-Organizers to gain download permissions

Option 1: Adding users as Co-Organizers to gain download permissions

# Step 1


## Create a new meeting and invite attendees

The screenshot displays the Microsoft Teams meeting creation interface. At the top, there is a 'Send' button and a dropdown menu. Below this, the meeting title 'Test Meeting' is visible. The 'Add attendees' field is highlighted with a blue arrow. The meeting is set for 11/3/2025 from 6:00 PM to 6:30 PM. The 'Teams meeting' toggle is also highlighted with a blue arrow. To the right, a calendar view shows the meeting scheduled for 6:00 PM - 6:30 PM on Monday, November 3, 2025.

Click 'Meeting Options' at the top

**Event** Scheduling Assistant

 Meeting options |  Response options ▾ |  Busy ▾ |  15 minutes before ▾ |  Categorize

 **Send** | ▾

• Calendar (. @southstatetech.com) ▾

 **Test Meeting**



Optio

Option 1: Adding users as Co-Organizers to gain download permissions

# Step 2

Head to 'Roles'

## Meeting options

### Meeting access

Roles

Production tools

Participation

Recording & transcription

Copilot and other AI

Accessibility

### Meeting access

#### Who can bypass the lobby?

Even if Everyone is selected, your org policy may require certain participant until a member of your org or a trusted org joins. This could include people account, people from untrusted orgs, and people dialing in.

People in my org and guests

#### People dialing in can bypass the lobby

#### Who can admit from the lobby

Organizers, co-organizers, and presenters

Add the attendee's as Co-Organizers for them to have Download access to Recordings and Transcriptions

## Meeting options



Meeting access

### Roles

Production tools

Participation

Recording & transcription

Copilot and other AI

Accessibility

### Roles

#### Choose co-organizers:

Has the same capabilities as the organizer.

Search for participants

#### Who can present

Everyone

Click Apply to apply the updated settings

g invite then refresh this page and choose them.

s check their audio, video, and content sharing before  
e this feature, make someone a presenter and turn it on



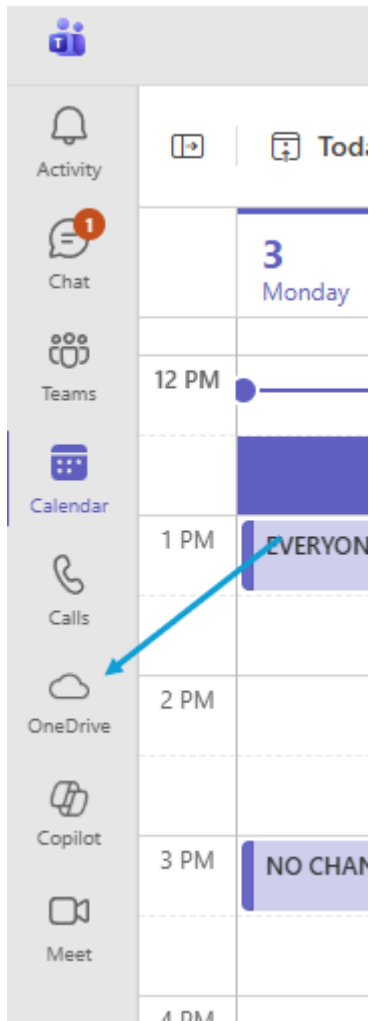
Save as template

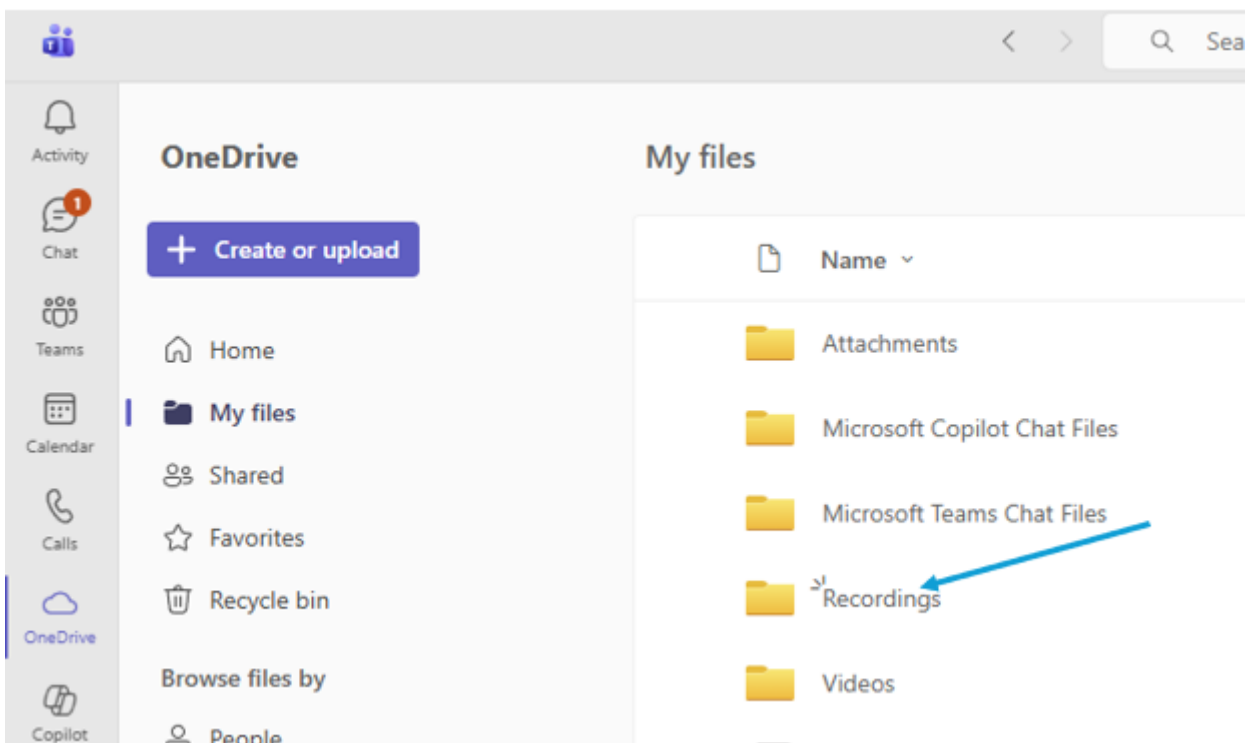
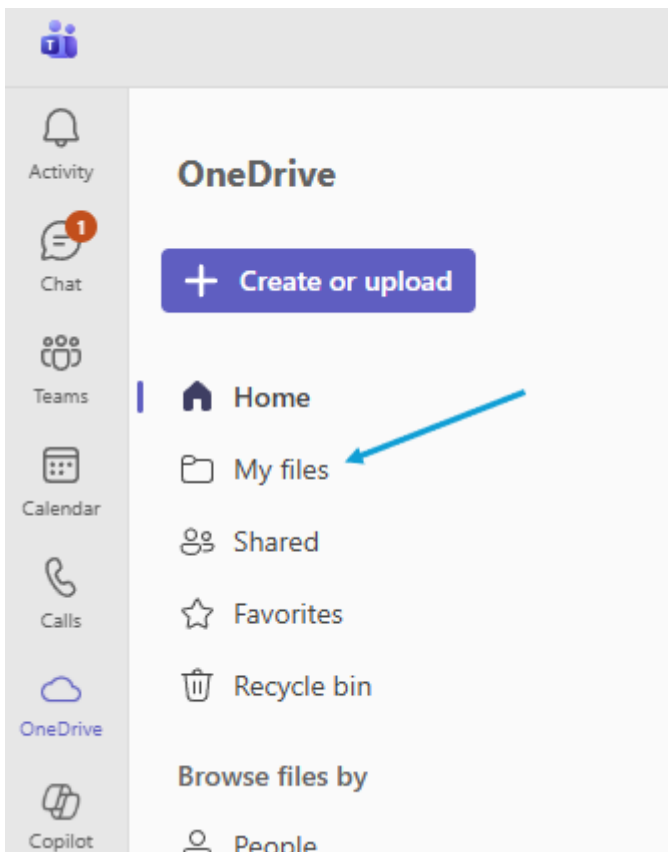
Apply

# Option 2: Update Permissions In OneDrive

# Step 1

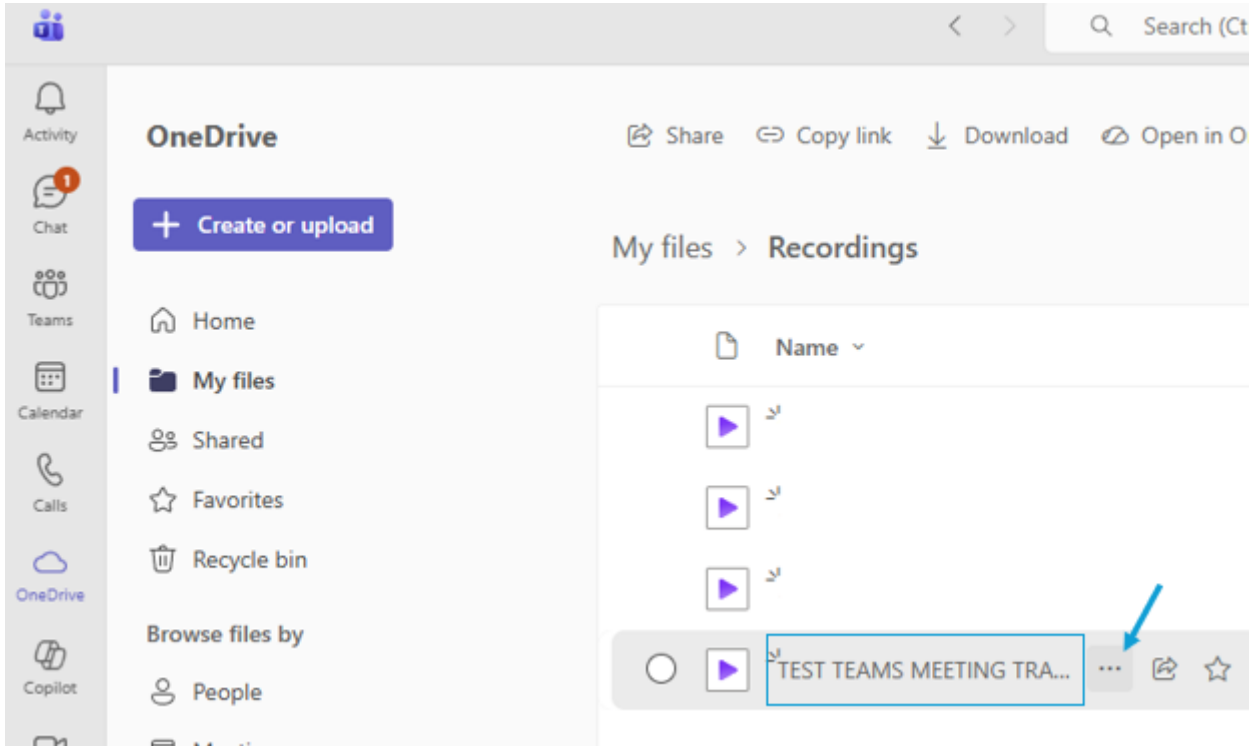
**After the Meeting is complete the recording/transcript will be in your OneDrive Recordings folder**



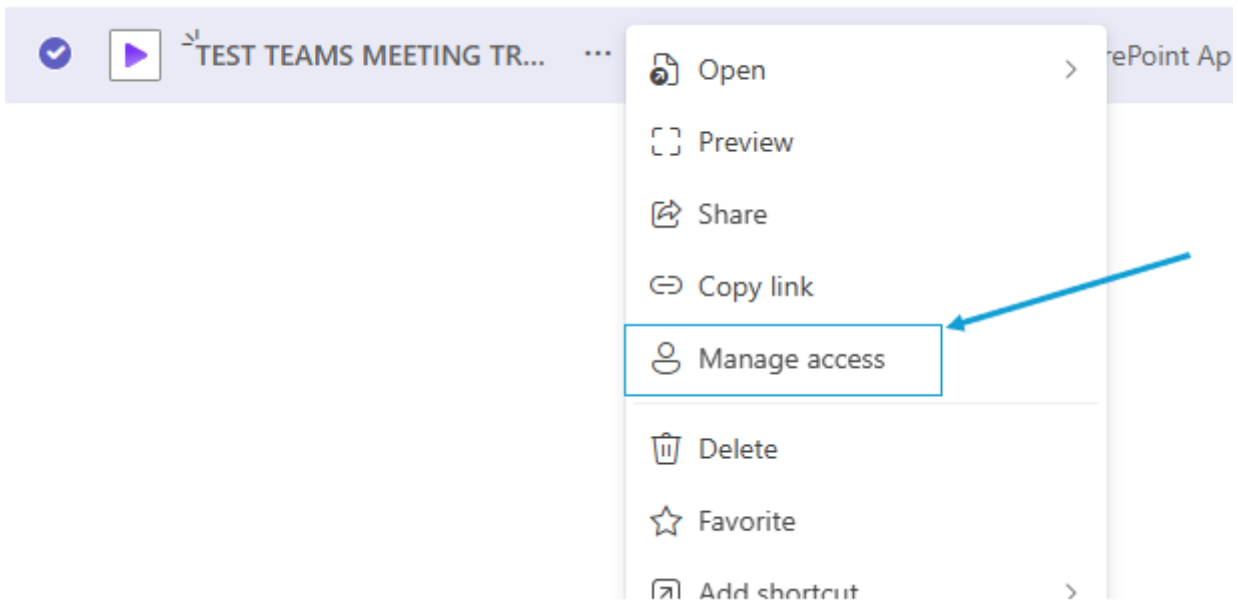


# Step 2

**Hover over the meeting name and click on the three dots**



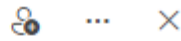
**Select 'Manage Access' from the populated menu**



# 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

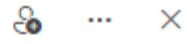
🔍 Search displayed names

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

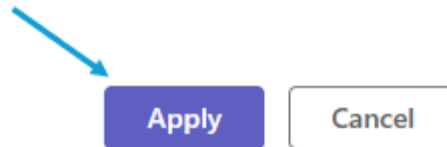
### Ways this person has access

∨ 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**