# Download Permissions - Recordings and Transcriptions

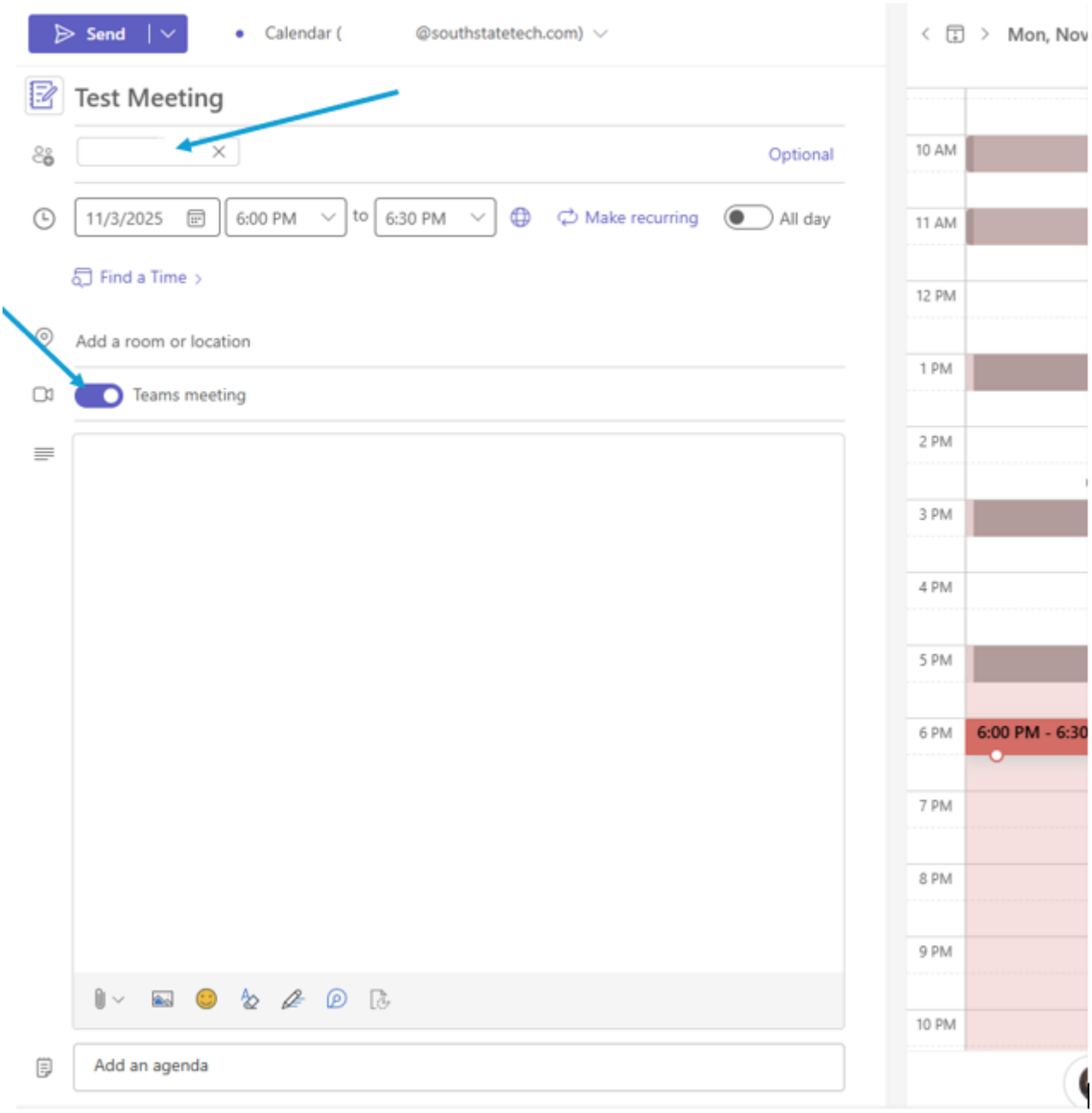

- Option 1: Adding users as Co-Orginizers to gain download permissions
  - Step 1
  - Step 2
- Option 2: Update Permissions In OneDrive
  - Step 1
  - Step 2
  - Step 3

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

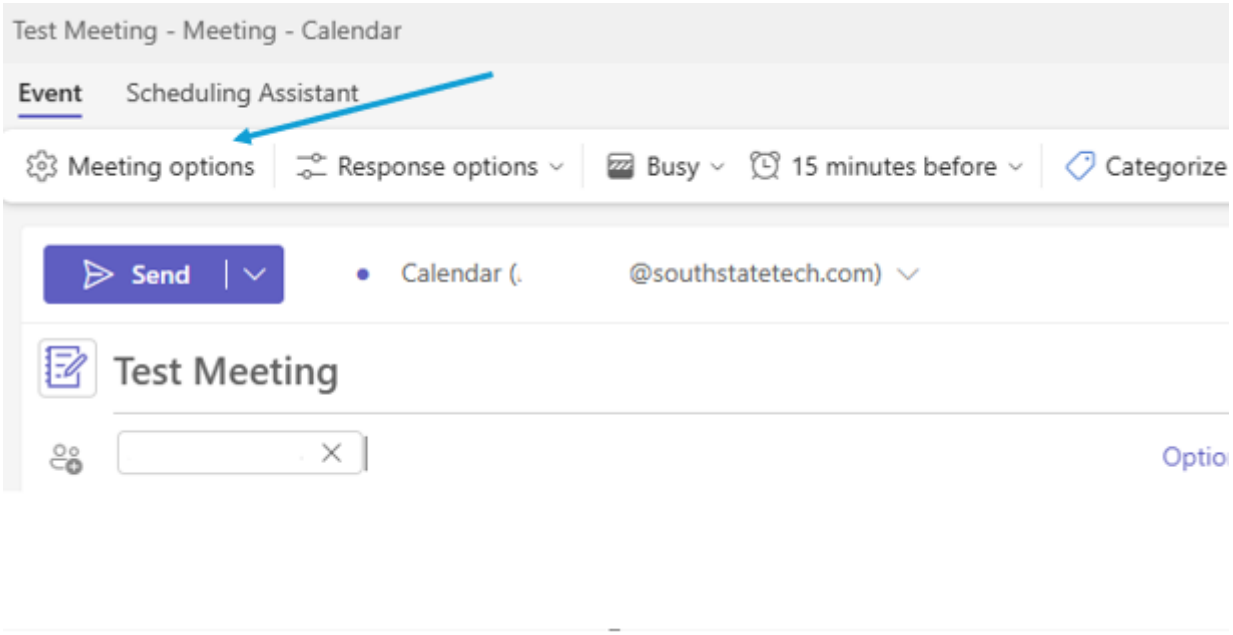
Option 1: Adding users as Co-Orginizers to gain download permissions

# Step 1

**Create a new meeting and invite attendees**

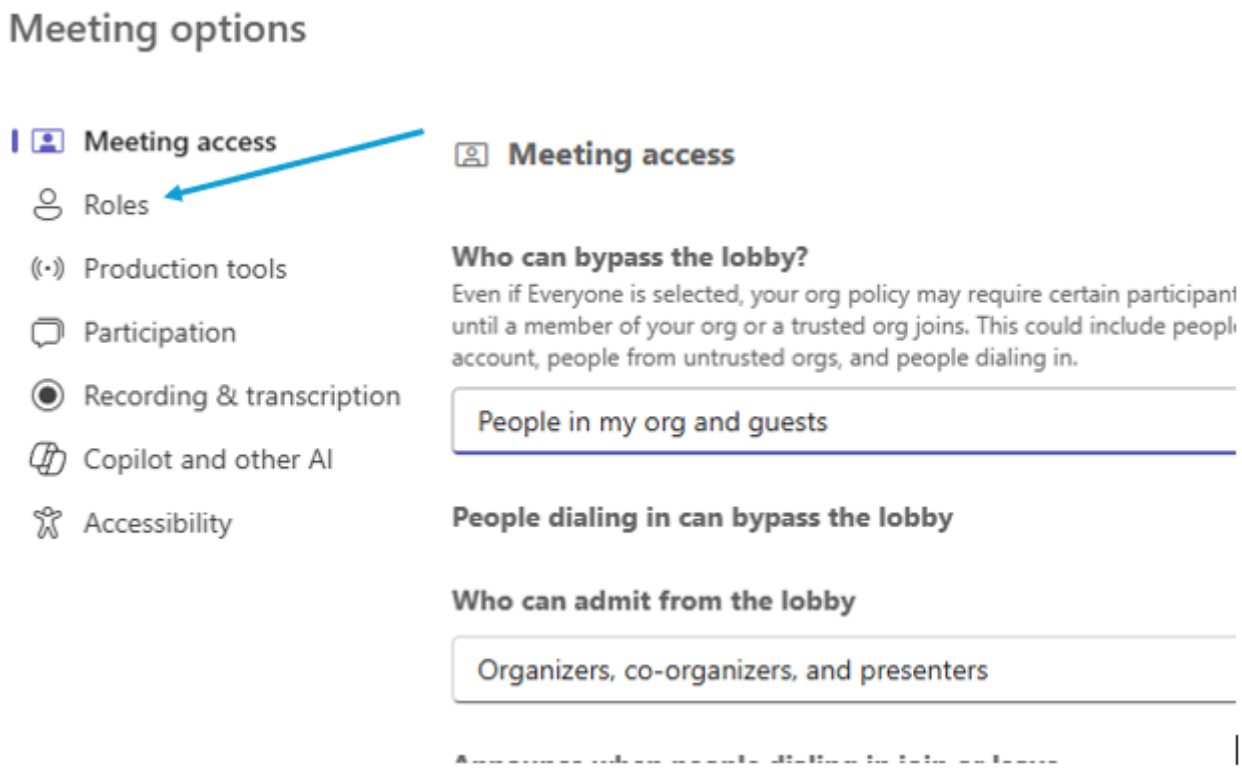



**Click 'Meeting Options' at the top**

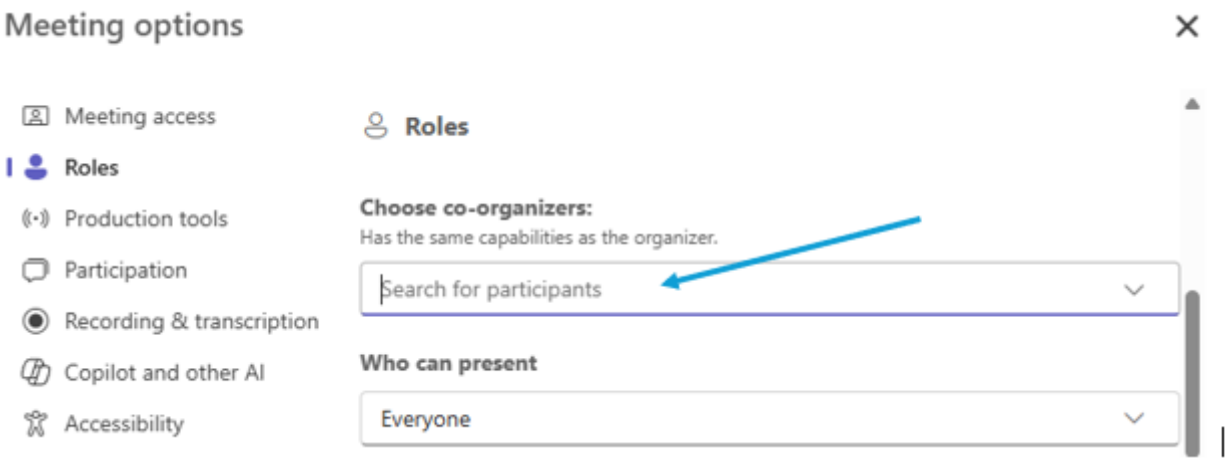

Test Meeting - Meeting - Calendar
Event
Scheduling Assistant
Meeting options
Response options
Busy
15 minutes before
Categorize
Send
Calendar (.
@southstatetech.com)
Test Meeting
Optio

# Step 2

**Head to 'Roles'**




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




**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

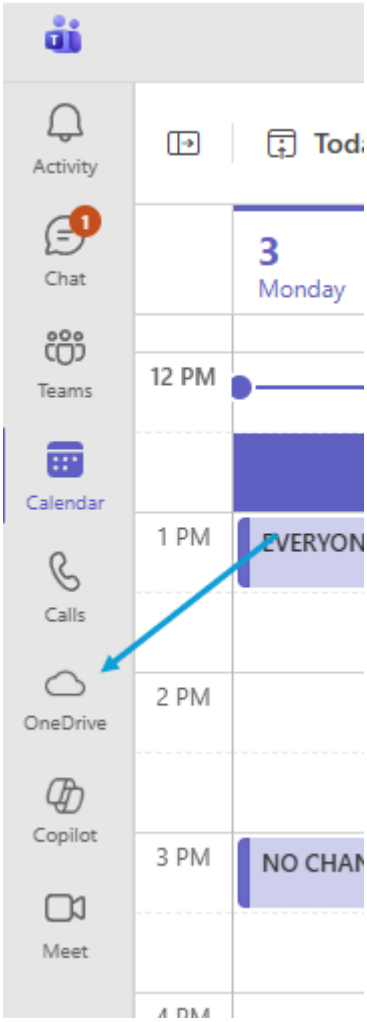
Apply

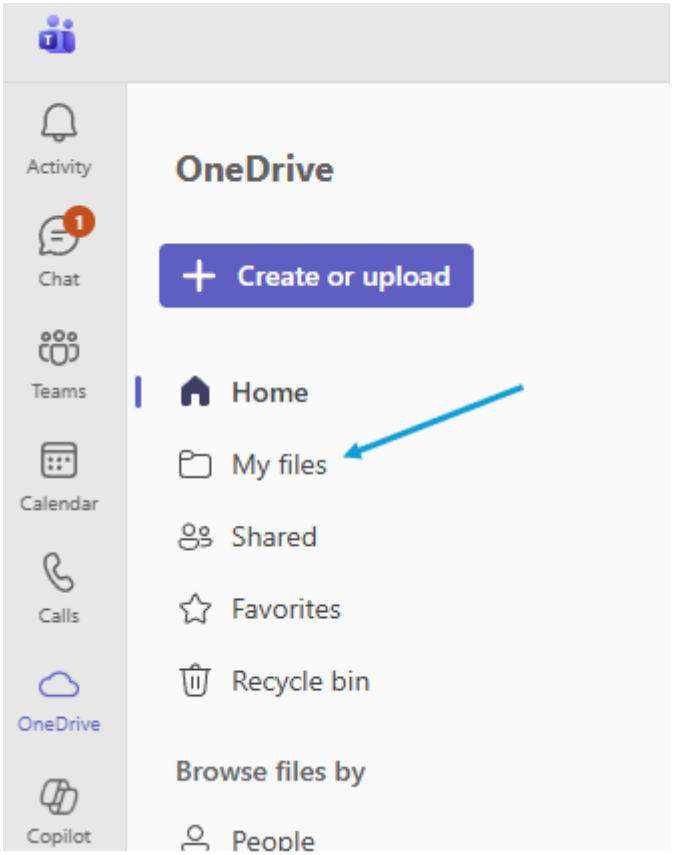
# Option 2: Update Permissions In OneDrive

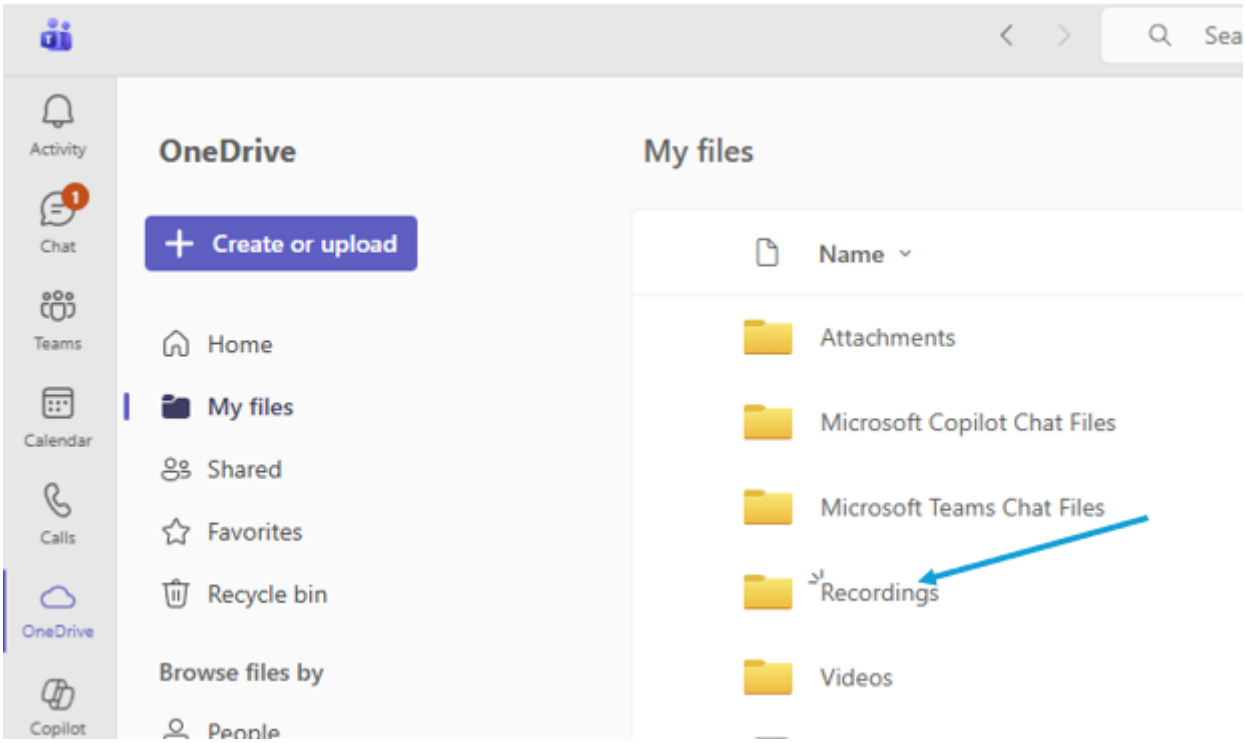
Option 2: Update Permissions In OneDrive

# Step 1

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



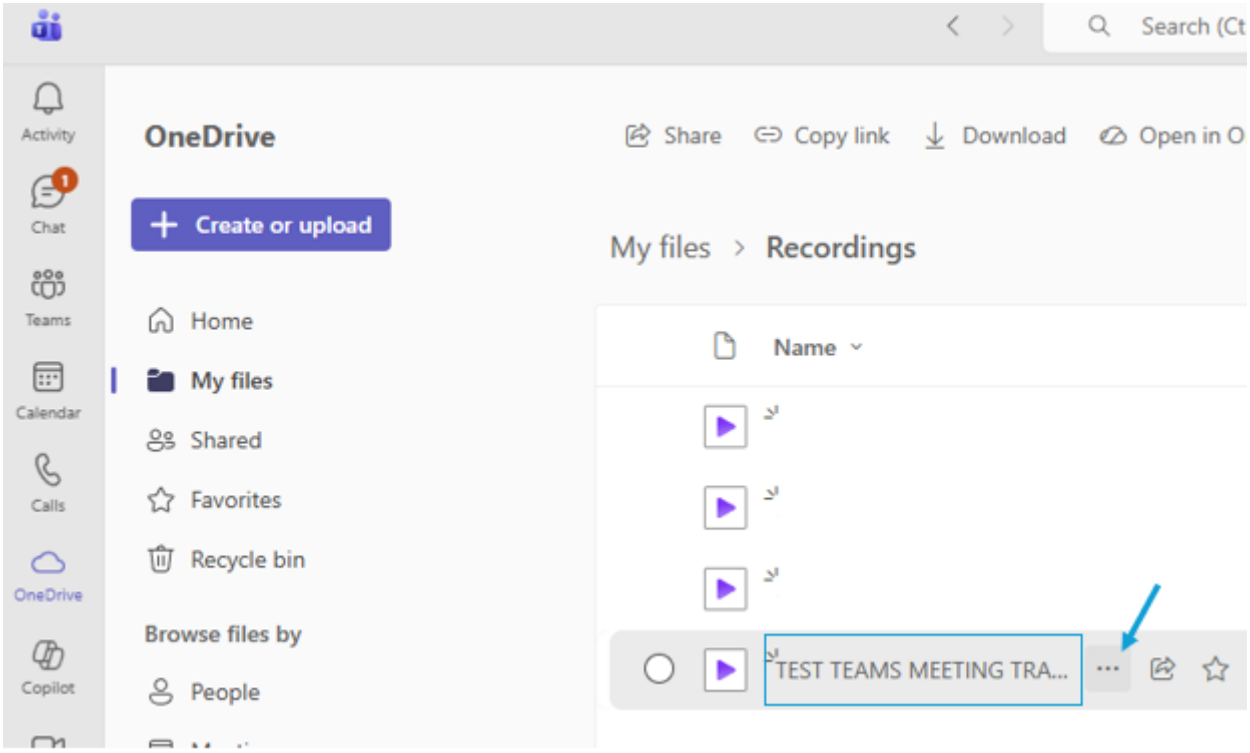

Activity
Chat
Teams
Calendar
Calls
OneDrive
Copilot
OneDrive
Create or upload
Home
My files
Shared
Favorites
Recycle bin
Browse files by
People


Activity
Chat
Teams
Calendar
Calls
OneDrive
Copilot
OneDrive
Create or upload
Home
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Microsoft Copilot Chat Files
Microsoft Teams Chat Files
Recordings
Videos

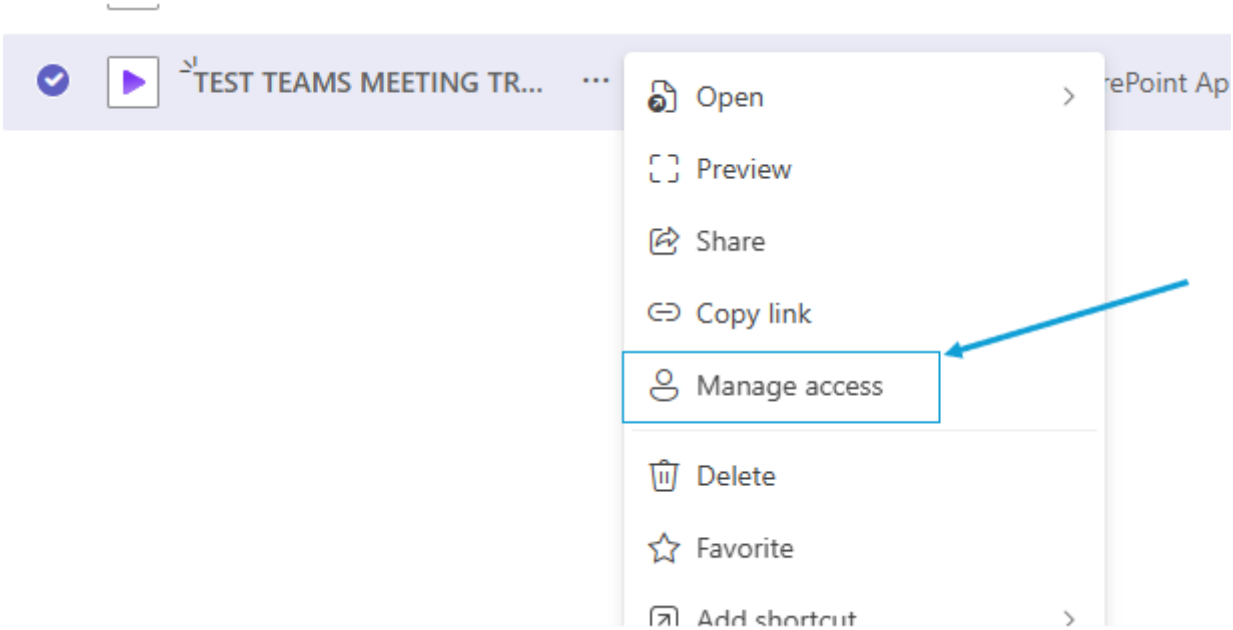
Option 2: Update Permissions In OneDrive

# Step 2

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



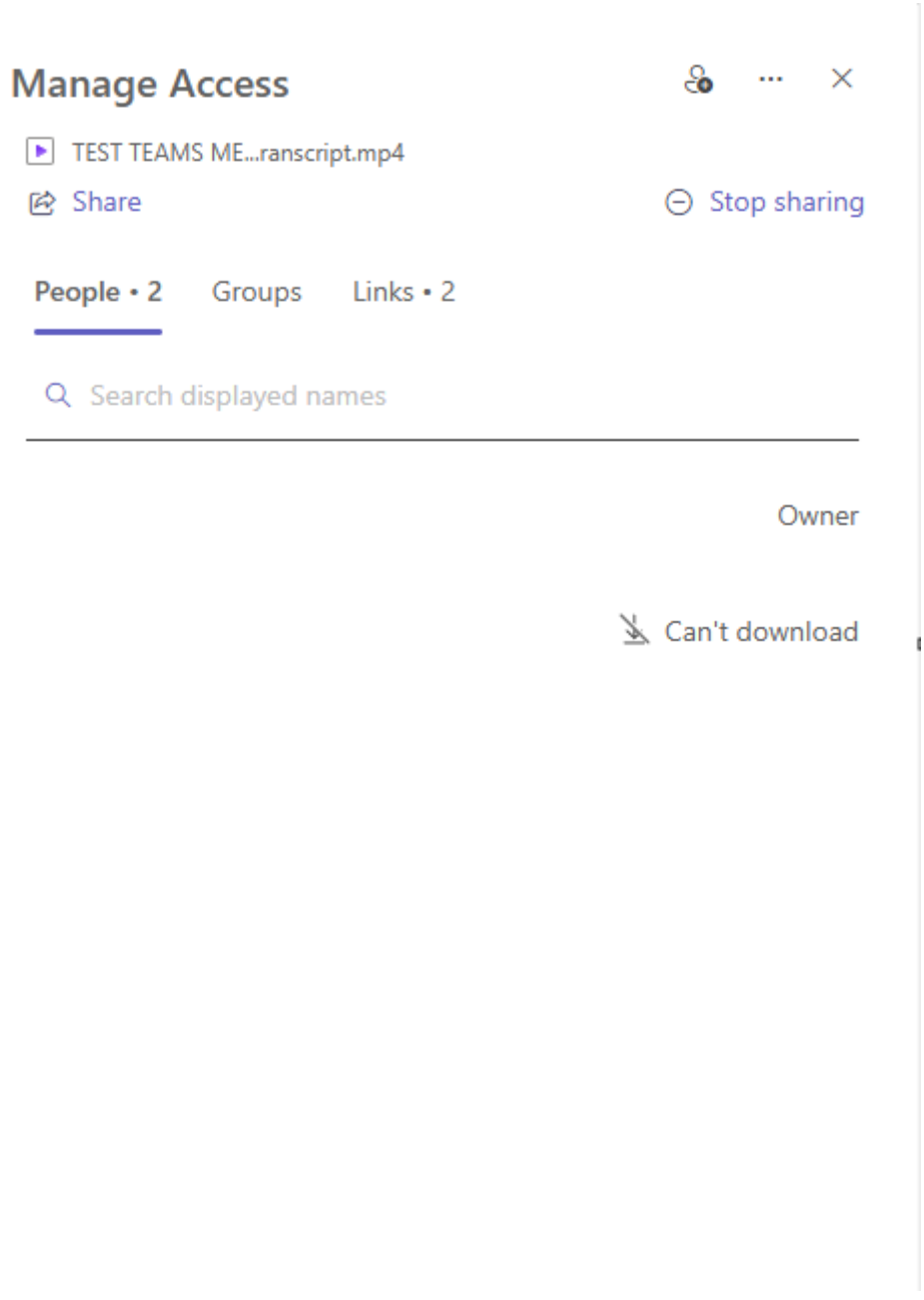

**Select 'Manage Access' from the populated menu**



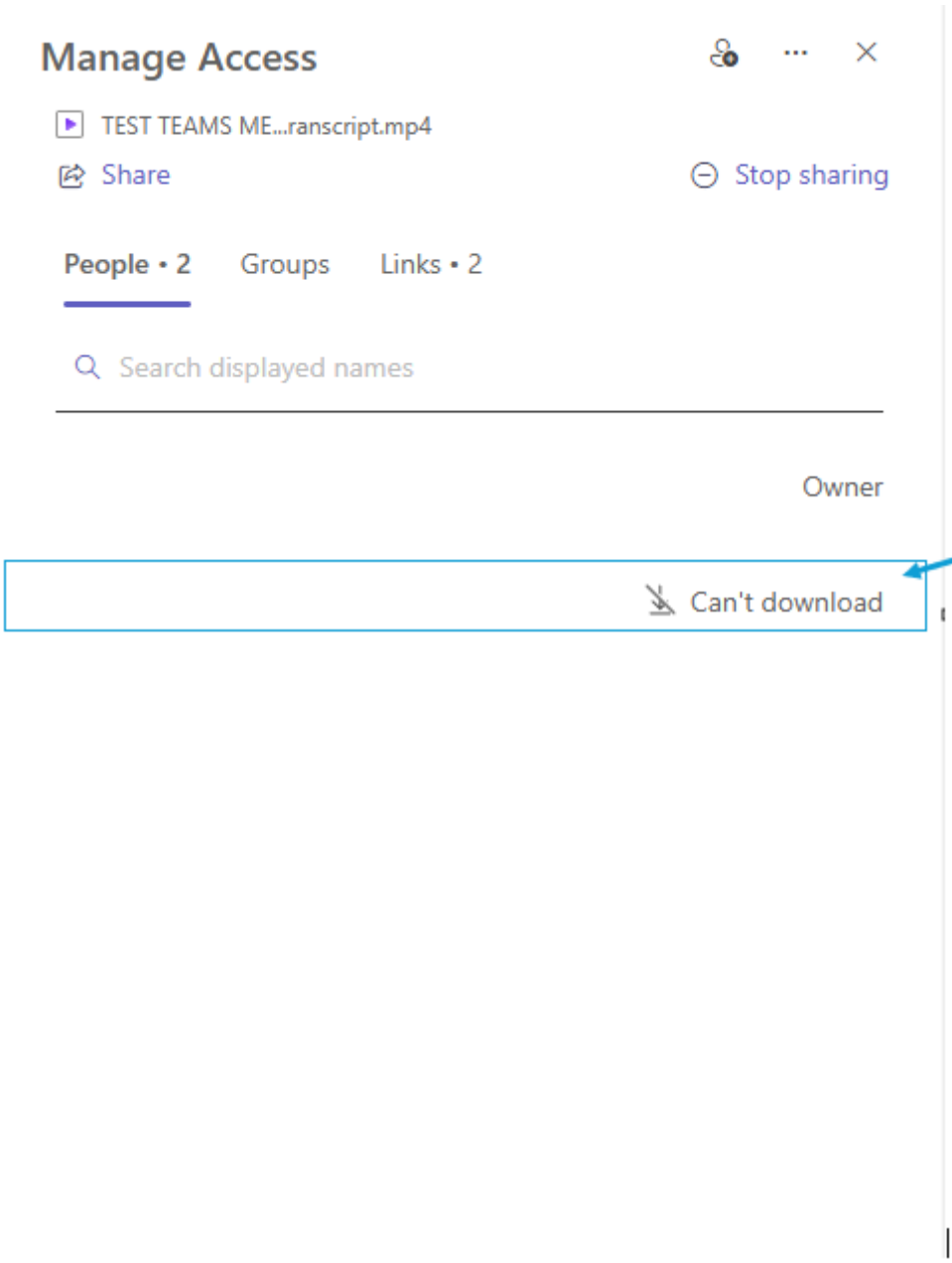
Option 2: Update Permissions In OneDrive

# Step 3

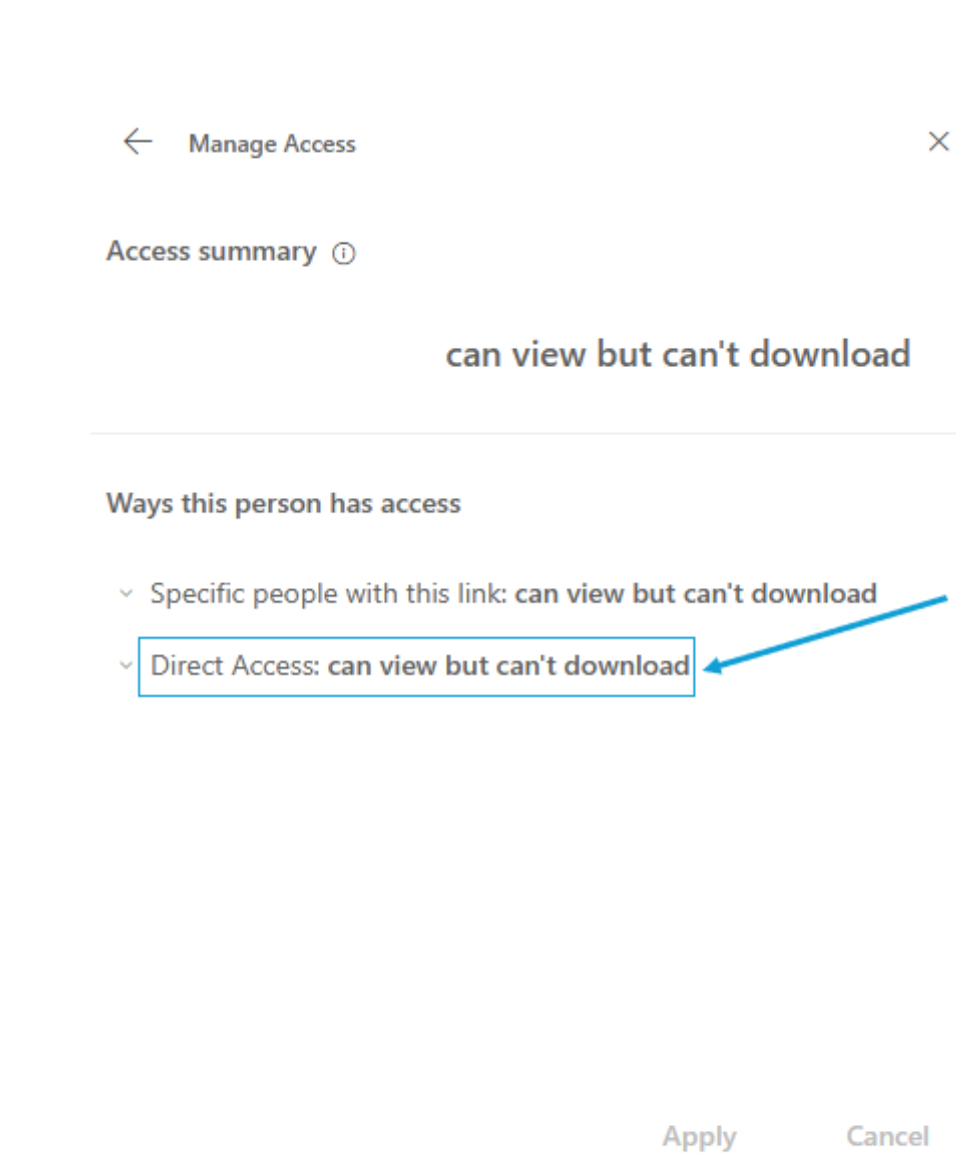
**Users that have access to the Transcript will show in this menu as 'Can't Download'**

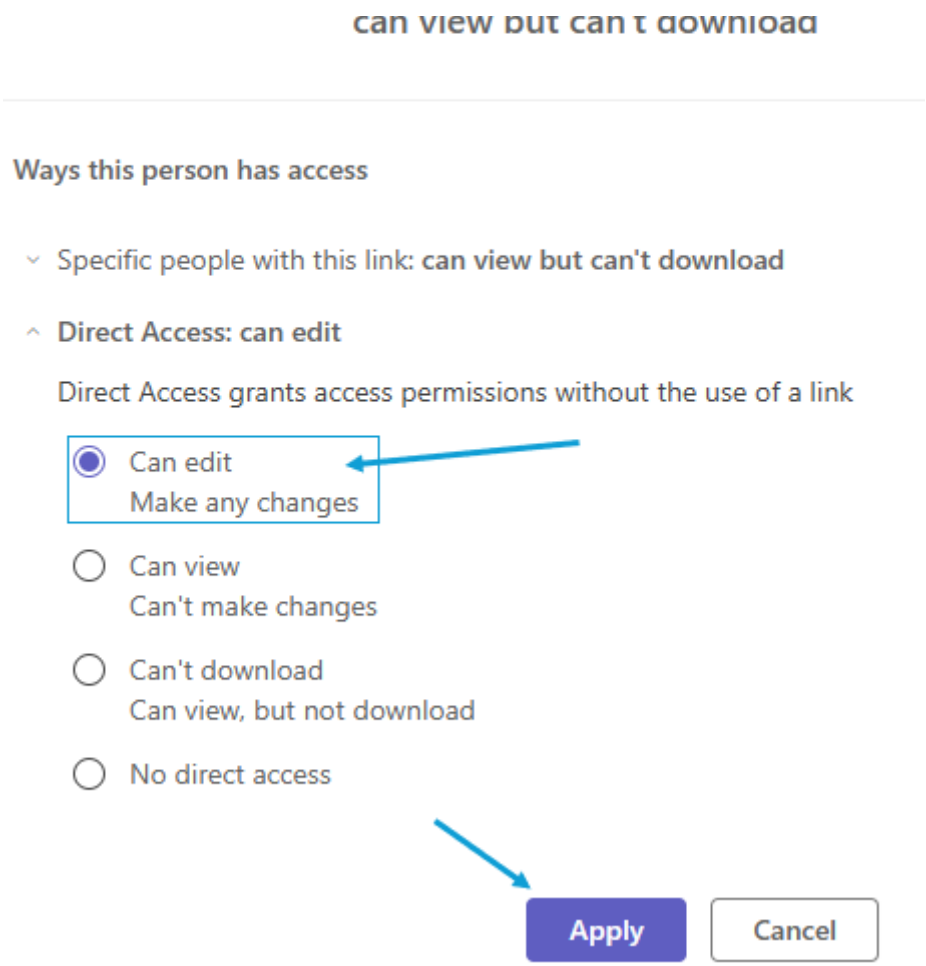



**Click 'Can't Download' to change this access**




**Select Direct Access and update it to 'Can Edit'**


Manage Access
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




***This user now has the ability to Download the Recording or Transcription**