

Activating Automatic Recording on Teams

Key Points

- It seems likely that you can activate automatic recording for Microsoft Teams meetings with external users by using a custom meeting template.
- Research suggests that setting "Record meetings automatically" to On in the template ensures recording starts when the meeting begins, even with external participants.
- The evidence leans toward ensuring lobby settings allow external users to join directly for the recording to start if they are the first to join.

Setting Up Automatic Recording

To activate automatic recording for meetings with external users, create a custom meeting template in the Teams admin center and enable the automatic recording option. This ensures all meetings using this template, including those with external users, are recorded automatically without manual intervention.

Important Considerations

- Make sure external users can bypass the lobby to ensure recording starts if they join first.
- Note that external users cannot manually start or stop recordings, but automatic recording should still work if configured correctly.
- Some advanced features may require a Teams Premium license for additional control over recording permissions.

For more details, refer to the official Microsoft documentation:

- [Manage Microsoft Teams meeting recording options](#)
 - [Create a custom meeting template in Microsoft Teams](#)
 - [Record a meeting in Microsoft Teams](#)
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Comprehensive Guide on Activating Automatic Recording for Microsoft Teams Meetings with External Users

This guide provides a detailed exploration of how to activate automatic recording for Microsoft Teams meetings that include external users, based on current documentation and best practices as of July 14, 2025. It aims to cover all aspects of the process, including setup, considerations, and potential limitations, to ensure a thorough understanding for administrators and organizers.

Introduction

Microsoft Teams offers robust features for meeting recordings, which are essential for capturing discussions, especially in meetings involving external participants such as guests or federated users. Automatic recording ensures that no valuable insights are lost, particularly when meetings include external users who may not have the permissions to manually initiate recordings. This section outlines the process and considerations for enabling this feature, acknowledging the complexity of managing permissions and settings in a collaborative environment.

Configuring Automatic Recording

To activate automatic recording for meetings with external users, the primary method involves creating and applying a custom meeting template in the Microsoft Teams admin center. Below are the detailed steps:

- 1. Accessing the Teams Admin Center:**
 - Log in with credentials that have global administrator or appropriate meeting policy management permissions.
 - Navigate to the **Meetings** section and select **Meeting templates**.
- 2. Creating a Custom Meeting Template:**
 - Click **Add** to create a new template. You can create up to 50 custom templates, so name it descriptively, such as "Auto-Record External Meetings," to reflect its purpose.
 - This template will serve as a standardized configuration for meetings requiring automatic recording, particularly those with external participants.
- 3. Enabling Automatic Recording:**
 - Within the template settings, locate the **Recording & transcription** section.
 - Set the **Record meetings automatically** option to **On**. This ensures that any meeting using this template will begin recording as soon as it starts.
 - Optionally, enable **Lock** or **Hide** for this setting to prevent meeting organizers from disabling automatic recording, ensuring consistency across meetings.
- 4. Applying the Template:**

- When scheduling a meeting, select this custom template from the available options. Ensure that the meeting invitation includes external users as participants.
- The template will enforce the automatic recording setting, streamlining the process for recurring or specific types of meetings.

Lobby Settings and External Users

A critical consideration for ensuring automatic recording works seamlessly with external users is the meeting lobby configuration. The lobby setting determines who can join the meeting directly without waiting for organizer approval:

- **Lobby Bypass Configuration:** In the meeting template or individual meeting options, set **Who can bypass the lobby** to include external users (e.g., guests, federated users). This ensures that if an external user is the first to join, the meeting can start, and the automatic recording will initiate.
- **Impact on Recording:** If external users must wait in the lobby and no internal organizer joins to admit them, the meeting may not start, potentially delaying the recording. Therefore, configuring lobby bypass is recommended for meetings set to auto-record.

Documentation suggests that every type of user, including guests and anonymous attendees, can trigger auto-recording if allowed to skip the lobby, supporting the effectiveness of this approach for meetings with external participants.

Permissions and Limitations

While automatic recording can be set via templates, there are important permissions and limitations to note, especially concerning external users:

- **Recording Permissions:** External users (guests) cannot manually start or stop recordings, as per Microsoft documentation. However, automatic recording, being a system-initiated process, should function regardless of who joins first, provided the meeting is active and the template is applied.
- **Compliance Recording:** If an external participant has a compliance recording policy from their organization, their organization may also record the meeting for compliance purposes, independent of your settings. Organizers, co-organizers, and presenters are notified and can remove the external participant if unwanted recording is a concern.
- **Teams Premium Features:** With a Teams Premium license, additional controls are available, such as managing who can record (organizers, co-organizers, or presenters), which can enhance flexibility for meetings with external users. For example, you can set recording permissions to include presenters, potentially covering external users in that role.

Organizational-Wide Settings

It is worth noting that there is no organization-wide policy to automatically record all meetings. The global meeting policy in the Teams admin center only offers optional recording, requiring users to

manually start it. Therefore, using meeting templates or sensitivity labels is necessary for enforcing automatic recording for specific meeting types, such as those with external users. Sensitivity labels can be used for sensitive meetings, but meeting templates are generally simpler for this purpose.

Detailed Table of Options and Controls

The following table summarizes the key settings and their control methods for managing automatic recording, particularly relevant for meetings with external users:

Setting	Control Method	Notes
Record and transcribe automatically	Meeting template, Sensitivity label	Meeting organizer normally sets this; enforce via template or label for specific meeting types. Customers with Microsoft 365 Education A1 cannot use this feature.
Who can record and transcribe (Teams Premium)	Sensitivity label, Template, Meeting organizer	Options: Organizers and co-organizers, or Organizers, co-organizers, and presenters. Use template or label for sensitive meetings.

This table highlights the flexibility of using templates and labels to manage recording, ensuring coverage for meetings with external participants.

Practical Considerations and Best Practices

- **Testing the Setup:** Before deploying the template organization-wide, test it by scheduling a meeting with external users and verifying that recording starts automatically. Check the recording in the meeting chat or Files tab post-meeting.
- **Storage and Access:** Recordings are stored in OneDrive or SharePoint, with default expiration set to 120 days, managed via Teams admin center policies. Ensure external users can view the recording only if explicitly shared, as per access permissions.
- **End-to-End Encryption:** Note that if end-to-end encryption is enabled, it prevents recording and transcription, so ensure this is not activated for meetings requiring recording.
- **User Education:** Inform meeting organizers and participants about automatic recording, especially for compliance and privacy reasons, to avoid confusion or legal concerns.

Conclusion

Activating automatic recording for Microsoft Teams meetings with external users is achievable by creating a custom meeting template with the "Record meetings automatically" option enabled. Ensure lobby settings allow external users to join directly for seamless recording initiation. While external users cannot manually record, the automatic setting should cover these meetings effectively, with considerations for compliance recording and Teams Premium features enhancing control. This approach aligns with current documentation and best practices, ensuring

comprehensive coverage for collaborative meetings as of July 14, 2025.

For further reading, refer to:

- [Manage Microsoft Teams meeting recording and transcription options](#)
 - [Create a custom meeting template in Microsoft Teams](#)
 - [Record a meeting in Microsoft Teams](#)
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