

# Teams integration setup guide

Last Modified on 01/19/2026 6:52 pm IST

 This article is designated for administrators.

## About

Experience the seamless integration between **Microsoft Teams** and Kaltura! Our Teams integration enables you to effortlessly upload and archive your Teams recordings, ensuring everything stays neatly organized in one centralized location.

As the owner and host, you'll retain full control and enjoy easy collaboration with co-hosts.



Only recordings of sessions defined as Teams "meetings" can be uploaded to Kaltura using this integration. Teams "calls" are not covered by Microsoft's meetings API used for this integration.

## Prerequisites

### Teams prerequisites:

- A paid Teams account
- Make sure the Azure app you registered for this integration (for example, "Kaltura Teams Integration") is enabled in your Microsoft Azure tenant. If it's disabled or blocked, the integration will fail during setup. We recommend checking with your Azure administrator before you begin.

### Kaltura prerequisites:

- KMC account and access
- Teams integration service must be enabled in Kaltura (paid service)

## Notes on administrator setup

- Each Teams account is linked to a specific Kaltura account for recording transfers.

## Step 1 - Set up Azure account

### Request permissions



1. Navigate to the [Microsoft Azure portal](#) and sign in with your Azure account credentials.
  2. In the Azure Portal's left-hand menu, click **Azure Active Directory**.
  3. Under **Manage**, click **App registrations**.
  4. Click **+New Registration**.
- The **Register an application** page displays.
5. In the **Name** field, type in a name, for example, '*Kaltura Teams Integration*'.

\* Name  
The user-facing display name for this application (this can be changed later).  
Kaltura Teams Integration

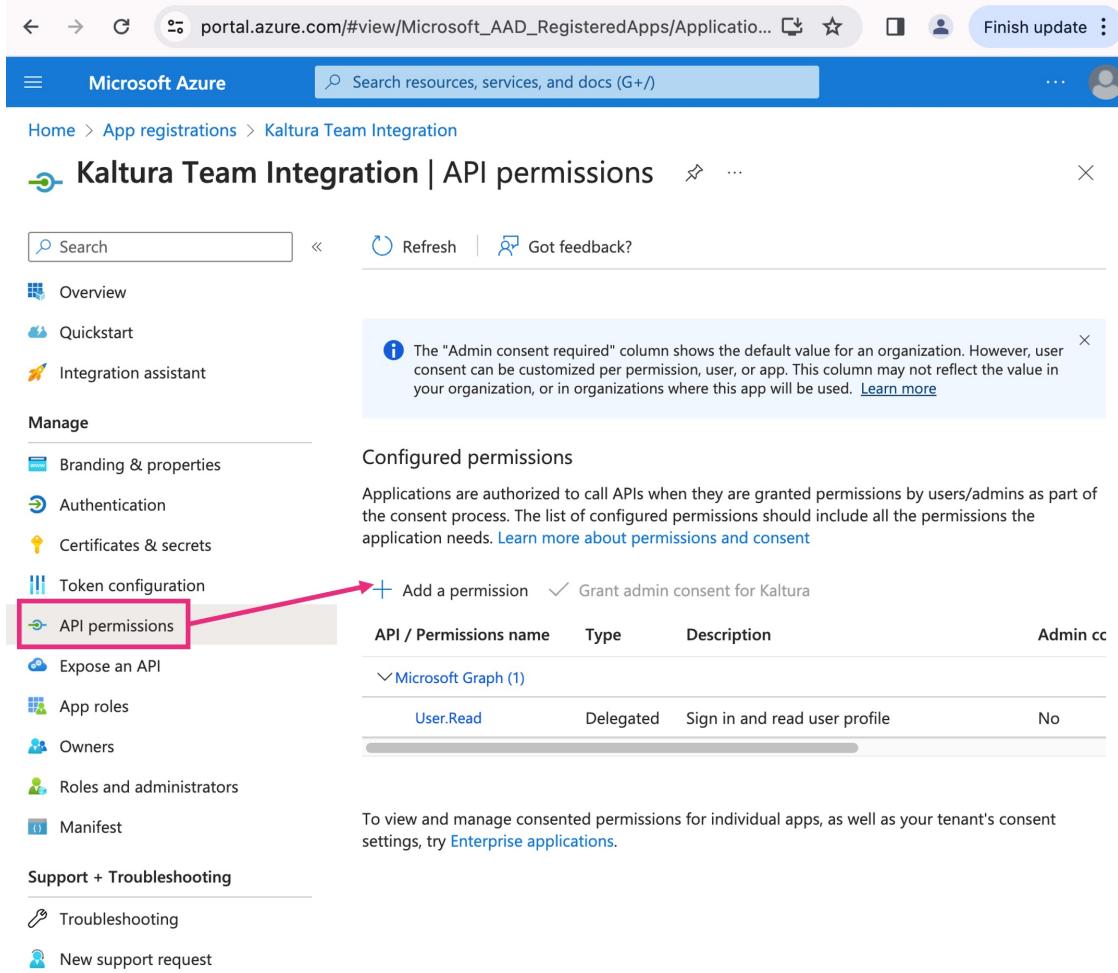
Supported account types  
Who can use this application or access this API?  
 Accounts in this organizational directory only (Kaltura only - Single tenant)  
 Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)  
 Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)  
 Personal Microsoft accounts only  
[Help me choose...](#)

Redirect URI (optional)  
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.  
Select a platform e.g. https://example.com/auth

By proceeding, you agree to the Microsoft Platform Policies [\[link\]](#)

**Register**

6. At the bottom of the page, click **Register**.
- The settings page displays.
7. Under **Manage**, click **API permissions**.
  8. In the API permissions page, click **+Add a permission**.



The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or app. This column may not reflect the value in your organization, or in organizations where this app will be used. [Learn more](#)

**Configured permissions**

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

API / Permissions name	Type	Description	Admin cc
User.Read	Delegated	Sign in and read user profile	No

To view and manage consented permissions for individual apps, as well as your tenant's consent settings, try [Enterprise applications](#).

**Support + Troubleshooting**

- [Troubleshooting](#)
- [New support request](#)

The **Request API permissions** page displays.

## 9. Under the **Microsoft APIs** tab, click **Microsoft Graph**.



## Request API permissions

×

Select an API

[Microsoft APIs](#)   [APIs my organization uses](#)   [My APIs](#)

Commonly used Microsoft APIs

<p><b>Microsoft Graph</b></p>  <p>Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Windows 10. Access Microsoft Entra ID, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more through a single endpoint.</p>	<p><b>Azure Communication Services</b></p>  <p>Rich communication experiences with the same secure CPaaS platform used by Microsoft Teams</p>	<p><b>Azure Rights Management Services</b></p>  <p>Allow validated users to read and write protected content</p>	<p><b>Azure Service Management</b></p>  <p>Programmatic access to much of the functionality available through the Azure portal</p>
<p><b>Data Export Service for Microsoft Dynamics 365</b></p>  <p>Export data from Microsoft Dynamics CRM organization to an external destination</p>	<p><b>Dynamics 365 Business Central</b></p>  <p>Programmatic access to data and functionality in Dynamics 365 Business Central</p>	<p><b>Dynamics CRM</b></p>  <p>Access the capabilities of CRM business software and ERP systems</p>	
<p><b>Intune</b></p>  <p>Programmatic access to Intune data</p>	<p><b>Microsoft Purview</b></p>  <p>Unified data governance service that helps you manage and govern your on-premises, multi-cloud, and software-as-a-service (SaaS) data</p>	<p><b>Office 365 Management APIs</b></p>  <p>Retrieve information about user, admin, system, and policy actions and events from Office 365 and Microsoft Entra ID activity logs</p>	

10. Under the **Microsoft Graph** tab, click **Application permissions**.

11. Under **Select permissions**, check the checkbox for each of the following permissions:

- OnlineMeetingRecording.Read.All
- OnlineMeetings.Read.All
- OnlineMeetingTranscript.Read.All
- User.ReadBasic.All

## Request API permissions

X

◀ All APIs

Microsoft Graph

 <https://graph.microsoft.com/> Docs

What type of permissions does your application require?

Delegated permissions

Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background service or daemon without a signed-in user.

Select permissions

expand all

Permission	Admin consent required
➤ AccessReview	
➤ Acronym	
➤ AdministrativeUnit	
➤ AgreementAcceptance	
➤ Agreement	
➤ APIConnectors	

Add permissions

Discard

12. At the bottom of the page, click **Add permissions**

13. The configured permissions display with the status *Not granted for [your company name]*. Permissions require the administrator's consent. Once granted, status will display as *Granted for [your company name]*.

Search  Refresh  Got feedback? 

Overview  Quickstart  Integration assistant 

**Manage**

-  [Branding & properties](#)
-  [Authentication](#)
-  [Certificates & secrets](#)
-  [Token configuration](#)
-  [API permissions](#)
-  [Expose an API](#)
-  [App roles](#)
-  [Owners](#)
-  [Roles and administrators](#)
-  [Manifest](#)

**Support + Troubleshooting**

-  [Troubleshooting](#)
-  [New support request](#)

**Configured permissions**

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

 Add a permission  Grant admin consent for Kaltura

API / Permissions name	Type	Description	Admin consent req...	Status
 Microsoft Graph (5)				
OnlineMeetingRecording	Application	Read all recordings of online meetings.	Yes	 Granted for Company 
OnlineMeetings.Read.All	Application	Read online meeting details	Yes	 Granted for Company 
OnlineMeetingTranscript	Application	Read all transcripts of online meetings.	Yes	 Granted for Company 
User.Read	Delegated	Sign in and read user profile	No	 Granted for Company 
User.ReadBasic.All	Application	Read all users' basic profiles	Yes	 Granted for Company 

To view and manage consented permissions for individual apps, as well as your tenant's consent settings, try [Enterprise applications](#).

## Create a client secret

1. In the left-hand menu under **Manage**, click **Certificates and Secrets**.
2. Click **+New client secret**.

Home > App registrations > Kaltura Team Integration

 **Company Team Integration** | Certificates & secrets

Search  Refresh  Got feedback? 

Overview  Quickstart  Integration assistant 

**Manage**

-  [Branding & properties](#)
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**Certificates (0) Client secrets (0) Federated credentials (0)**

Application registration certificates, secrets and federated credentials can be found in the tabs below.

 **+ New client secret**

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

Description	Expires	Value 	Secret ID
No client secrets have been created for this application.			

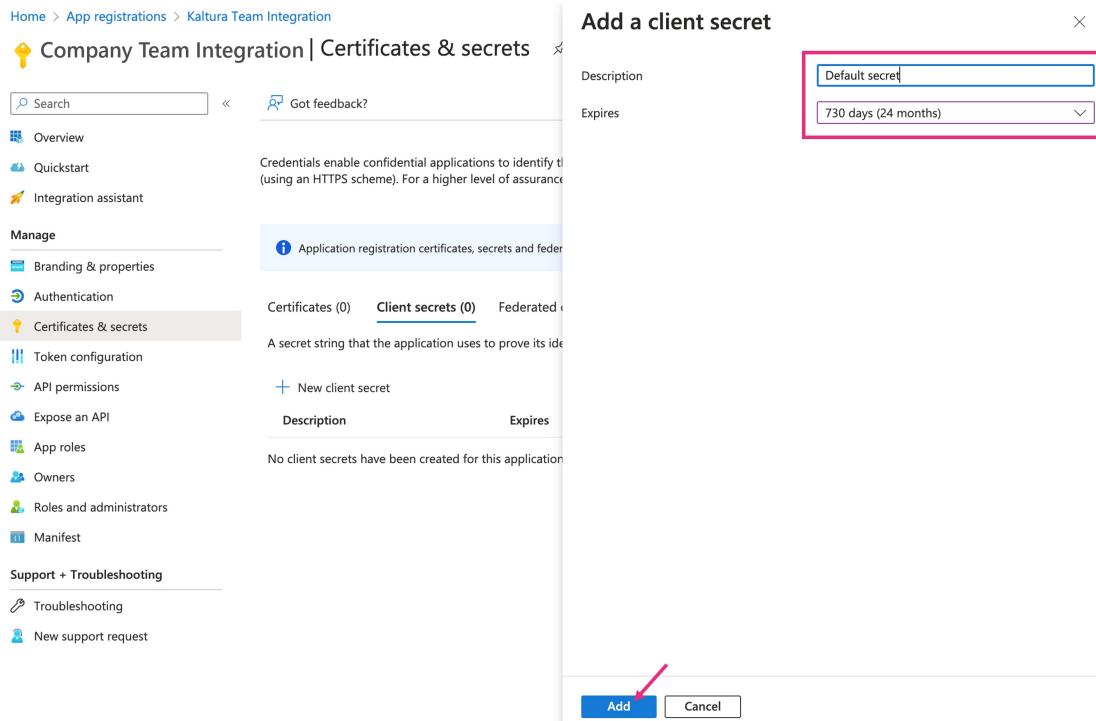
The **Add a client secret** window displays.

3. In the **Description** field, type in a description.
4. In the **Expires** field, choose a time period from the drop-down menu.



Please note that while updating the secret in Kaltura isn't available at the moment, it's planned for the near future. In the meantime, we recommend selecting a longer expiry date.

## 5. Click **Add** to create the client secret.

A screenshot of the 'Add a client secret' dialog box within the Azure portal. The dialog has two main sections: 'Description' and 'Expires'. The 'Description' field contains 'Default secret' and the 'Expires' field contains '730 days (24 months)'. Both fields are highlighted with a red rectangular box. At the bottom of the dialog are two buttons: 'Add' (highlighted with a red arrow) and 'Cancel'. On the left side of the image, the main Azure portal interface is visible, showing the 'Certificates & secrets' section under 'Manage'.

After adding the client secret, Azure will generate a new client secret value.



Copy the client secret value and save it securely. You won't be able to see this value again after leaving this page.

Company Team Integration | Certificates & secrets

Search Got feedback?

Overview Quickstart Integration assistant

Got a second to give us some feedback? →

Credentials enable confidential applications to identify themselves to the authentication service when receiving tokens at a web addressable location (using an HTTPS scheme). For a higher level of assurance, we recommend using a certificate (instead of a client secret) as a credential.

Application registration certificates, secrets and federated credentials can be found in the tabs below.

Certificates (0) Client secrets (1) Federated credentials (0)

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

+ New client secret

Description	Expires	Value ⓘ	Secret ID
Default secret	4/4/2026	12L9G~7rBlVCerdS.PhrdMssew	081kk5s~44ba~59g3~fh9t~3f

Manifest

Support + Troubleshooting

Troubleshooting New support request

6. Click on the **Overview** tab to view your credentials which you will need for the configuration in KMC.

Home > App registrations >

Kaltura Teams Integration

Search Delete Endpoints Preview features

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Manage

Branding & properties Authentication Certificates & secrets Token configuration API permissions Expose an API App roles Owners Roles and administrators Manifest

Get Started Documentation

**Build your application with the Microsoft identity platform**

The Microsoft identity platform is an authentication service, open-source libraries, and application management tools. You can create modern, standards-based authentication solutions, access and protect APIs, and add sign-in for your users and customers. [Learn more](#)



## Configure an application access policy



To allow your Azure app to access online meetings via Microsoft Graph, follow Microsoft's instructions in [Configure application access policy\\*](#).



\*In **Microsoft's instructions**, you'll need to follow steps 1-3, then skip step 4 and proceed to step 5. Step 4 is not needed for Kaltura.

Below are example commands:

### Connect to Microsoft Teams PowerShell

```
Connect-MicrosoftTeams
```

### Create Application Access Policy

```
New-CsApplicationAccessPolicy -Identity Teams-policy -AppIds "REPLACE_WITH_APP_ID" -Description "Upload Teams recordings to Kaltura"
```

### Grant the policy globally

```
Grant-CsApplicationAccessPolicy -PolicyName Teams-policy -Global
```

### Enable metered API on Microsoft Graph

Once the application access policy is created and assigned, return here to complete this step in Kaltura.

To use Microsoft Graph's metered APIs, your Azure app must be linked to an active subscription. For guidance, refer to [Enable metered APIs and services in Microsoft Graph](#).

Here are the high-level steps:

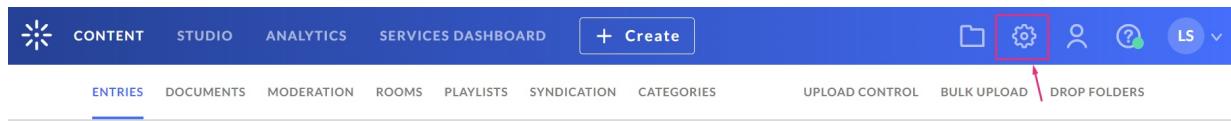
1. Create a resource group in the Azure portal under your subscription.
2. Using the Azure CLI, execute the following commands:

```
az login --scope https://management.core.windows.net//.default
az resource create --resource-group TeamsAPI --name TeamsAPIAppBilling --resource-type Microsoft.GraphServices/accounts --properties '{"appId": "REPLACE_WITH_APP_ID"}' --location Global --subscription REPLACE_WITH_SUBSCRIPTION_ID
```

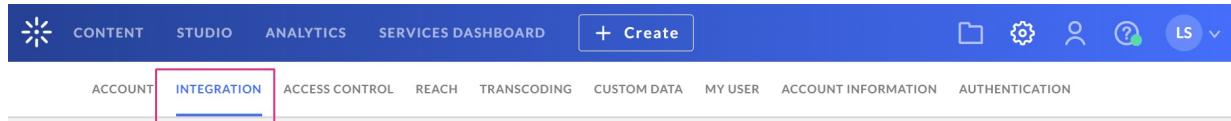


## Step 2 - Configure Teams integration in Kaltura

1. Login to the KMC and click the **settings icon**.



2. Click the **Integration** tab.



3. Scroll down to **Teams integration**.

**Teams integration**

[Add new integration](#)

**Teams integrated accounts**

Teams account ID	Account description	Creation date	Updated at	Status
There are no active Teams accounts.				

**Webex integration**

[Generate integration code](#)

**Webex integrated accounts**

Webex account ID	Account description	Creation date	Updated at	Status
There are no active Webex accounts.				

#### 4. In the Teams integration section, click **Add new integration**.

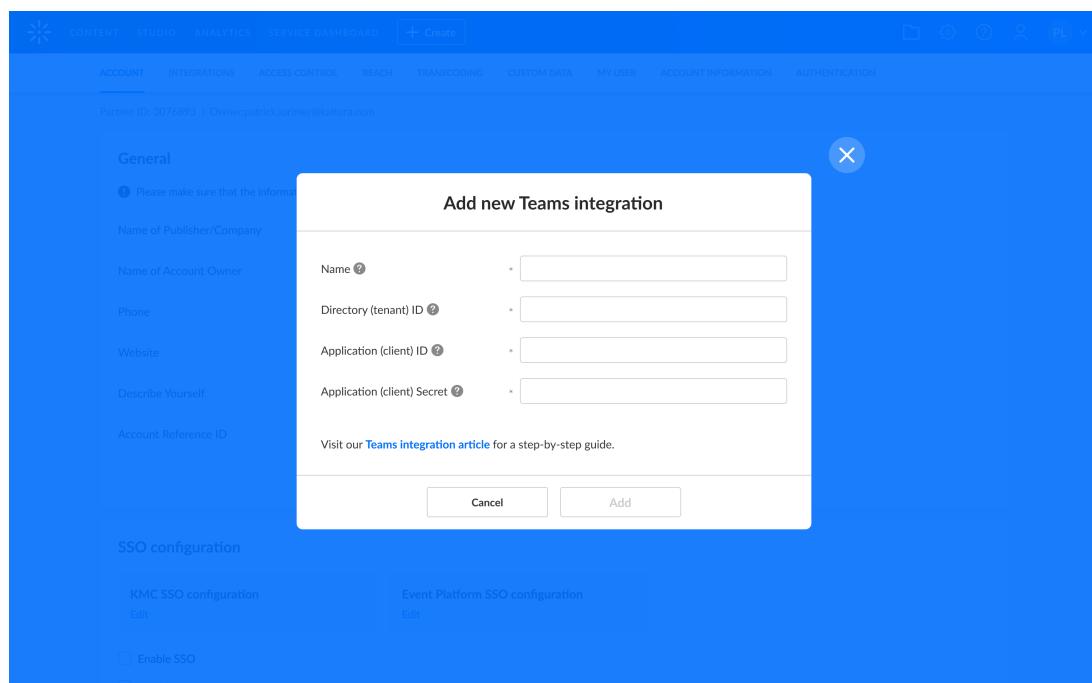
**Teams integration**

[Add new integration](#)

**Teams integrated accounts**

Teams account ID	Account description	Creation date	Updated at	Status
There are no active Teams accounts.				

The **Add new Teams integration** window displays.

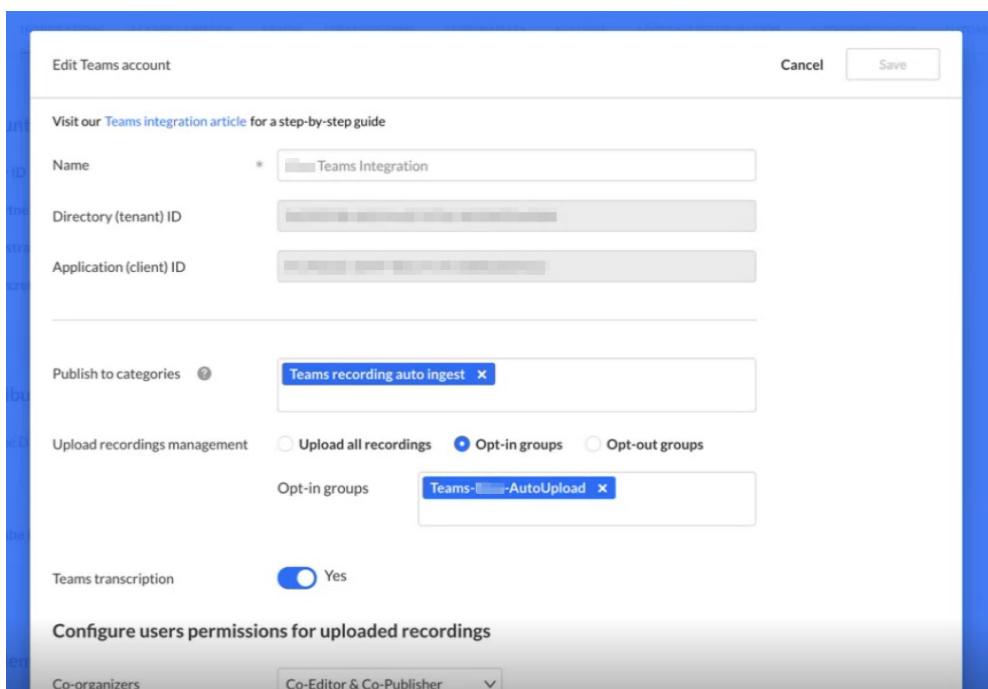


5. Complete the required fields

- **Name** - Enter a name for your integration.
- **Directory (tenant) ID** - Copy your Azure directory ID from the overview tab of the Azure application you just created (see [number 6 of 'Create a client secret'](#)).
- **Application (client) ID** - Copy your Azure Application ID from overview tab of the Azure application you just created (see [number 6 of 'Create a client secret'](#)).
- **Application (client) Secret** - Copy your Azure application of the secret you created previously (see [number 6 of 'Create a client secret'](#)).

6. Click **Create**.

The edit window displays.



Visit our [Teams integration article](#) for a step-by-step guide

Name \*

Directory (tenant) ID

Application (client) ID

Publish to categories

Upload recordings management  Upload all recordings  Opt-in groups  Opt-out groups

Opt-in groups

Teams transcription  Yes

Configure users permissions for uploaded recordings

Co-organizers

## Edit integration settings

You can edit an existing Teams integration. The settings are as follows:

- **Name**
- **Directory (tenant) ID** (read only)
- **Application (client) ID** (read only)
- **Publish to categories** - Enter one or more categories for Teams recordings.
- **Upload recordings management:**
  - Upload all recordings - All recordings in the account will be uploaded to Kaltura.
  - Opt-in groups - Recordings will be uploaded to Kaltura if the owner of the recordings is in one of the opt-in groups.
  - Opt-out groups - Recordings will be uploaded to Kaltura if the owner of the



recordings is not in one of the opt-out groups.

- **Teams transcription** - Set to 'Yes' to include the transcription when uploading the recording.

## Assign users permissions for uploaded recordings

**Co-organizers** - Choose an option from the drop-down menu:

- None
- Co-viewers
- Co-editors
- Co-publishers
- Co-editors & Co-publishers



Please note that the option Co-organizers is not currently supported by Microsoft.

**Presenters** - Choose an option from the drop-down menu:

- None
- Co-viewers
- Co-editors
- Co-publishers
- Co-editors & Co-publishers

**Users** - Choose an option from the drop-down menu:

- None
- Co-viewers
- Co-publishers

## Set owner for recordings

Edit Teams account

Visit our [Teams integration article](#) for a step-by-step guide

Configure users permissions for uploaded recordings

Co-organizers: Co-Editor & Co-Publisher

Presenters: Co-Viewer

Users: Co-Viewer

Setting owner for recordings

Set user based on: Microsoft User Principle Name

Do not modify  Remove postfix  Add postfix

Postfix: @Kaltura.com

Azure user ID

Find user by: User ID

In case the user doesn't exist: Create new user based on teams user

Use default user

Cancel Save

In Azure, user identification may differ from Kaltura. For instance, the Microsoft User Principal Name (UPN) may include the entire email address (e.g. [first.last@company.com](mailto:first.last@company.com)) or just the user name (e.g. first.last). This setting enables synchronization between Azure and Kaltura users by adding or removing a postfix (e.g. @company.com) or maintaining the same user ID as in Azure.

**Set user based on** - Choose from the following:

- **Microsoft User Principal Name**

- **Do not modify** (default) - This will be the user ID.
- **Remove postfix** - Select to remove postfix. For example, if your UPN is [john.doe@example.com](mailto:john.doe@example.com) and the Kaltura user ID is john.doe, the postfix is [@example.com](mailto:@example.com).
- **Add postfix** - Select to add a postfix to the field. For example, if your UPN is [john.doe](mailto:john.doe) and the Kaltura user ID is [john.doe@example.com](mailto:john.doe@example.com), the postfix is [@example.com](mailto:@example.com).

- **Azure user ID**

- Azure user ID is a unique identifier assigned to a user in Azure Active Directory.

**Find user by** - Set where the system should look for the user. Choose from:

- **User ID**
- **User email**

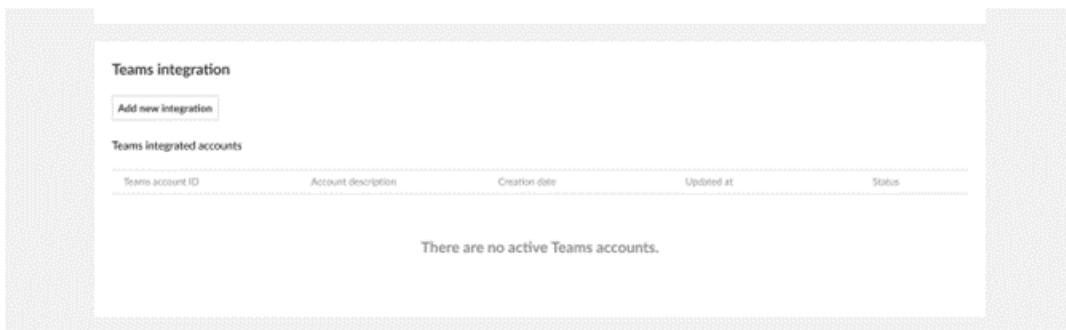
- **Both**

**In case the user doesn't exist** - Choose from:

- **Create new user based on Teams user** (default)
- **Use default user** - add user from account

## Edit Teams account information

In Teams integration, you'll see a list of all active integrations.



The following information is available:

- **Account name**
- **Creation date**
- **Updated at**
- **Status** - Enabled or Disabled

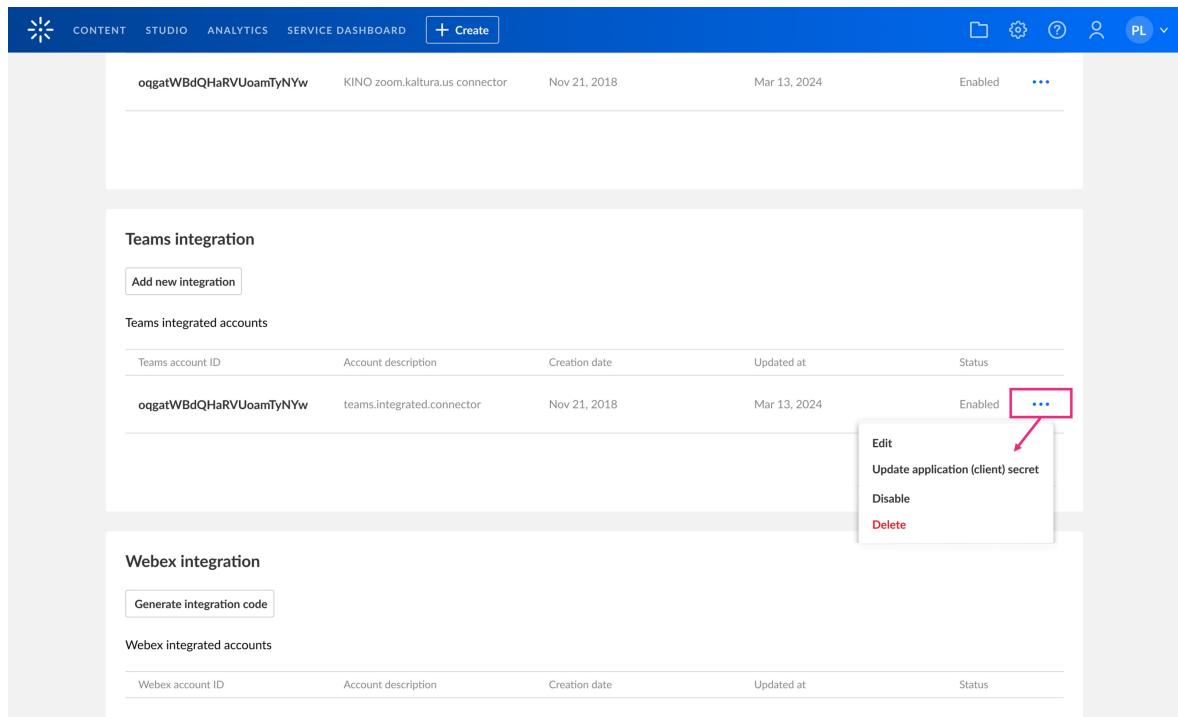
Use the **three dots menu** next to the relevant integration to:

- **Edit** - This opens the integration form.
- **Enable / Disable** - This allows you to enable / disable the integration.

Note: Integration is created in 'disabled' status. To activate it, switch the status to 'enabled' manually.

- **Delete** - This allows you to delete the account.

Note: If the profile status is enabled, a message will display: *Please change integration status to 'Disable' in order to delete it.*



CONTENT STUDIO ANALYTICS SERVICE DASHBOARD + Create

oqgatWBdQHaRVUoamTyNYw KINO zoom.kaltura.us connector Nov 21, 2018 Mar 13, 2024 Enabled ...

**Teams integration**

Add new integration

Teams integrated accounts

Teams account ID	Account description	Creation date	Updated at	Status
oqgatWBdQHaRVUoamTyNYw	teams.integrated.connector	Nov 21, 2018	Mar 13, 2024	Enabled

**Webex integration**

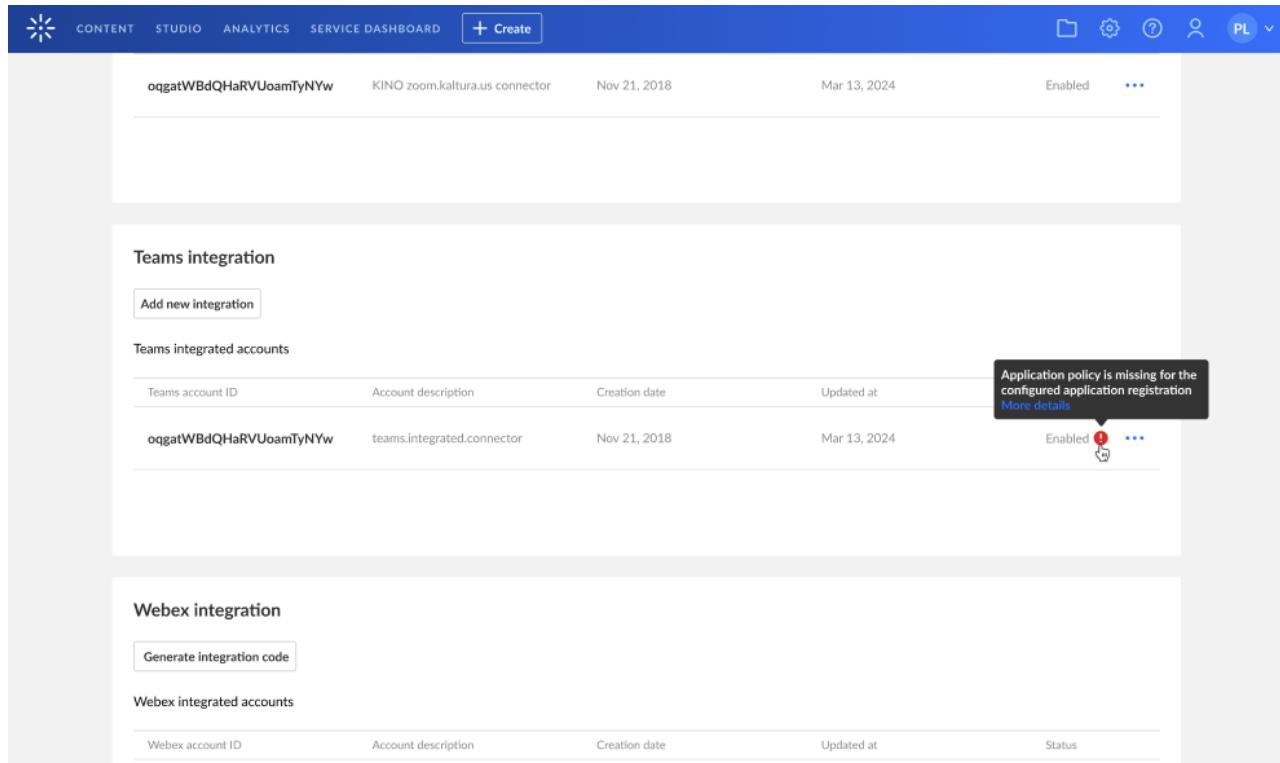
Generate integration code

Webex integrated accounts

Webex account ID	Account description	Creation date	Updated at	Status
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## Troubleshooting

If an error occurs, it will be indicated by a red exclamation mark in the status column (as shown in the example below). Hover over it to see a detailed message, such as *Application policy is missing for the configured application registration*.



CONTENT STUDIO ANALYTICS SERVICE DASHBOARD + Create

oqgatWBdQHaRVUoamTyNYw KINO zoom.kaltura.us connector Nov 21, 2018 Mar 13, 2024 Enabled ...

**Teams integration**

Add new integration

Teams integrated accounts

Teams account ID	Account description	Creation date	Updated at	Status
oqgatWBdQHaRVUoamTyNYw	teams.integrated.connector	Nov 21, 2018	Mar 13, 2024	Enabled 

**Webex integration**

Generate integration code

Webex integrated accounts

Webex account ID	Account description	Creation date	Updated at	Status
------------------	---------------------	---------------	------------	--------

Here's a list of possible error messages and troubleshooting tips:

Error message	Troubleshooting
<i>The provided application credentials are missing the 'OnlineMeetingRecording.Read.All' permission.</i>	Double-check the permissions created in <a href="#">'Request permissions'</a> .
<i>The provided application credentials are missing the 'OnlineMeetingTranscript.Read.All' permission.</i>	Double-check the permissions created in <a href="#">'Request permissions'</a> .
<i>Application policy is missing for the configured application registration.</i>	This likely means the application access policy wasn't created or granted correctly. Check <a href="#">Configure an application access policy</a> .
<i>Access to the Microsoft API was denied.</i>	This means we failed to access the Microsoft API using the configured credentials.
<i>The provided application secret has expired.</i>	To fix this, create a new integration with a new secret. (In the future, it will be possible to update the secret.)
<i>The provided application secret is invalid.</i>	This probably means the application secret was deleted in the Azure console. To fix this, create a new integration with a new secret. (In the future, it will be possible to update the secret.)
<i>Application is disabled</i>	The Azure app you registered for the Teams integration (e.g., "Kaltura Teams Integration") is currently disabled. Ask your Azure administrator to enable the app in your organization's Azure environment (Azure tenant), then try setting up the integration again.