



To record a Zoom meeting:

Recording in Zoom is fairly simple. Use the “Record” button that appears on the bottom of your screen once you have connected on Zoom. When you are finished, it will save the recording to your computer, or to the cloud, where you can access the file later.

A few things to keep in mind:

Do you have a paid Zoom account? If so, you can record to the cloud, which will make it easier to share a file with us. If you are using an iOS or Android device such as a phone or iPad, you will need to have a paid account in order to record.

Do you have a free (Basic) Zoom account? If so, you can record to your computer and share the file with us later.

Be aware that on the free Basic account, meetings are usually limited to 40 minutes.

It’s probably a good idea to have a separate call where you can plan what you will talk about and test out any details like lighting, sound and practicing using the recording function.

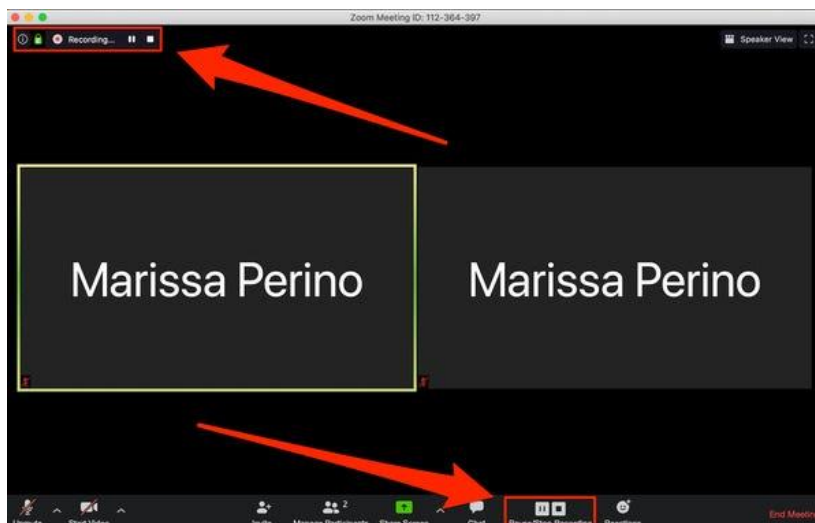
Follow below for more detailed instructions:

1) After starting the meeting, you should see a “Record” button on the bottom of your screen, just to the right of the Chat button. Choose “Record to the Cloud.”



2) If the “Record” button is not visible, the person hosting the meeting needs to enable recording. To do this, log in to your Zoom account in your web browser (zoom.us/signin) and go to Account Settings, choose Recording and make sure the Local Recording option is enabled. (For more instructions on this see <https://bit.ly/3cSJku4>)

4) Once you start recording, you'll see a small "Recording..." indicator in the upper-left corner. You can use the small pause and stop buttons that have appeared there — or use the corresponding buttons that have replaced "Record" at the bottom.



Images from <https://www.businessinsider.com/how-to-record-zoom-meeting>

When you're done, click the "Stop" button (either at the bottom or top left) to end the recording. Depending on your computer settings, a small pop-up may appear that reads, "The recording file will be converted to mp4 when the meeting ends."

After the meeting has ended, Zoom will convert the recording so you can access the files.

Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:

- **PC:** C:\Users\User Name\Documents\Zoom
- **Mac:** /Users/User Name/Documents/Zoom

You can rename these files as you wish. If you recorded on your computer, you will need to share the file with us via Dropbox (since the video file will be too big for email). You can set up a free Dropbox account if you don't have one at www.dropbox.com

Use Exactly to record data about your file:

<https://www.weareavp.com/products/exactly/>

If you recorded to the cloud, you should be able to share the link to the file with us.

You will need to go to your Zoom account and

[Access recording management](#).

Click **Share** to display the recording link information and sharing settings – including making it possible for viewers to download the file.

See more information at <https://support.zoom.us/hc/en-us/articles/205347605>