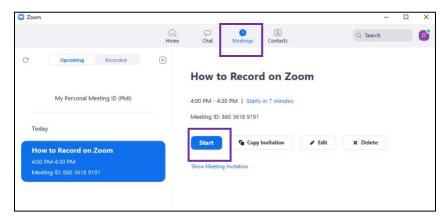


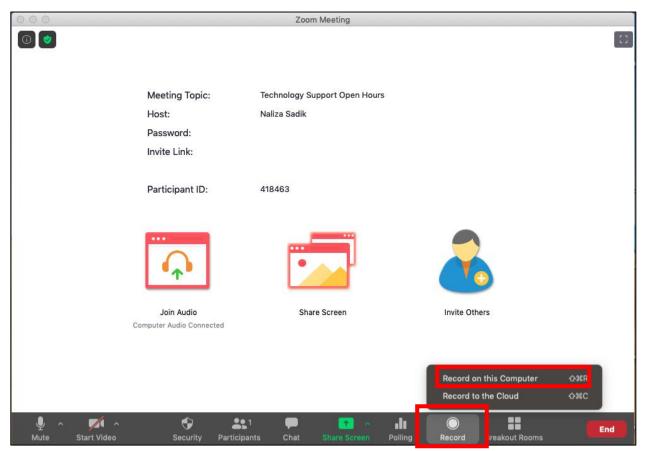
Zoom: Record a Meeting

Sign-into Zoom Client > Meetings > Start a meeting



On the Zoom toolbar > Click Record

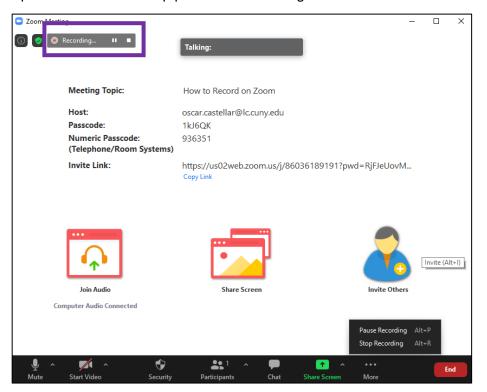
Option 1: Record on this computer – use this option if you are teaching PK-12 students on Zoom and need to record your virtual learning environment. You can upload the video Swivl.



Option 2: Record to the Cloud – use this option if you recording a presentation, regular meeting, etc. and want to share a link to the meeting via email or upload to an course.

C C C Zoom Meeting				
0			[23]	
	Meeting Topic:	Technology Support Open Hours		
	Host:	Naliza Sadik		
	Password:	508659		
	Invite Link:	https://zoom.us/j/98759124505?pwd=TGN2NVJPKzV1ZGR2TS9Bc2JQenhEUT09		
		Copy Link		
	Participant ID:	418463		
	 •			
	Join Audio	Share Screen	Invite Others	
	Computer Audio Connected			
			Record on this Computer O#R	
			Record to the Cloud	
	~ ~			
Mute Start Video	Security Partici;		Polling Record Breakout Rooms	

> Click on Stop or Pause icon to stop/pause the recording



Save Recording:

Option 1: Record on this computer – after meeting ends, the recording will process and automatically save to a Zoom folder on the computer

Convert Meeting Recording You have a recording that needs to be converted before viewing.		
Stop Converting		

Option 2: Record to the Cloud – after meeting ends, the recording will process and automatically upload to Zoom Cloud. You will log-in to your Zoom account to access the recording.

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Account Profile	Personal Meeting ID
Reports	