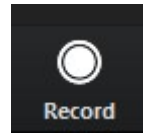


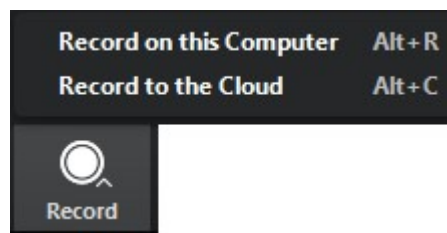
How to Record a Zoom Meeting

If you are going to be recording a Zoom meeting, you must inform the attendees that you will be recording them, what the recording will be used for and how long the information will be kept for. Ensure that you have switched on the setting where only the host can view the recordings of the meetings. It is possible to share a link to attendees after the session with the recording if necessary.

When in a meeting press record in the meeting window.



Zoom meetings can be saved to your local drive or saved to the cloud.

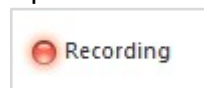


To save your meeting to your local drive select 'Record on this Computer'. To save to the cloud select 'Record to the Cloud'. Note that recordings saved to the cloud will be deleted after 30 days so you must ensure that if you need the recording for longer than this period, you must download it and save it to an appropriate University managed storage location such as a shared drive. Any recordings, like other information, are subject to disclosure to individuals under the Data Protection Act and the Freedom of Information Act.

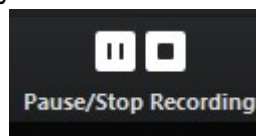
Once recording starts the host will see the following icon on the top left hand corner of the meeting screen:



Participants will see the following icon at the top left hand corner of their screen:

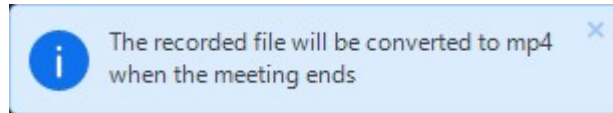


You can stop or pause the recording at any time:



Local Recording

Once the recording is stopped, Zoom will convert the recording so that you can access the file (Zoom recording file).



To view the recording go to the Zoom folder in your local Documents folder:

PC: C:\Users\User Name\Documents\Zoom

Mac: /Users/User Name/Documents/Zoom

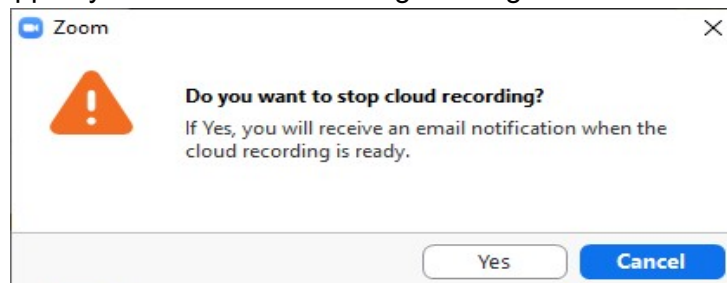
A folder will be created for each recording. The title of the folder will include the date of the recording (e.g. 2020-02-18 below), the time of the recording (e.g. 11.28.37 below), the title of the meeting (e.g. Team meeting below) and the meeting ID (e.g. 572368208 below).



Within this folder you will find Zoom recording files. To convert your recording to MP4 double click on any of the Zoom recording files.

Cloud Recording

Once the recording is stopped you will see the following message:

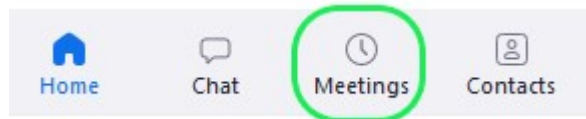


Select 'Yes' or 'Cancel' if you want to continue recording. If you click 'Yes' you will receive an email notification when the recording is ready.

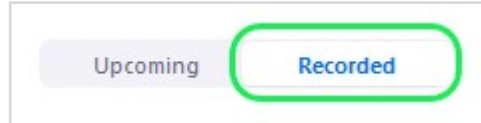
To view your cloud recorded meeting go to your email notification. Alternatively, you can view your recordings from your Zoom web portal by clicking on 'Recordings' and choosing 'Cloud recordings'.



From your desktop app go to the 'Meetings' tab:



From here go to the 'Recorded' tab:



Choose a recording from the menu underneath the 'Recorded' tab and click 'Play':



Important Note. Cloud recordings will automatically be deleted after 30 days for cloud storage management and data security reasons. If you wish to retain your recording you must download it to your local machine within this 30 day period.

[Recording Settings and Security Options](#)

A recorded meeting may contain sensitive information. **It is vital that you control how recordings can be viewed.**

Visit the web portal and go to settings > Recording