

Recording to the Cloud

When you record a meeting and choose **Record to the Cloud**, video, audio, and chat text are recorded in the Zoom cloud. The recordings can be downloaded to a computer or streamed from a browser.

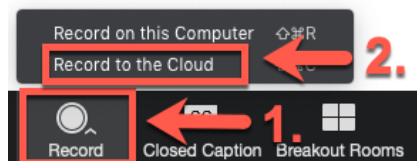
Note: Recordings are only available in the cloud for 120 days. If you need it after that time limit, you can locate it in your Kaltura 'My Media'.

Starting a Cloud Recording

The host must record the meeting or grant the ability to record to a participant.

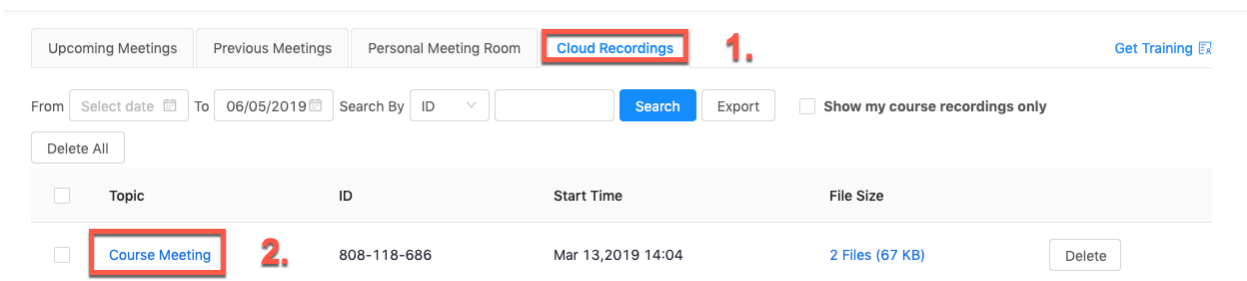
Start a Zoom meeting as the host.

1. Click the option to Record.
2. Select 'Record to the Cloud'



Locating a Cloud Recording in Your Course

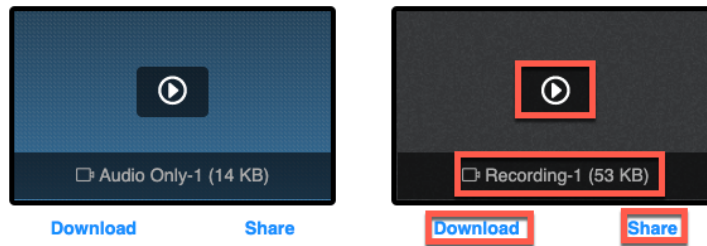
- To locate the recordings in a course, log into the LMS and go to the course the meeting occurred in. Navigate to Zoom.
- Click on the 'Cloud Recordings'.
- Click on the Recording you wish to 'Download' or 'Share'.



- You will see an 'Audio Only' and 'Recording' (Audio and Video). Choose 'Download' or 'Share' from the Recording. You can also view it from here. Your students can also locate the records this way if they are enrolled in the course.

Course Meeting

Mar 13,2019 2:04 PM Eastern Time (US and Canada) ID: 808-118-686



Note: When you record to the cloud, your recordings are also located in your Kaltura 'My Media'. You can share, download or add the file to a course from there.

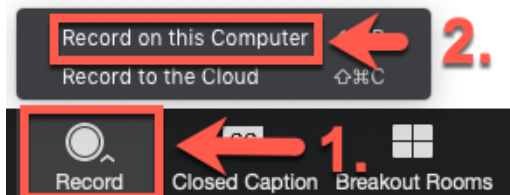
Local Recordings in Zoom

Starting a Cloud Recording

The host must record the meeting or grant the ability to record to a participant.

Start a Zoom meeting as the host.

1. Click the option to Record.
2. Select 'Record on this Computer'



Zoom also offers local recording, which saves the recording files to your computer. Local recording allows users to record meeting video and audio locally to a computer. After the meeting has ended, Zoom will convert the recording so you can access the files. Once the conversion is complete, the folder containing the recording files will open.

Locating Your Recordings from Your Account

To manage your recorded meetings or share a recording with others, log in to your account from the [portal](#) and navigate to the [My Recordings](#) page.

Note: If your meeting has not finished converting, the recording will show in the list with the *Processing Recording* label. Once the recording has finished converting, you will be able to view, share, download or delete your cloud recording.

