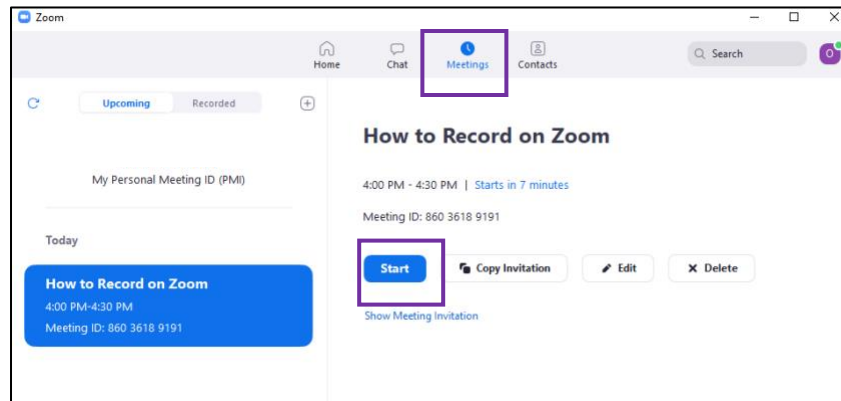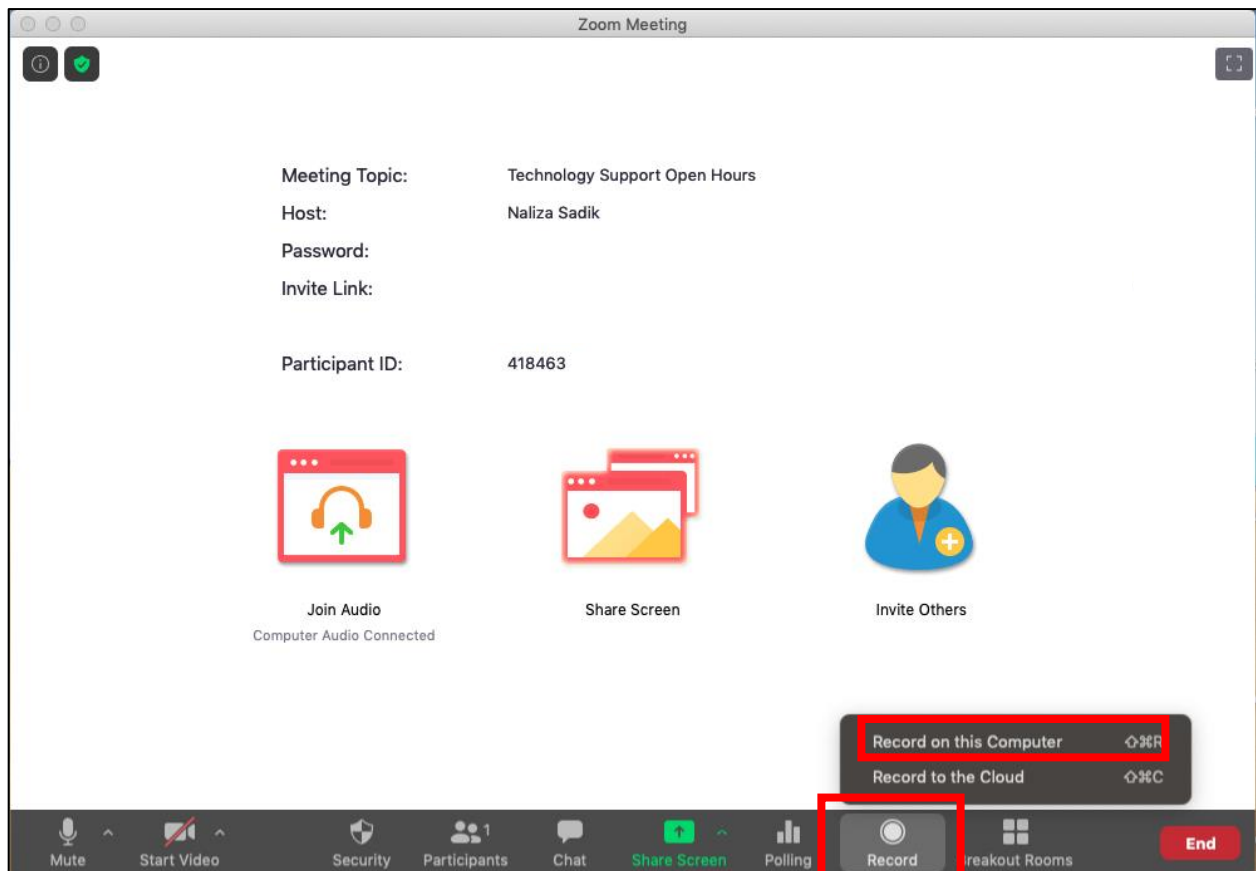# Zoom: Record a Meeting

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.
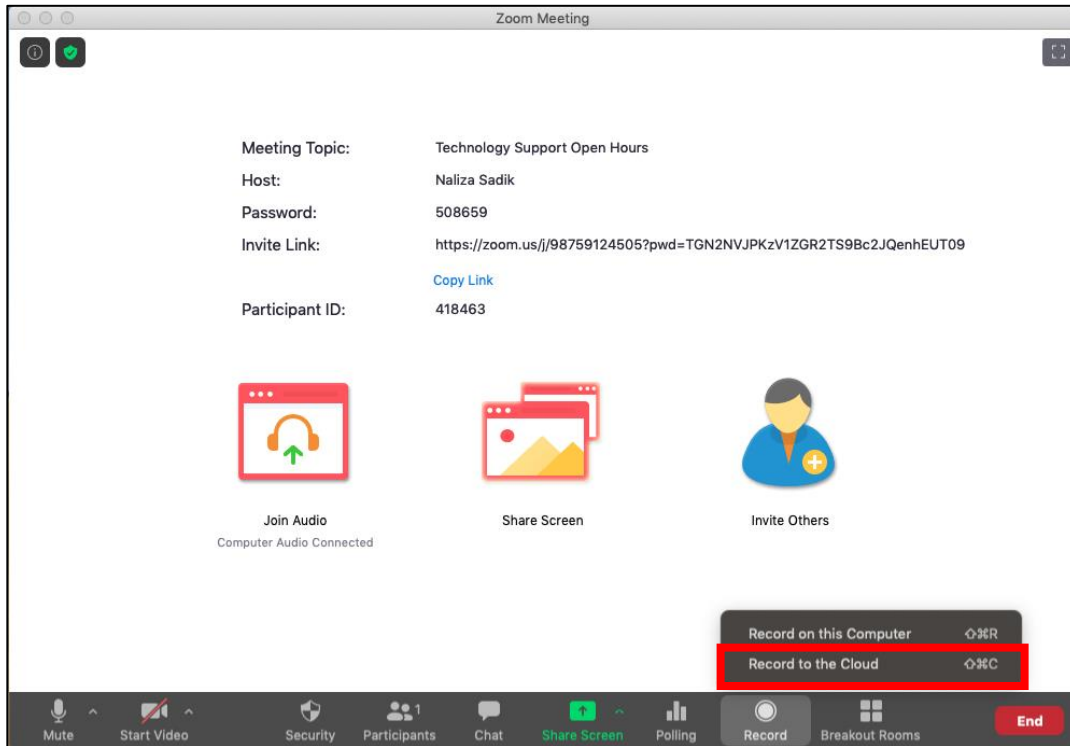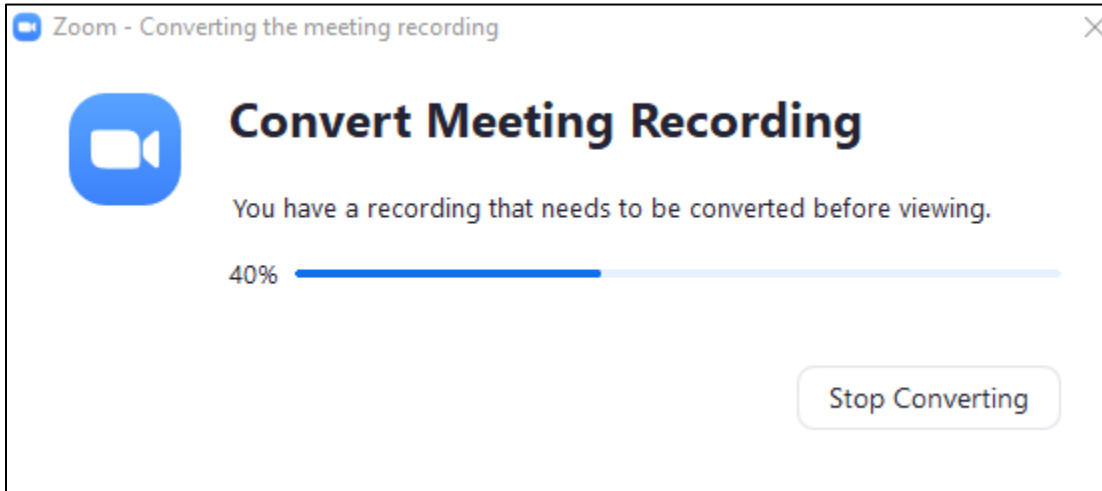

> Click on Stop or Pause icon to stop/pause the recording
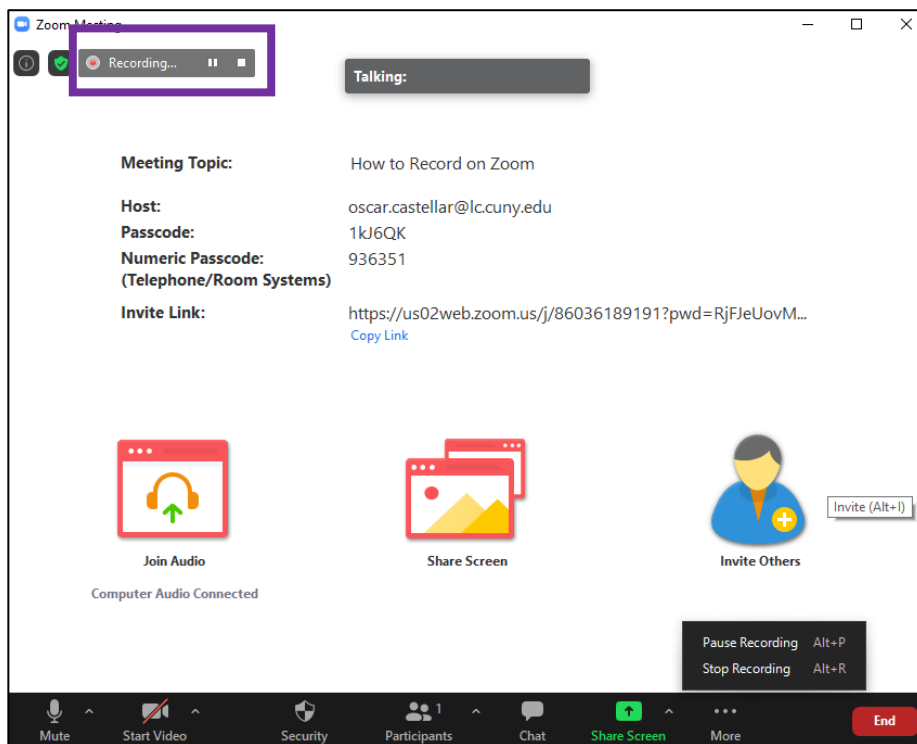
Save Recording:

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

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.