**Zoom: Record Meeting with Zoom Cloud**

**Note:** You must join the meeting audio either through telephone or computer audio in order to record the meeting's audio.

By default, only the host can record meetings, though recording rights can be assigned to participants. While you are in a Zoom meeting, move your mouse around the screen to toggle the menu bar.

1. On your Zoom menu bar, select "Record". Then select “Record to the Cloud”

2. All participants in meeting will see a recording indicator in the upper-left corner of their screen

   ![Recording Indicator](image1)

If you’re the host, you will see this button appear in the upper left corner:

![Recording Indicator](image2)
3. When your session is over, click the stop recording button on the Zoom menu bar or in the upper-left corner.

   a. If you launched the Zoom session from within your Blackboard course, then the recording will automatically appear in the Cloud Recordings tab within Zoom in Blackboard. The recording will appear after it finishes processing (processing times depend on the recording length). You and your students will be able to access the recordings from that Cloud Recordings tab within Zoom in Blackboard. You will also receive an email from Zoom after it finishes processing, which includes a link to view the recording details and link to share with others.

   b. If you launched the Zoom session from outside of Blackboard, you will receive an email from Zoom after it finishes processing, which includes a link to view the recording details and link to share with others.

You can view and manage your Cloud recordings by logging into your Zoom account at [https://villanova.zoom.us](https://villanova.zoom.us)