

Zoom: Record Meeting with Zoom Cloud

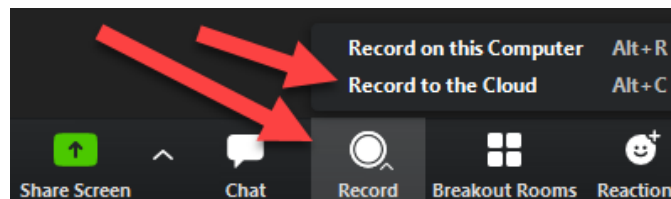
Note: VU Faculty - It is recommend that you select the “Record to the Cloud” rather than “Record on this Computer”. Recording to the Zoom cloud will make it easier for you to share the link with your students.

- By default, only the host can record meetings, though recording rights can be assigned to participants.
- Prior to recording your Zoom meeting, it is best practice to please notify the meeting participants that you will be recording the meeting and with whom the recording will be shared.

While you are in a Zoom meeting, move your mouse around the screen to toggle the menu bar.

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

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



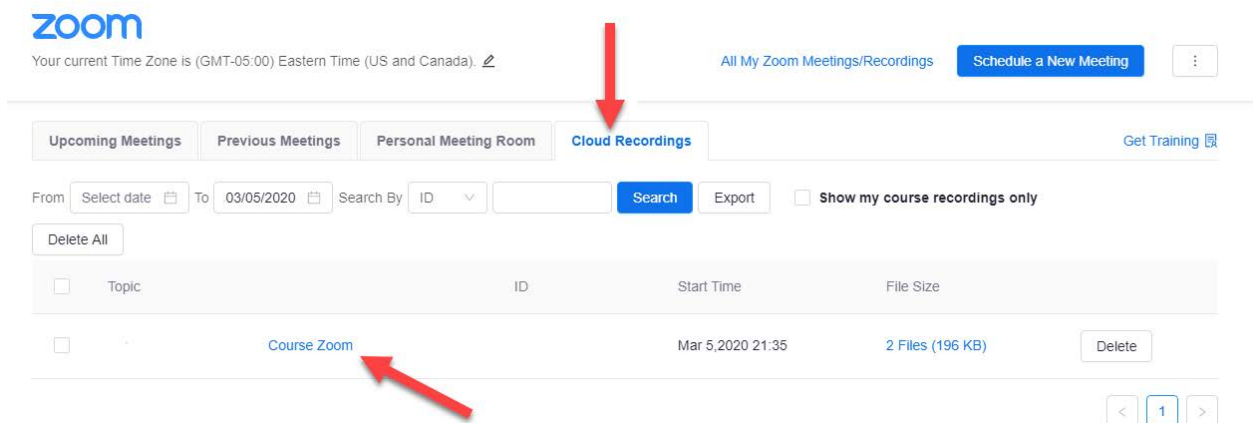
2. All participants in meeting will see a recording indicator in the upper-left corner of their screen



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

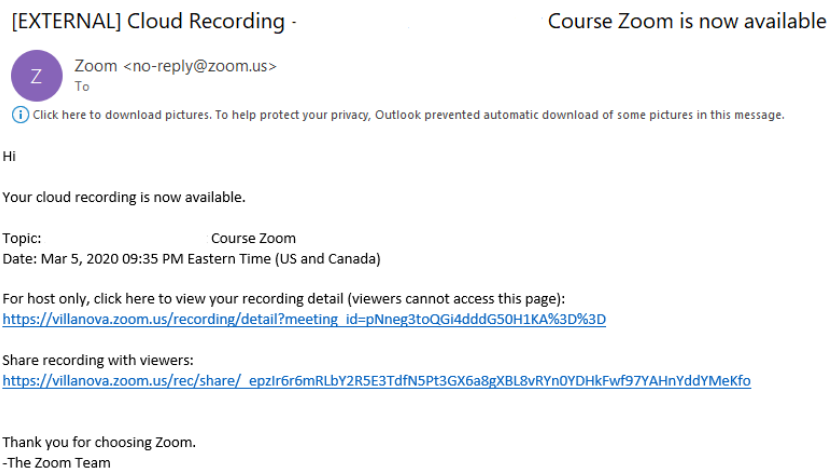


3. When your session is over, click the stop recording button on the Zoom menu bar or in the upper-left corner.
 - a. If you launched the Zoom session from within your Blackboard course, then the recording will automatically appear in the Cloud Recordings tab within Zoom in Blackboard. The recording 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>



4. Note: Zoom Cloud Recordings are kept for 150 days after the recording date. If you need to keep your Zoom cloud recordings you can download them by logging into <https://villanova.zoom.us>, selecting Recordings, select your recording, and select download.
 - a. After that 150 day period, if you need to share that Zoom Cloud Recording, you can upload that Zoom Cloud Recording to Villanova's MyMediasite system. [Learn more about MyMediasite.](#)
 - b. If you need to simply keep the recording for your own archive, we encourage you to upload to your Microsoft OneDrive account, available via [Office 365 \(https://office.villanova.edu\)](#)