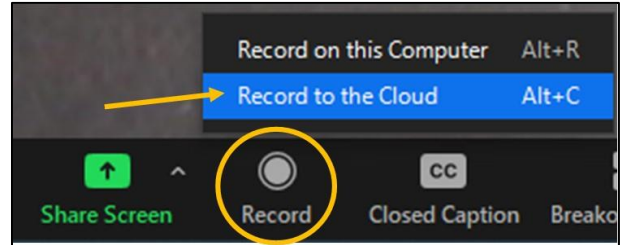


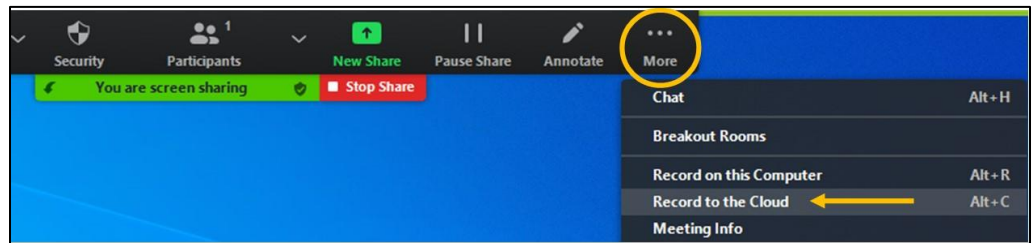
# Recording Settings in Zoom

## Option 1: Record to the Cloud (not your computer)

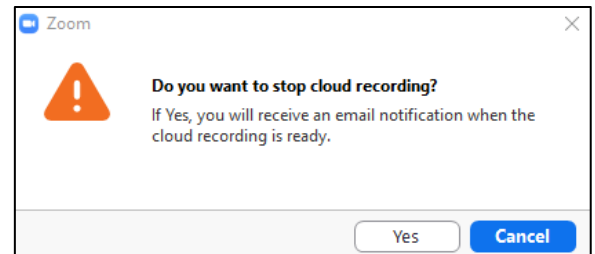
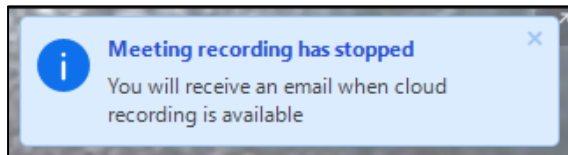
1. Open Zoom ([www.zoom.us](https://www.zoom.us)) and begin your meeting.
2. If you are NOT sharing your screen and wish to record, click the **RECORD** button in the toolbar at the bottom of the screen. Choose **Record to the Cloud**.



3. If you are sharing your screen, you will find the **RECORD** feature in the **MORE** button in the toolbar at the top of the page. Choose **Record to the Cloud**.

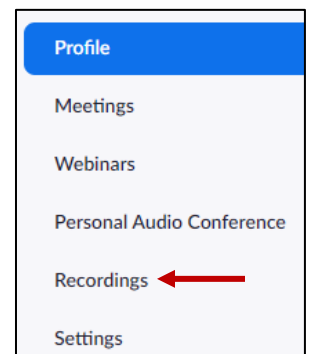
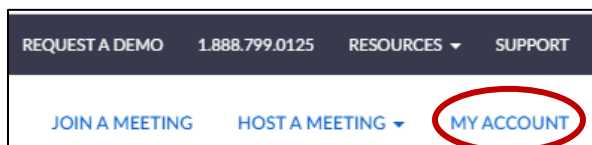


4. When you finish recording, go back to the toolbar and choose **STOP RECORDING**. You will be asked if you wish to stop recording. Select **YES**. You will receive an email notifying you when the recording is available.  
**Recordings will not be saved until the meeting ends.**



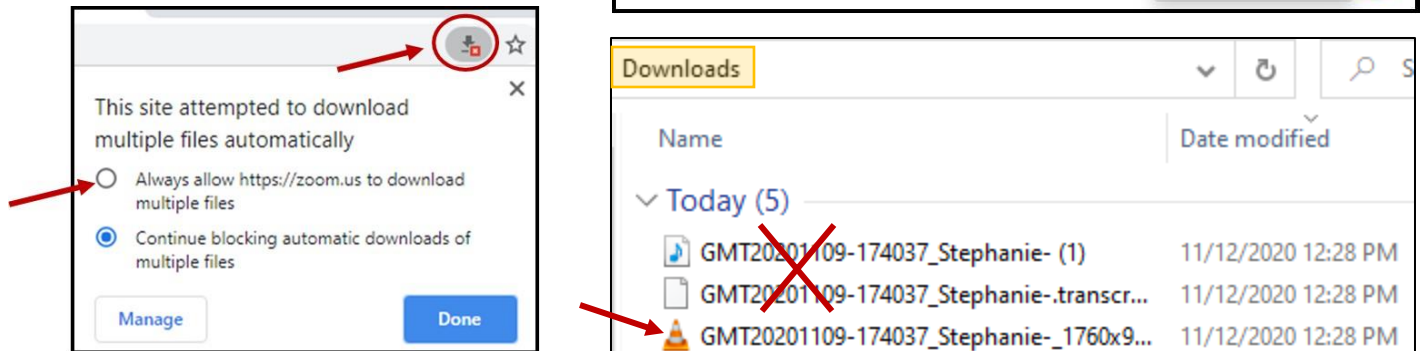
5. The email that you receive will provide TWO links. The first link is for the HOST only. You will need to be signed in to Zoom to view this link. The other is a passcode protected link that you can provide to students. You can give students both the link and the passcode in either Google Classroom or Class DoJo. **REMINDER: Cloud recordings will be deleted automatically after 30 days.**

6. If you wish to **DOWNLOAD** the video, you will need to log into your Zoom account. Click on **MY ACCOUNT** in the top right corner. Then click on **RECORDINGS** on the panel on the left. This is where you will find a list of all videos that you recorded to the cloud.



- Click the **MORE** button at the end of the video line. Select **DOWNLOAD**.

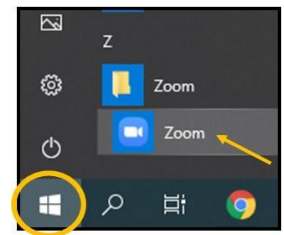
**NOTE:** If nothing downloads, check the top of your webpage to make sure the download has not been blocked.



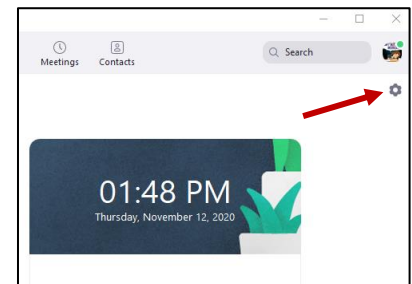
This will download 3 files (an MP4 video, an MPEG4 (audio only), and a file that is for transcripts). Please be sure to give your students the **MP4**. It will most likely have an orange traffic cone next to it.

## Option 2: Change the Default Storage Location

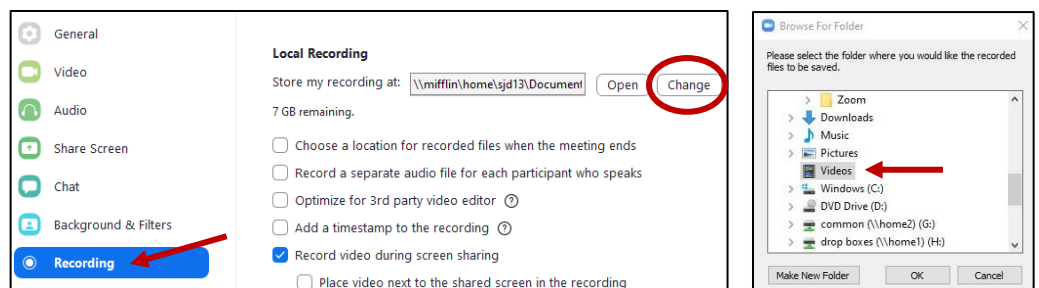
- Click on the **Start** menu and open **Zoom**.
  - If Zoom is not listed under the Start Menu, then you need to open the Internet and go to [www.zoom.us](http://www.zoom.us). Sign in to your account.
  - You must start a meeting in order to download the program to your computer. After you start the meeting, you can immediately close the meeting.
  - Now click on the Start Menu and see if Zoom is listed in alphabetical order.



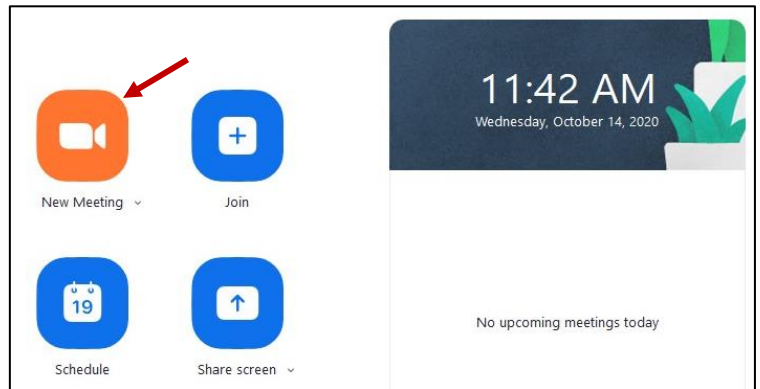
- Open **Zoom** through the **Start Menu** and **SIGN IN**.
- Click on the **SETTINGS** button in the upper right-hand corner and then choose the **RECORDING** section on the left.
- Choose **CHANGE** in the top right corner to select a different default storage location.



- Choose **VIDEOS**. This temporary storage location does not have a size limit. Press **OK** and close the settings box.



6. You can then just open a Zoom meeting and record your video from here. Click the **ORANGE** button that says **NEW MEETING**.
7. After you open your meeting, press the **RECORD** button and choose **Record on this Computer**.
8. When you end the meeting, Zoom will convert the recording and save it to the **VIDEOS** folder.



9. You can access the **VIDEOS** folder by clicking on the **YELLOW FOLDER** at the bottom of your screen and finding VIDEOS listed on the left side panel.



**\*NOTE:** The Videos folder is not backed up to our servers. Therefore, you will want to move this file after it is saved. You can cut and paste it to a flashdrive or you can upload it to Google Drive. I would not recommend saving all of your videos in your Documents folder as videos take a lot of storage space. You have unlimited storage in your Google Drive.

