



Zoom Recording / Chat

VIDEO TUTORIAL

How to Record a meeting in Zoom (Video and Audio)

This excellent video gives in-depth information on recording!

<https://support.zoom.us/hc/en-us/articles/360059781332-Getting-started-with-recording>

SIMPLE STEP-BY-STEP

Recording meetings and webinars can be very helpful, enabling those who missed to catch up. You can record webinars, educational pieces, and more. First it is ethical and recommended to have consent from all participants before recording a Zoom meeting.

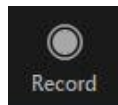
On iPad or Phone

1. In Zoom (upper-right), go to and select **Settings** icon
2. In settings menu, turn on **Recording**



On Desktop or Laptop Computer

1. **Move your mouse** to reveal the icons at the bottom of the screen.
2. Select the **Record** button.



Free subscribers can **Record on this computer**

Paid subscribers can *also* **Record to the cloud**

You are now recording.

To Stop Recording

1. Click-select Pause/Stop Recording or End Meeting.
2. Once the recording has been stopped, the recording must be processed before viewing.
3. Zoom will send an email to the host's email address when the process is completed.

To save the Chat

To save the Chat manually:

- a. When in your zoom meeting, click on **Chat**.
- b. At the bottom of the chat window, click ..., then **Save Chat**.
- c. This will save your chat to your **local recording location**.

The default location of a saved Chat is your Documents folder / Zoom / Folder with meeting name, date, and time.

If you have a paid Zoom license, enable group messaging archiving on your account:

- a. Sign in to the Zoom web portal.
- b. In the navigation menu, click Account Management then IM Management.
- c. Click the IM Settings tab.
- d. In the Storage section, go to the Cloud storage option and verify the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.
- e. Once enabled, select the amount of time you would like to save chat messages for. Messages can be saved on Zoom's Cloud for up to 10 years.

Archiving chat messages using cloud storage

<https://support.zoom.us/hc/en-us/articles/210615143-Archiving-chat-messages-using-cloud-storage>

MORE INFORMATION

Finding and viewing local recordings

<https://support.zoom.us/hc/en-us/articles/206277393>

Note: Local recording is available to free and paid subscribers, but is not supported on iOS or Android cell phones or iPads. Local recording allows participants to record meeting video and audio locally to a computer.

Recording in progress

Zoom will always notify meeting participants that a meeting is being recorded. It is not possible to disable this notification. For participants joining by computer or mobile device, the screen will display a recording notification.