

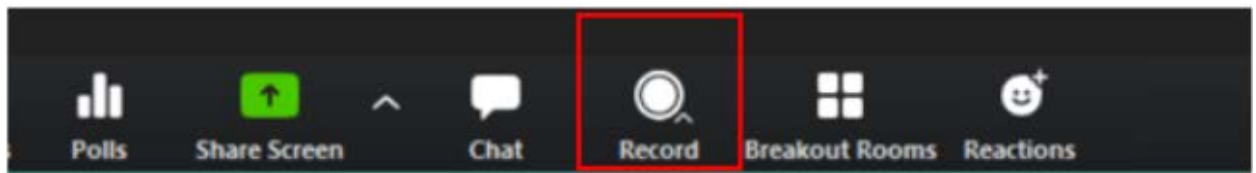
RECORDING AND SHARING A MEETING – ZOOM

Enabling Recording Option in Zoom

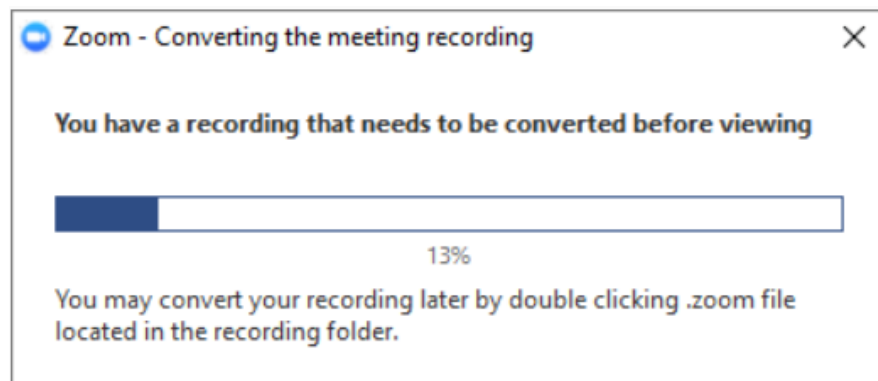
1. Sign in to Zoom
2. Click on **Settings** on the left hand menu
3. Click on the **Recording** Tab
4. Turn on Local Recording and Cloud Recording
 - a. You can customize each option

Recording a Meeting

1. Once you start a Zoom meeting as the Host
2. Click the option to **Record** on the bottom menu of the Zoom meeting
 - a. You have two options **Record on this Computer** or **Record to the Cloud**.
 - i. **Record on this Computer**. This option stores the file locally and can later be uploaded to a file storage service like Dropbox.
 - ii. **Record to the Cloud**. This option stores the recording in the Zoom application which will need to be downloaded to share it.



3. Once the meeting has ended, Zoom will convert the recording and you will be able to access the files.



Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

Accessing Recorded Meeting – Record on this Computer

By default all local recordings are stored in the **Documents** folder under **Zoom**

Accessing Recorded Meeting – Record on to the Cloud

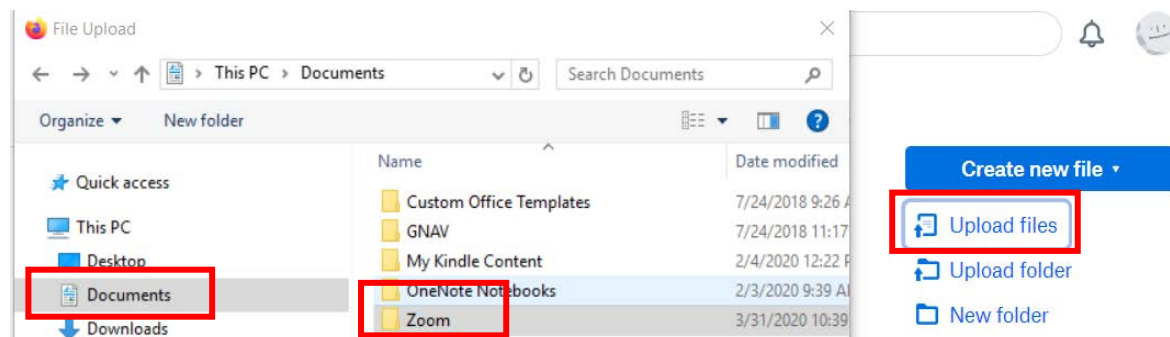
3. Click the **Recordings** tab on the left hand side
4. Once in the **Recordings** page, you will find a list of recorded meeting
 - a. You have the option to **Share** the recorded meeting(s) by copying the link provided to you and also modify permission of who can view/ download the recorded meeting(s).
 - b. If you click on **More** option, you have the choice to either **Download** or **Delete** the recorded meeting.

For more information you can visit the [Zoom Recording Link](#)

Uploading and Sharing Recordings in Dropbox

Record on this Computer

1. Login to <https://dropbox.cuny.edu> (with CUNY Login credentials)
2. In the Home tab, click **Upload Files**
3. The file upload windows comes up, click **Documents** on the left

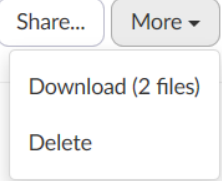


4. Double click **Zoom** folder, select Recording (*saved by date*) you would like to upload, double click on zoom_0 file.
5. Click **Upload**
6. In Dropbox you can share the file with your students or download it by clicking the three horizontal dots on the far right of the file.



Record on to the Cloud

1. On the left hand side click on **Recordings**, list of recording will be available to **Share** or **Download** and **Delete**.
2. Click on **Download** to save on your computer, from your Dropbox account you can upload the file.



3. Once you login to Dropbox, in the Home tab, click **Upload Files**
4. The file upload windows comes up, select the location where you saved the recording, click **Upload**.