FLORIDA ATLANTIC UNIVERSITY
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Zoom Recording: Recording Meetings

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Recording a Zoom Meeting

Reminder: Do not record meetings that may potentially discuss HIPAA sensitive data.

Zoom has two types of recordings, local recording and cloud recording (recommended). Both options provide standard MP4 video, M4A audio, and chat text files.

- Local recordings, which come standard with all Zoom accounts, are saved to your computer.
  - **Warning**- loss of internet or computer issues may interrupt the recording process
- Cloud recordings (recommended), included with verified fau-edu.zoom.us accounts, are saved to the Zoom Cloud where they can be viewed, shared, and downloaded.
  - **Warning-** Zoom Cloud recordings are stored on the fau-edu.zoom.us portal for **180 days**. Please download the MP4 video file prior to the expiration.
  - If you would like the video posted for dissemination, create a COMSupport.FAU.edu IT ticket with the recording link, title, date, and time of the recording. Ed Tech can assist with posting video recordings to Mediasite.

Start recording

After starting your meeting, you start recording by pressing **Record**  on the bottom of your Zoom meeting window. If you have cloud recording enabled, a pop-up will appear asking where you want to record: **Record on this Computer** or **Record to the Cloud**. You'll know recording has begun because a red light will appear in the upper left corner of your Zoom window with the words "Recording."

- Click on the pause icon  if you want to pause the recording.
- Click on the start icon  when you are ready to resume recording.
- Click on the stop icon  when you're ready to stop the recording.

Your local recording

Your local recordings are stored to your computer hard disk. By default, they're in your Documents folder in a file named zoom. Here are more details on finding your local recordings. You can also enable automatic recording, a setting that is off by default.

Your cloud recording

Your cloud recordings are stored in the Zoom cloud. They are in your Recording tab of your Zoom web portal, which you can password protect, share, and download. This feature is off by default, and is available to paid Zoom Pro, Business, Education, and Enterprise plan subscribers. One great thing about cloud recording is that you can do it from your mobile device, Zoom Room, as well as your desktop.

Your cloud recording:

Your cloud recordings are stored in the Zoom cloud.

1. Navigate to FAU-edu.Zoom.us
2. Sign in to Zoom using your FAU credentials
3. Locate the meeting from the Recording tab of your Zoom web portal
4. From here, you can password protect, share, and download.
5.

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