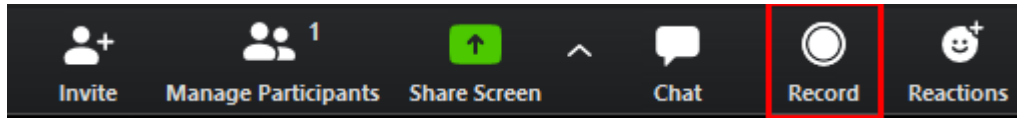


Record Locally in Zoom

Step 1 | Start the Recording

With the Zoom meeting window open, hover your mouse over the bottom of the window. You should see a bar like the image below. Click the Record button to start recording. If you see an upward triangle. That indicates you have additional options. Make sure you select "Record to this Computer".

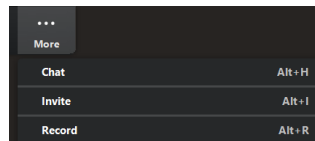


You can pause or stop your recording at any point during the meeting. Clicking End Meeting will stop the recording also.



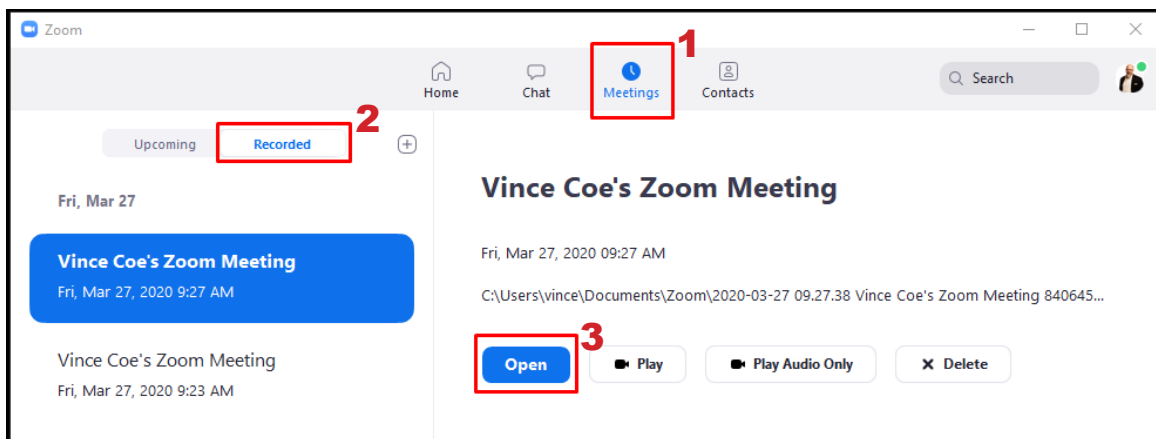
Share the Screen

Either before or after you start your record. Select Share Screen to select and start sharing the screen with the content you wish to record. You can start the recording after sharing the screen by going to More and selecting Record.



Step 2 | After the Meeting

After your meeting is finished. In the Zoom client go to Meetings at the top of the Zoom window. To see your recordings click on Recorded. After you select the meeting you want to view, click Open. This will open the folder where the recording is saved. By default the recordings are saved in your Documents folder in a sub-folder called Zoom.



If you recorded to the Zoom Cloud. Clicking open will redirect you to your Zoom web account.

