

Zoom Meeting Recording


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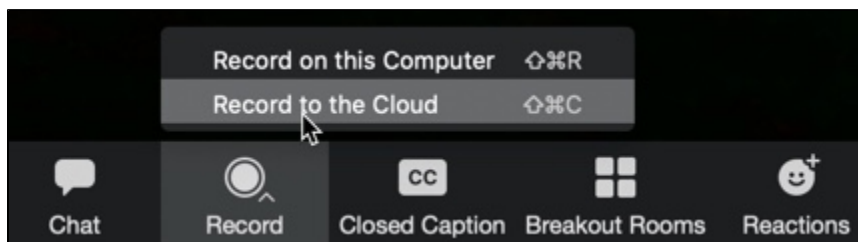
On this page:

[Recording From Within a Meeting](#)
[Scheduling a Meeting to Record](#)
[Where are my recordings?](#)
 [Zoom Cloud Recordings](#)
 [Local Recordings](#)
[See Also](#)

Recording From Within a Meeting

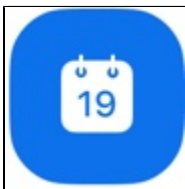
Simply click the record button at the bottom of the Zoom window and select if you prefer to record in the cloud or locally.

 We recommend saving any videos made in Zoom there, in the "Zoom Cloud". MIT's Zoom service has a legal agreement ensuring data privacy. You can then share a link to that video via Stellar/LMOD, email or other sites.



Scheduling a Meeting to Record

1. Open the Zoom app.
2. Authenticate, if prompted, via [Touchstone Authentication](#)
3. Click **Schedule**.



4. Expand the "Advanced Options"
5. Select "Automatically Record Meeting" and if you prefer to record in the cloud or locally.

☐ Recurring meeting Time Zone: Eastern Time (US and Canada) ▾

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 617-████████

Password

☐ Require meeting password

Video

Host ☒ On ☐ Off Participants ☒ On ☐ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States and other 54 countries/regions [Edit](#)

Calendar

☒ iCal ☐ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options ^

☐ Enable Waiting Room

☒ Enable join before host

☐ Mute participants on entry

☒ Only authenticated users can join: MIT Touchstone

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☒ Automatically record meeting

☐ Locally ☒ In the cloud

Alternative Hosts:

6. Click **Schedule**

Result: Your meeting is scheduled and will automatically record.

Where are my recordings?

Zoom Cloud Recordings

If you recorded the meeting in the cloud, you'll receive an email when the recording is ready. It will be here: <https://mit.zoom.us/recording> (Touchstone Authentication Required). The email will also include a sharing link that you can distribute via Stellar/LMOD, email or other sites.

Local Recordings

Each meeting recording is saved on your local disk to its own folder named with the date, time, and meeting name. By default, these folders are located in **Documents > Zoom** on Windows, MacOS, and Linux.

See Also

- [Zoom Landing Page](#)