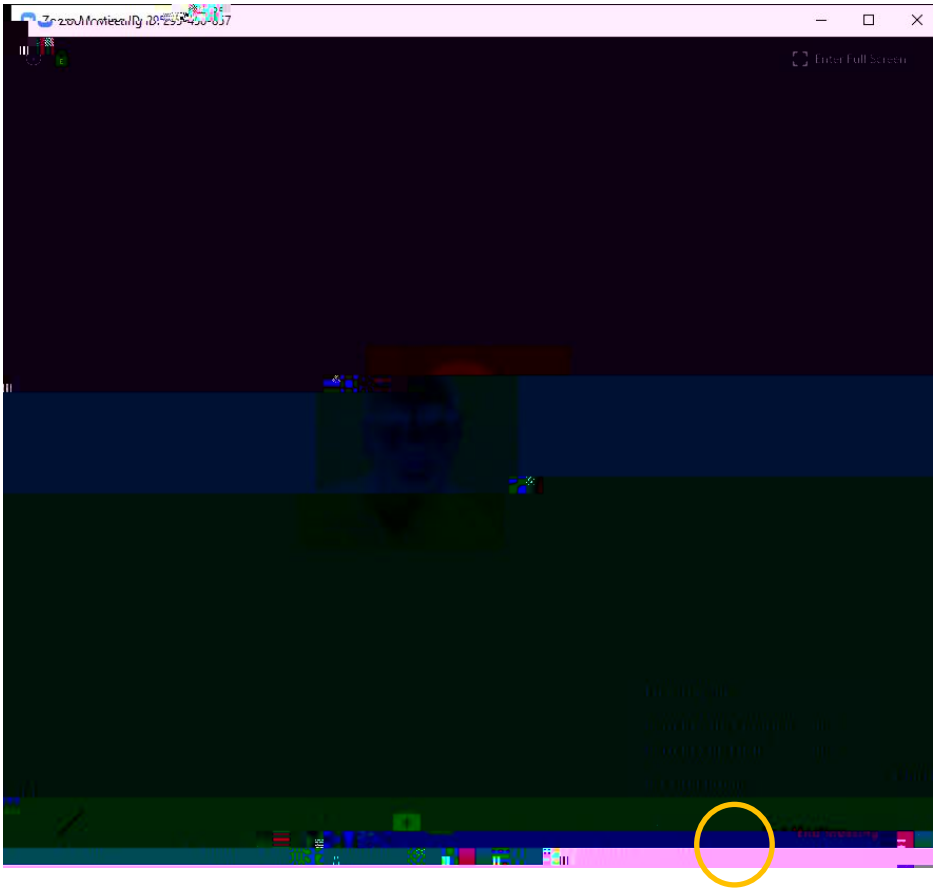
Recording Zoom Meetings

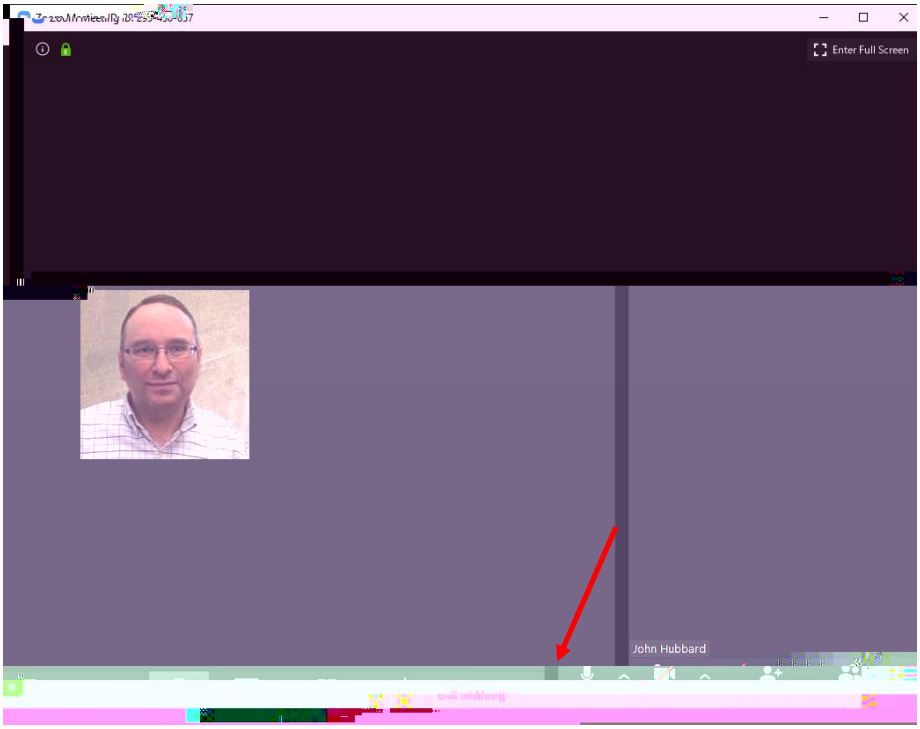
The host of a Zoom meeting can choose to record the meeting. Meeting participants must agree to being recorded to join the meeting. The following documents the process for desktop recording once a meeting is started:



This meeting window is slightly minimized, so the Record options must be accessed from the More… menu on the bottom right of the window.

You'll note the option to "Record on this Computer" and the option to "Record to the Cloud".

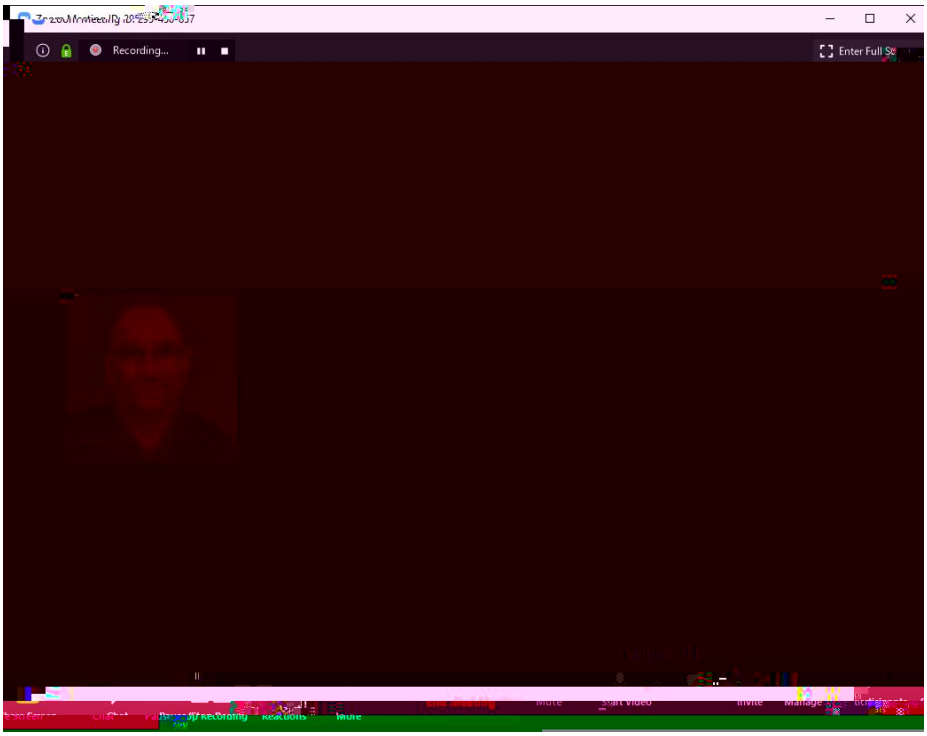
The balance of this section refers to recording on your Computer.



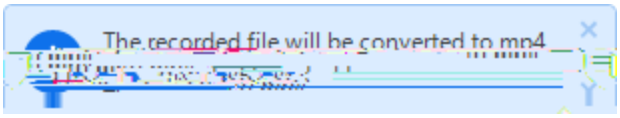
This meeting window is fully displayed, so the Record button is displayed among the menu items at the bottom of the window.

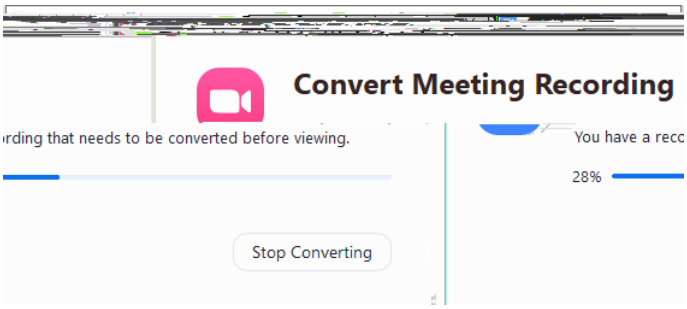
Clicking the Record button will bring up the option to "Record on this Computer" and the option to "Record to the Cloud".

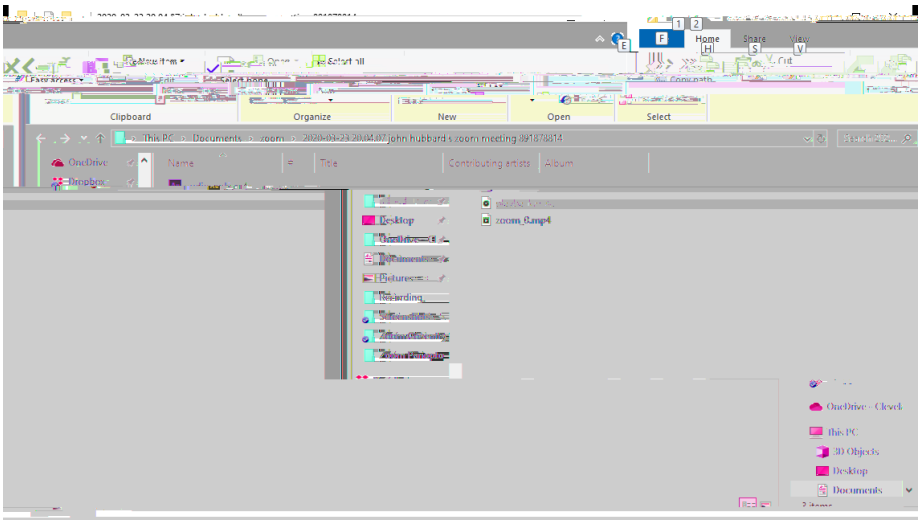
The balance of this section refers to recording on your Computer.

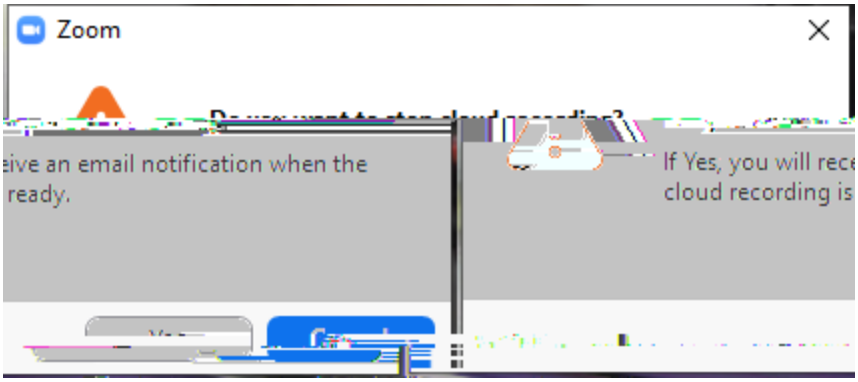


This is the meeting while it's recording to your Computer. Note that Pause and Stop buttons



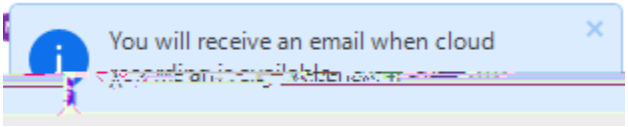




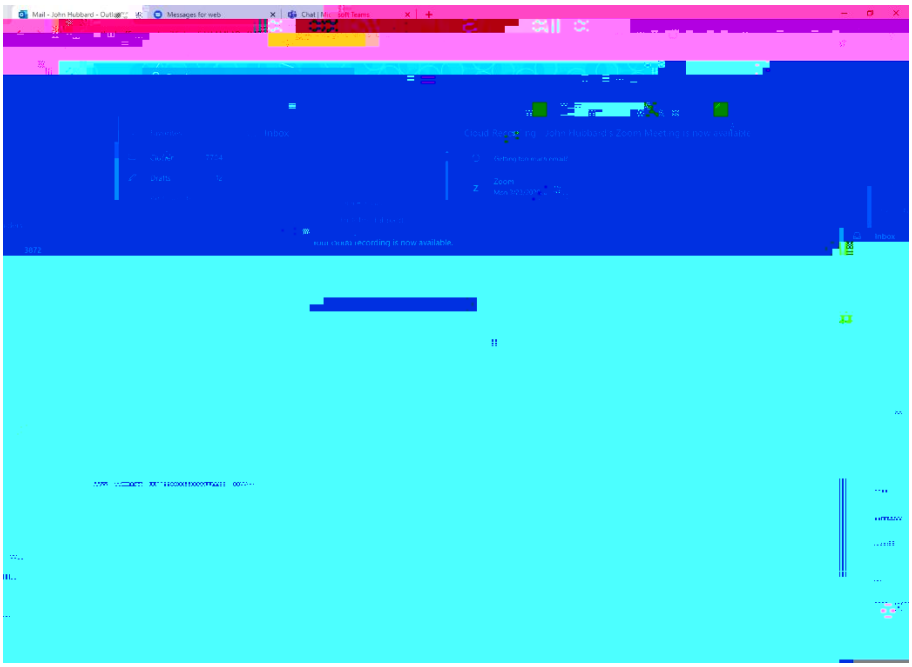


When you stop Cloud recording, you'll see this message.

Note that processing does not begin until the meeting ends.



Clicking Yes above will generate this notification. Note that email is your notification when processing is done.

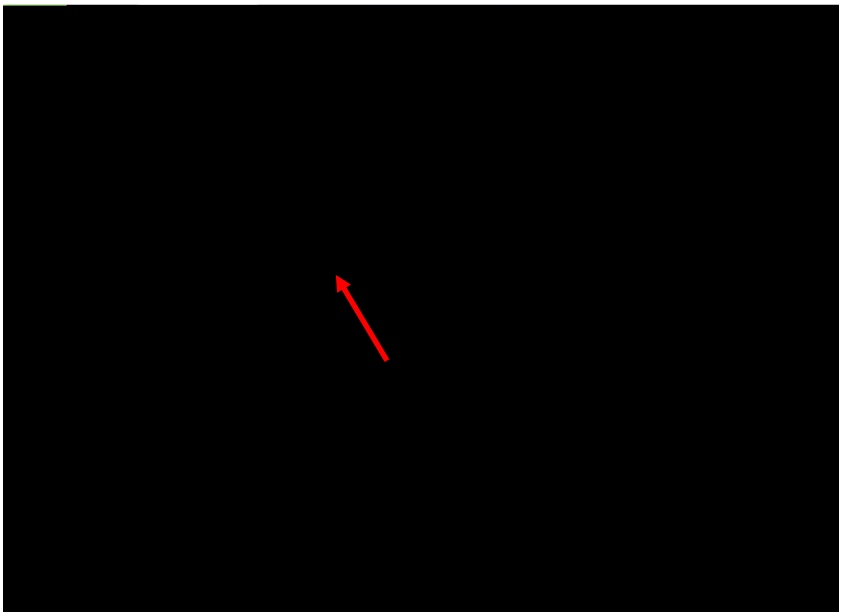


An email notification from Zoom informs you that the Cloud processing is done.

Two links are provided. The first can only be accessed by the meeting host. The second can be shared with participants.

The first link gives meeting hosts the opportunity to download the recording.

Please be aware that Cloud recordings are currently saved for 90 days and then deleted.



This is where Cloud recordings are saved. You can follow the link in email or access this via the web (csuohio.zoom.us) or the desktop client (Click on Meetings in the top menu and then the Recorded tab).

Click the Download link to save the recording to the destination of your choice (i.e. your PC or OneDrive).

To learn about uploading these recordings to Panopto, check this link: https://support.panopto.com/s/article/Batch-Upload-Video-Files?t=1585009549300