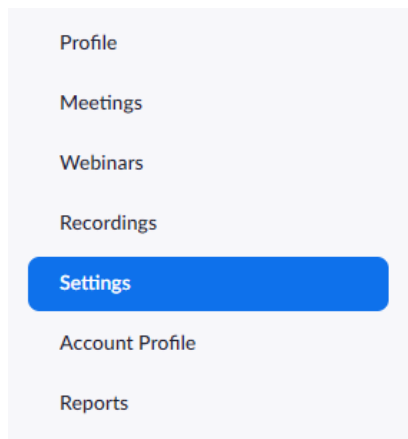


# Setting up recording for your Zoom Meetings

## Enable Automatic Recording for a user

1. Sign into the Zoom web portal (<https://lingnan.zoom.us/signin>) and click **Settings**.



2. Navigate to the **Recording** tab and verify that the **Automatic Recording** Setting is enabled. If the setting is disabled, click the Status toggle to enable it.
3. Select either to **Record on the local computer** or **Record in the cloud**<sup>1</sup> and click **Save**.



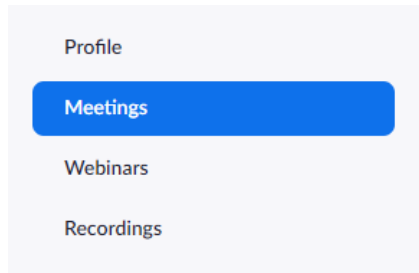
**Note:** If you have turned on automatic recording in your Meeting Settings, it will be set for any meetings that you schedule afterwards. It will not apply to existing meetings or your Personal Meeting ID. You will need to enable it for these meetings individually.

## Enable Automatic Recording for your Meeting

1. Sign in to Zoom web portal (<https://lingnan.zoom.us/signin>) and click **Meetings**.

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<sup>1</sup> Cloud recording is enabled for staff and departmental users only.



2. Click on Schedule a Meeting or select the meeting topic from the list of Upcoming Meetings and click **Edit this Meeting**.

**Note:** You can also select your PMI (Personal Meeting ID) by clicking on the **Personal Room** tab.

A screenshot of the Zoom 'Meetings' interface. At the top, there are four tabs: 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. The 'Personal Room' tab is selected and highlighted with a red box. Below the tabs, there are two sub-tabs: 'Details' and 'Poll'. The 'Details' sub-tab is active. The main content area shows the following information:

- Topic: ITSC's Personal Meeting Room
- Meeting ID: 388 699 5628
- Security: ✓ Passcode \*\*\*\*\* Show
- Join URL: https://lingnan.zoom.us/my/lnitsc?pwd=...
- Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Video: Host: On, Participant: On
- Audio: Computer Audio
- Purpose (Required):

At the bottom, there are three buttons: 'Start', 'Copy the invitation', and 'Edit'. The 'Edit' button is highlighted with a red box.

3. Under **Meeting Options**, check **Automatically record meeting** and select either local or cloud recording, whichever is available.
4. Click **Save**.

Meeting Options

- Allow participants to join anytime
- Mute participants upon entry
- Require authentication to join
- Breakout Room pre-assign
- Automatically record meeting

On the local computer     In the cloud

\* Purpose (Required)

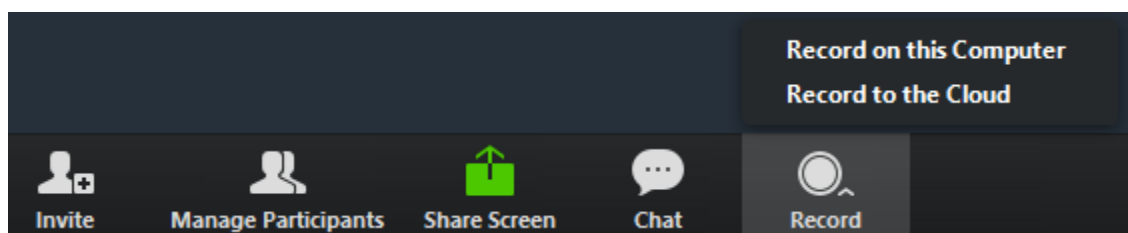
Alternative Hosts  Example: mary@company.com, peter@school.edu

## Manual Cloud Recording

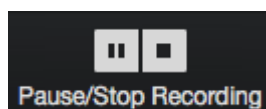
**Note:** Only hosts and co-hosts can start a cloud recording. If you want a participant to start a recording, you can make them a co-host or allow them to record the meeting locally. Recordings started by co-hosts will still appear in the host's recordings in the Zoom web portal.

To record a meeting to the cloud:

1. Start a meeting as the host.
2. Click the **Record** button.
3. Select **Record to the Cloud** to begin recording.



4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.




Once the recording stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. There will be two password protected links in the email, the first will be for the Host-only, to manage the recording. The second link will be for the participants.

## Manual Local Recording

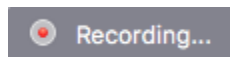
1. Sign in to the Zoom web portal (<https://lingnan.zoom.us/signin>).
2. Click **Settings**.
3. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.

### Starting a local recording

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
  2. Click the option to **Record**.
- 
3. If there is a menu, select **Record on this Computer**.

Hosts will see the following recording indicator in the top-left corner while recording is active.



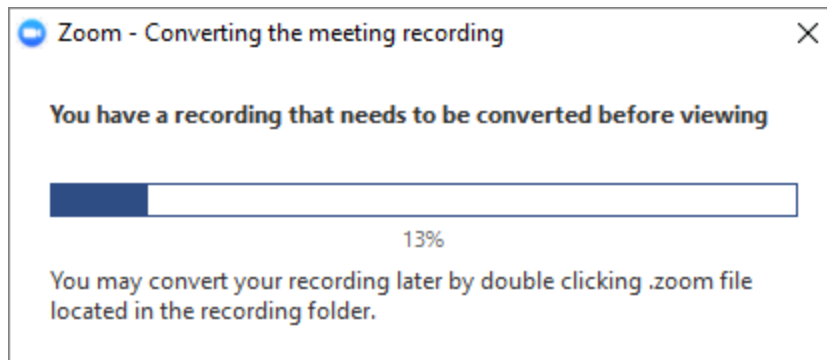
Participants will see the following indicator in the top-left corner while the recording is active.



4. Click **Participants** to see which participants are currently recording.



5. After the meeting has ended, Zoom will convert the recording so you can access the files.



6. Once the conversion process is completed, the folder containing the recording files will open.

**Note:** By default, the audio/video file (MP4) will be named Zoom\_0.mp4. The audio only file (M4A) is named audio\_only.m4a.

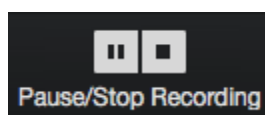
Note:

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.
- You can record the meeting in different layouts including Active Speaker, Gallery View, and shared screen.

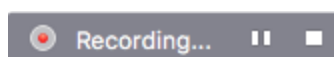
### Stopping or pausing a local recording

During a Zoom recording, a participant can Stop or Pause the recording. If a participant stops the recording and starts it again, a new video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



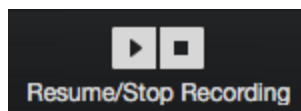
2. The recording can also be stopped or paused by clicking the indicator in the top left corner.



3. When a recording is paused, the following indicator will be displayed in the meeting.



4. To resume the recording, click **Resume Recording** at the bottom.



5. The recording can also be resumed by clicking the indicator in the top left corner.



6. After you stop the recording, you can access the local recording files on your computer.