How to Record a Meeting

One of the features offered by Zoom is to **record meetings**. There are two options to record within the e-Learning environment.

**Option 1:** Setup recording function when scheduling a meeting

1. Login into your e-Learning account and select the course which you want to schedule/record a meeting and select **Zoom Conferences** from the left navigation. Select **Schedule a New Meeting** (this will send an email notification to everyone in the class).

2. After selecting **Record the meeting automatically**, you will see **On the local computer** and **In the cloud** options. We recommend using **In the cloud**.
Note: If you want to have your video with audio transcription, you will need to go to the Zoom Client [https://ufl.zoom.us/](https://ufl.zoom.us/) sign in and select **Meeting Settings > Recording tab >** make sure **Audio transcript** option is enabled. This will allow you to have an accessible recording for students.
Option 2: During the meeting

1. Once the meeting starts, scroll down to the menu at the bottom of the meeting screen and click on the **Record** icon.

2. Zoom will prompt you to choose where you wish to save the recording. We recommend you **Record to the Cloud**.

Once the recording has been processed, you will receive an email notification when the cloud recording is ready to view and/or distribute. If you had selected Cloud Recording, your recording will now be in your e-Learning course, under **Zoom Conferences > Cloud Recordings** tab. Students will also be able to view the recording in their own e-Learning Zoom, under **Zoom Conferences > Previous Meetings**.