

Overview

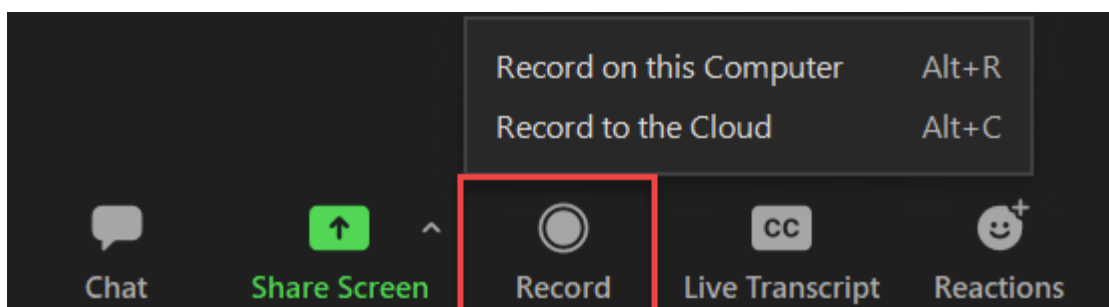
Cloud recording is only enabled for Zoom Pro accounts. Basic accounts can only record locally. When you record a meeting and choose **Record to the Cloud**, the video, audio, and chat text are recorded in the Zoom cloud. The recording files can be downloaded to a computer or streamed from a browser. Pro accounts allow up to 1GB per user. Users will receive an email alert when usage reaches 80% of capacity.

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 use [local recording](#). Recordings started by co-hosts will still appear in the host's recordings in the Zoom web portal.

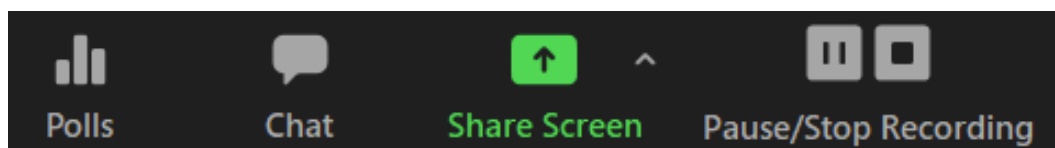
Starting a cloud recording

You may [pre-set the meeting to automatically record](#) or start recording manually when you begin. To manually record a meeting to the cloud:

- 1) Start a meeting as the host.
- 2) Click the **Record** button in the Zoom toolbar.
- 3) Select **Record to the Cloud** to begin recording.



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



Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed.

Follow the link in your email to view your cloud recording. You may also navigate directly to a list of your saved cloud recordings at zoom.us/recording. Cloud recordings are deleted automatically after thirty days, so if you need your recording longer, it is recommended you download your recording from Zoom's server and [host it on Google Drive](#).