

Cloud Recording in Zoom

Overview

Zoom offers **two** meeting recording options: 1) Computer Recording that saves the meeting directly to your computer or a shared network drive and is available to all users, or 2) cloud recording through Antioch's Zoom Cloud space. **This overview specifically provides guidance on Cloud Recording**, for information about computer recording please see the [Computer Recording](#) documentation in the Zoom Help Center.

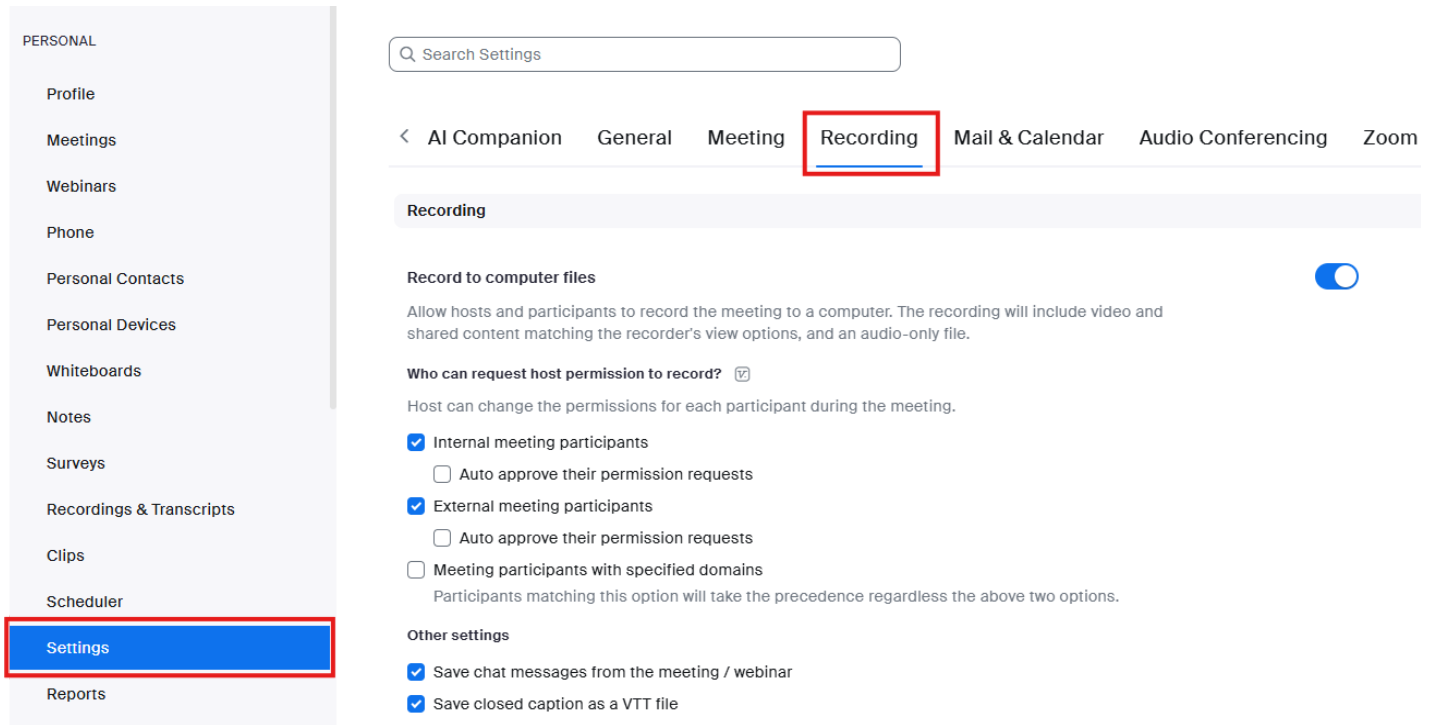
Cloud recording is automatically enabled for all Zoom Pro account users. When you record a meeting and choose *Record to the Cloud*, the video, audio, and chat text are recorded to our Zoom Cloud space. The recording files can then be streamed from a browser via HTML5 or Flash or downloaded later when it is convenient.

This allows Zoom Pro account users to record Zoom meetings while logged in on a public device (e.g., a classroom or conference room computer) without the worry of accidentally leaving a recorded meeting in an insecure place.

Recording Settings

The files available for download depend on your cloud recording settings. The automatic set up only includes the chat, video, and transcript for download. Before starting a cloud recording follow the instructions below if you would like to have more files available for download;

1. After logging into your account navigate to the *Settings* tab and click *Recordings*



2. Scroll down to the *Cloud recordings setting* section to enable your desired files to download after recording.

Cloud recording setting

- ☒ Record active speaker with shared screen
- ☒ Record gallery view with shared screen ?
- ☒ Record active speaker, gallery view and shared screen separately
 - ☒ Active speaker
 - ☒ Gallery view
 - ☒ Shared screen
- ☒ Record audio-only files
 - ☒ Record one audio file for all participants
 - ☐ Record a separate audio file of each participant ?
- ☒ Record the Interpretation
 - ☒ Record sign language interpreter
 - ☒ Record language interpreter
- ☒ Save chat messages from the meeting / webinar

Fig. 4 - Recording files setting options

Starting a Cloud Recording

To record a meeting to the cloud:

- 1. Start a meeting
- 2. Select the Record button in the Zoom toolbar
- 3. Select "Start Cloud Recording"
- 4. To stop the recording press Stop Recording or end the meeting

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

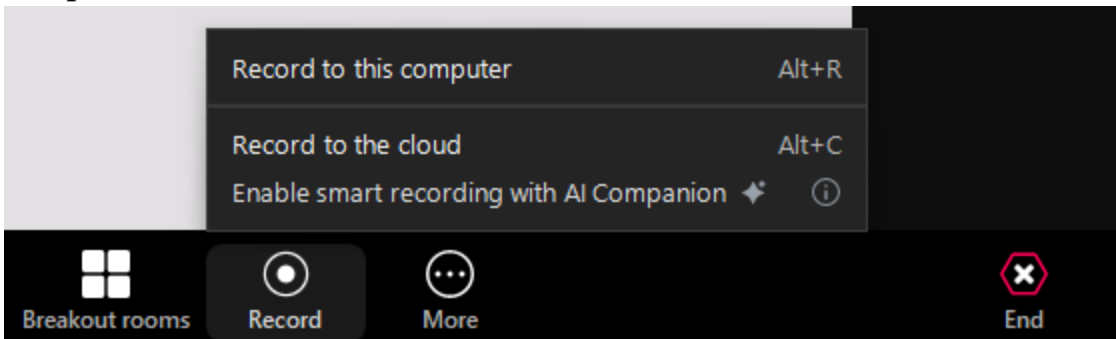


Fig. 3 - Record Button In Meeting Controls

Managing and Viewing Recorded Meetings

To manage, download, or share your recorded meetings, log into your account and navigate to the *Recordings & Transcripts* page.

Recordings and Transcripts

Document

Cloud recordings

Computer recordings

Transcripts

Search by topic or meeting ID

Search text in audio transcript

Advanced search ^

Export

From

mm/dd/yyyy

To

mm/dd/yyyy

All status

Search

☐ Topic	ID	Start time	File size	Auto delete in	
☐ Test Meeting	938 3643 8171	Nov 4, 2024 04:59 PM	1 File (2 MB)	239 days	Share...

Fig. 1 - Recordings & Transcript Page Displaying Topic, Recording ID, Start Time, File Size, & Auto Delete Timer

If your meeting has not finished converting, the recording will appear in the list, but it will not be available to open or download until processing is complete.

- Once the process is completed, you will be able to Download, Share, Disable-auto delete or Delete your cloud recording.

Keep in mind that recording files stored in Antioch's Zoom Cloud are **automatically deleted after 240 days** (approximately 8 months). If you wish to retain a recording beyond that time, download the file to your computer before the time expires, or disable auto-delete to keep it in the *Recordings & Transcripts* area. The link to download and disable auto-delete recordings can be found when you click the **Ellipsis (...)** button on the *Recordings & Transcripts* page.

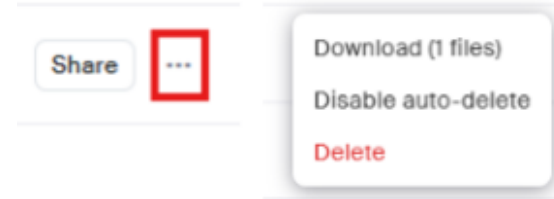


Fig. 2 - Download Feature

Additional information on managing your recordings stored in Antioch's Cloud Storage can be found here:

<https://support.zoom.us/hc/en-us/articles/205347605-Recording-Management>

Downloading Recording Files

1. Once the recording is processed and available to download navigate to the *Recordings & Transcripts* tab.
2. Select the topic title of the recording you'd like to access.

A screenshot of the Zoom Cloud Recordings and Transcripts interface. On the left is a sidebar with a 'PERSONAL' section containing links to Profile, Meetings, Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes, Surveys, and 'Recordings & Transcripts' (which is highlighted in blue). The main area is titled 'Recordings and Transcripts' and has tabs for 'Cloud recordings', 'Computer recordings', and 'Transcripts'. Below the tabs are search bars: 'Search by topic or meeting ID', 'Search text in audio transcript', and an 'Advanced search' dropdown. An 'Export' button is on the right. A table lists recordings with columns: Topic, ID, Start time, File size, and Auto delete in. Two recordings are shown: 'Test Meeting 2' (ID: 933 9814 9950, Nov 12, 2024 11:44 AM, 4 Files (20 MB), 240 days) and 'Test Meeting 1' (ID: 924 4504 8365, Nov 7, 2024 11:50 AM, 3 Files (8 MB), 235 days). The 'Test Meeting 2' row is highlighted with a red box. Each row has a 'Share' button and an ellipsis menu. At the bottom, there are navigation arrows and the text '2 result(s)'.

3. Download your desired recording file

The recording includes the files listed below:

 Speaker view   

 Audio only

 Audio transcript - English(original)

> Audio file of each participant

If you want to trim the recording of a shared video so that it starts and ends at the times you specify, you can set a playback range. See [Cloud Recording Playback](#) for details.

Protecting Cloud Recordings

If you wish to limit the access to download/viewing your cloud recording, you can password protect the recording.

1. In the Recordings and Transcripts page, select the Topic title of the recording you'd like to password protect
2. Select the Share link on the top right of the page

[Recordings and Transcripts](#) > Test Meeting 2

Test Meeting 2

 Share

Nov 12, 2024 11:44 AM Pacific Time (US and Canada)

This recording will be deleted automatically in 240 days.

[Disable auto-delete](#)

0 total views • 5 total downloads [Recording Analytics](#)

3. Click the *Share Settings* button

Share recording - Test Meeting 2 ×

Shareable Link

https://antioch.zoom.us/rec/share/W_8tADu7Kq1dXHlzyA_182J...

 Copy

Who can view

Everyone with the recording link ▼

Share with specific people

Enter a name or email address

Send

 **Share Settings**

4. Click the *Passcode* box and type your custom passcode in the textbox. Don't forget to save!

Share Settings

☐ Set expiration date

☐ Viewers can download

☒ Viewers can see transcript

☐ Viewers need to register to watch

☒ **Passcode**

☐ Allow invitees to access recordings without the passcode

Save

Cancel

Updated: 11/12/2024