

Recording Meetings in Zoom

Last updated 10/15/19

You can record your Zoom meeting or webinar locally to your computer. Locally recorded meetings can only be accessed on the computer that recorded the meeting unless they are uploaded to a cloud storage tool such as [OneDrive for Business](#).

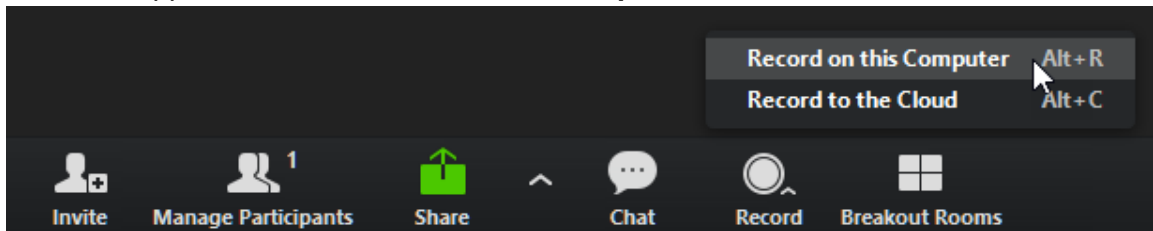
Recording a Meeting

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

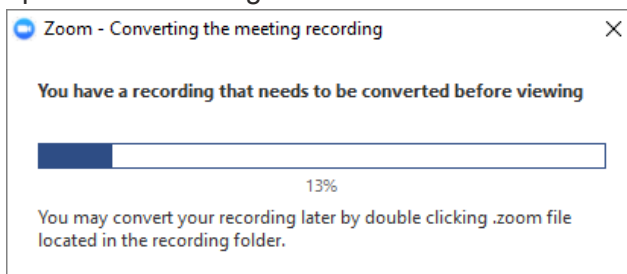
1. While in a Zoom meeting, Click the **Record** button at the bottom



2. If a menu appears, select **Record on this computer**.



3. The host and participants will see an indicator in the top-left corner while recording is active. Dial-in participants will hear a message informing them that the meeting is now being recorded.
4. When the meeting has concluded, Zoom will convert the recording automatically and open the containing folder when the conversion is complete.



5. By default, the audio/video file (MP4) is named **Zoom_0.mp4** and the audio only file (M4A) is named **audio_only.m4a**.

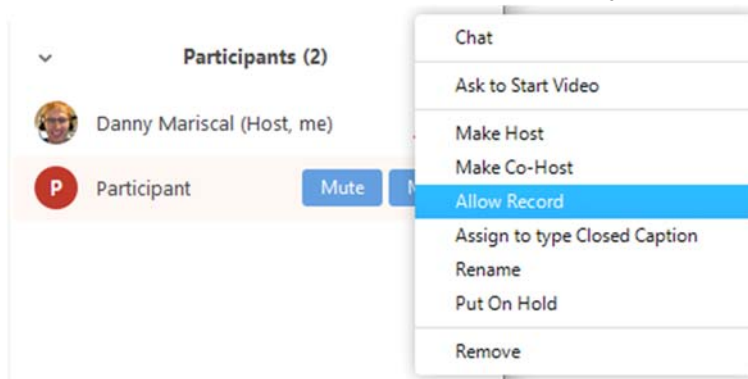


Assigning Recording Privileges to a Participant

1. While in a Zoom meeting, Click **Manage Participants** in the bottom toolbar to bring up the participants menu



2. Click **More** next to the name of the participant you want to grant recording permissions



3. Select **Allow Record**

Accessing Local Recordings

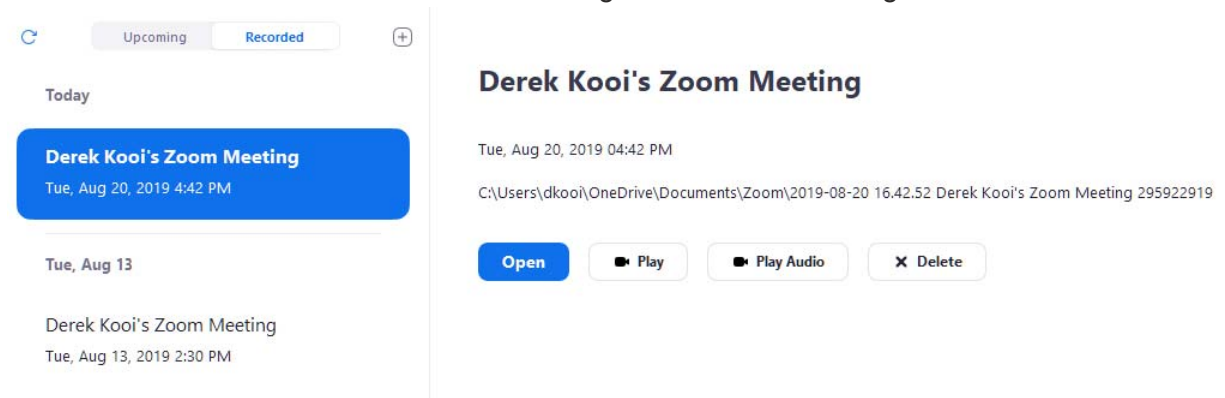
By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:

PC: C:\Users\User Name\Documents\Zoom

Mac: /Users/User Name/Documents/Zoom

You can also access these recordings directly from the Desktop client:

1. Open the Zoom desktop client and click **Meetings**
2. Click the **Recorded** tab and select the meeting with a local recording.



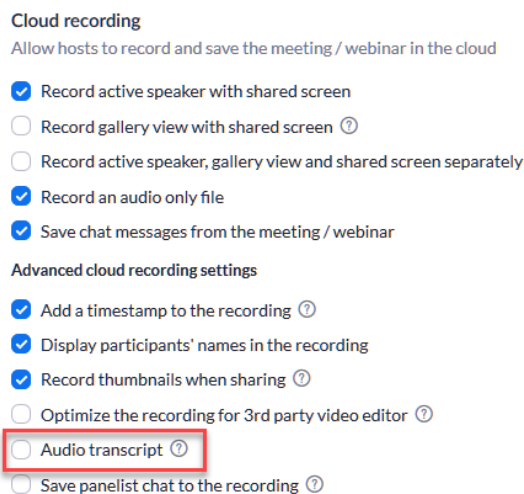
3. From here you have the option to **Open** the file location of the recording on your computer, **Play** the recording, **Play Audio Only**, or **Delete** the recording.

4. If you only see the Open option, it means the recording is a cloud recording and is not saved locally on your computer.

Transcribing Recordings

To transcribe your cloud recording, the audio transcript function needs to be enabled prior to the meeting.

1. Go to fsu.zoom.us
2. Sign in with your FSUID and password
3. Navigate to the **Settings** tab along the left
4. In the **Recording** tab, locate and enable the **Audio Transcript** checkbox under Advanced cloud recording settings.



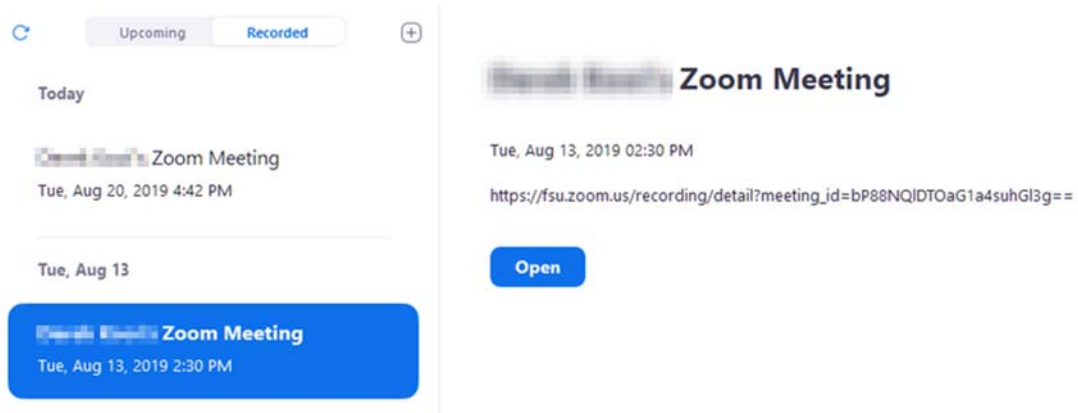
After the transcript is processed, it appears as a separate .vtt text file in the list of recorded meetings.

The transcript is divided into sections, each with a timestamp that shows how far into the recording that the portion of the text can be found. If you download the .vtt file, you can open it with a text editor such as Microsoft Word to more accurately capture the audio or to add capitalization or punctuation, which are not captured by the transcript.

Sharing Cloud Recordings

Employees at FSU can also save recordings to the Zoom cloud for up to 120 days. Cloud recordings are stored online and easily shareable from a browser.

1. Click **Open** on the recording in the desktop app or sign in at fsu.zoom.us and click the **Recordings** tab



2. Click the Share button
3. Review the settings of this recording and restrict access if needed
 - **Share this meeting:** Select Internally to only allow FSU employees and students to view or download the recording.
 - **Viewers can download:** Turn off the toggle if you do not want viewers to download the recording.
 - **On demand (registration required):** Require visitors to fill out a registration form before viewing the recording.
 - **Password protect:** Require visitors to enter a password before viewing the recording.
4. When you're ready, click **Copy to Clipboard** to share the link