

# RECORDING IN ZOOM AND FILE STORAGE

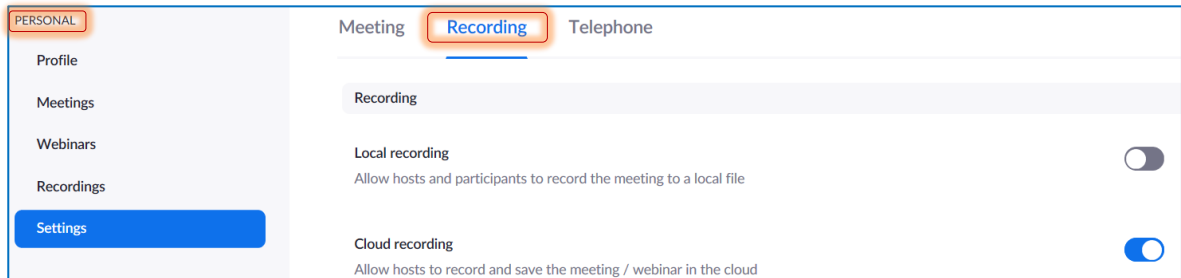
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Zoom meetings can be recorded to the cloud or to your local device\* and you can either pre-schedule recordings or start them during a meeting.

\* By default, meetings will record to the **cloud only**

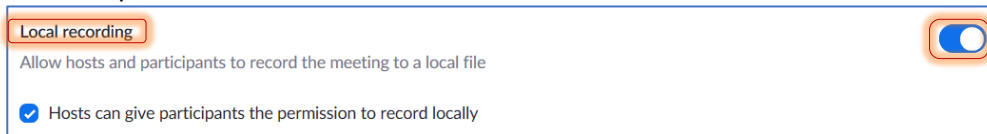
If you wish to change your personal recording settings within Zoom you will need to: -

1. Log into your Zoom profile at <https://newcastleuniversity.zoom.us>
2. From within your **Personal Profile** select **Settings** and then **Recording**. This will present you with all settings to enable you to customise the recording experience within Zoom

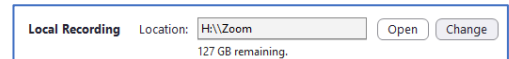


## How to record Zoom meetings to your local device

If you wish to be able to record Zoom meetings to your local device, then you will need to **enable** this from within your Zoom profile: -



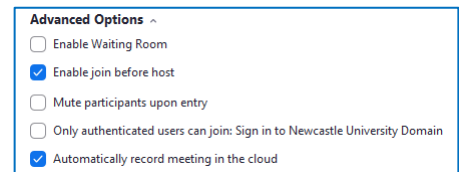
**Note:** By default, local recordings will be **stored on your H:/ drive**. To change this, you will need to **edit your profile settings** from within the **Zoom app**.



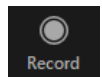
## Scheduling or starting a recording

There are **two ways** to start a recording within Zoom meetings: -

1. Scheduling in advance  
When scheduling your Zoom meeting open **Advanced Options** in the Zoom app and check the **Automatically record meeting in the cloud** box

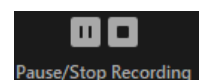
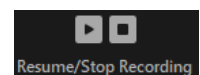


2. Starting a recording in-meeting  
Once in your Zoom meeting click the **Record** button on the Zoom toolbar



## Recording controls in-meeting

There are limited controls to manage your recording once started whilst in-meeting. You can **pause, resume, and stop** the recording from the buttons on the Zoom toolbar.



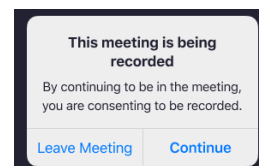
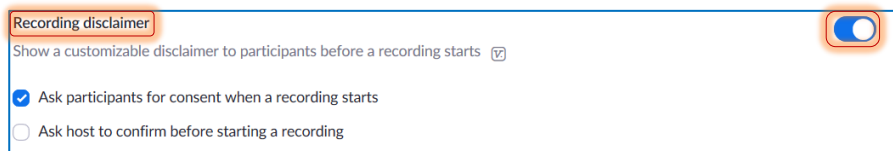
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## Recording Consent

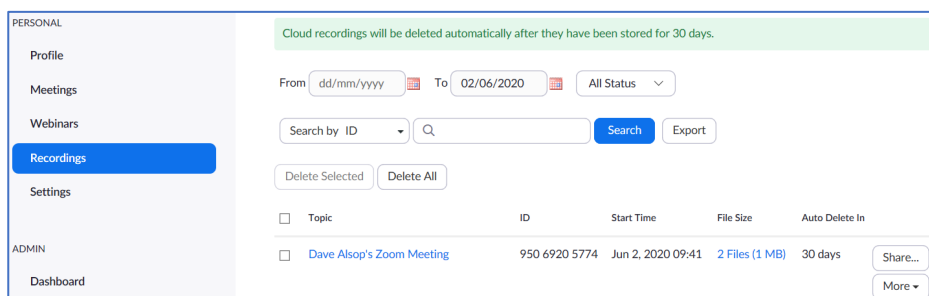
When a Zoom meeting is being recorded there are visual and audio notifications that this is happening. It is also however **very important** that you notify participants either in advance of the meeting, or just before you initiate a recording whilst in-meeting, that the session will be recorded.

There is also a **Recording Disclaimer** setting within your Zoom profile which prompts attendees to provide their consent before, or during a recorded session. If the attendee chooses not to consent, then they will not be able to join the meeting.



## How to find and manage your cloud recordings

Log into your Zoom personal profile and select **Recordings** to view all recordings made in the last 30 days. From here you can **share, edit, download, or delete** your recordings. Dependant on your personal settings you may see several recording files per session including Gallery view, Speaker View, Audio Only and a Transcript (text file)



Zoom has in-built basic, non-destructive editing functionality (called Playback Range) which allows you to remove any unneeded portions from the beginning or end of any videos stored in your cloud profile. To trim any videos: -

- Click the meeting topic for the session you would like to edit, and a new tab will open showing the controls
- Use the sliders to specify the start and end time for the video and click **Save** when done.

**Note:** Any edits made will only be viewable when sharing from the cloud. Once downloaded it will be returned to its original state.

## How long are my recordings stored in my Zoom profile for?

Zoom meetings recorded to the cloud are **automatically deleted after 30 days** as we only have finite cloud storage capacity within our Zoom account. Any meetings recorded locally can be stored for as long as you wish to keep them!

Should you wish to retain cloud recordings beyond 30 days then we would recommend you download a copy to your local device and, if you need to share it with others, upload to either [ReCap](#) or [Microsoft Stream](#)

## Further Support

Enabling and recording - <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>

Managing recordings - <https://support.zoom.us/hc/en-us/articles/205347605>

Playback Range - <https://support.zoom.us/hc/en-us/articles/115003001383-Cloud-Recording-Playback>