Recording a Zoom meeting

How do I record a Zoom meeting?

1. Click the **Record** button.
2. Choose either:
   - Record on this Computer
   - Record to the Cloud
3. (optional) If you want to stop recording temporarily, click the Pause Recording button.
4. When you have finished your meeting, or at least the portion you wish to record, click the Stop Recording button.

⚠️ Breakout rooms will **not** be recorded automatically. If you use breakout rooms, and you wish to record the discussion and activities within them, you will need to have one person in each breakout room record that room.