

# Zoom - Recording Management

**Purpose:** Instruct users to record a meeting and download a recording in Zoom as well as upload the recording to YouTube and Google Drive.

Reference Guide Details	
Guide Objectives	Upon completion, the user will be able to <ul style="list-style-type: none"> <li>● Record a Zoom Meeting</li> <li>● Download a Zoom Recording</li> <li>● Upload a recorded meeting to Google Drive</li> <li>● Upload a recorded meeting to YouTube</li> </ul>
Revision Date	6/10/19

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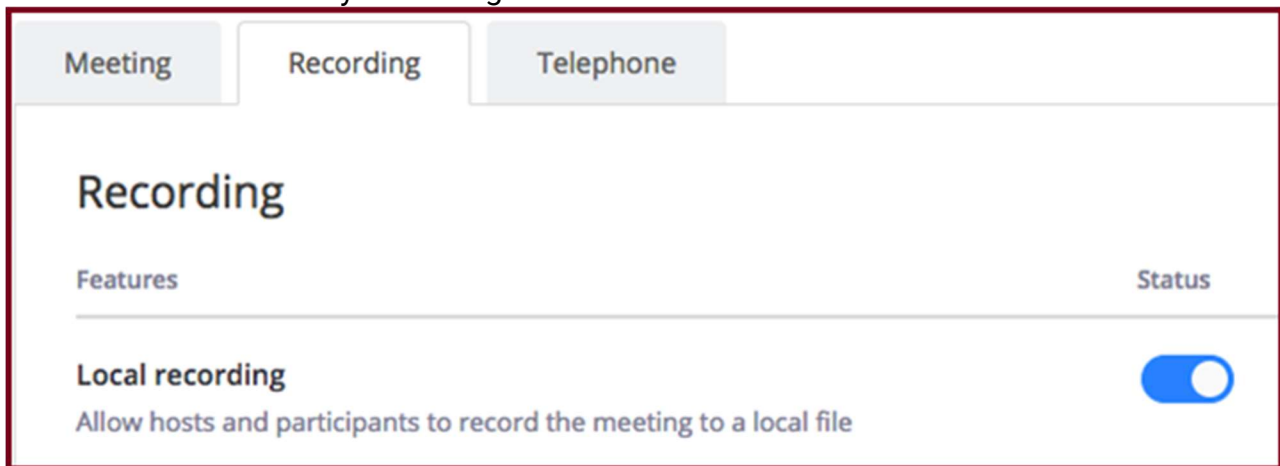
## Before you begin

This job aid will walk you through managing Zoom recordings. Additional How-To Instructions are available from the Office of Information Technology at <https://it.umn.edu/technology/zoom>, including [downloading Zoom](#), [scheduling meetings](#), [starting a meeting](#), and more.

## Record a Zoom Meeting

### Confirm Recording options are enabled

1. In a web browser, go to [um.zoom.us](https://um.zoom.us). Log in with your UMN Internet ID. Click on **Settings** from the left main menu.
2. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



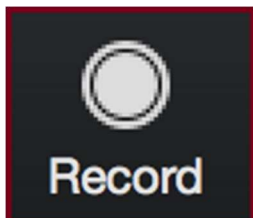
3. Navigate to the **Cloud Recording** option and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it.



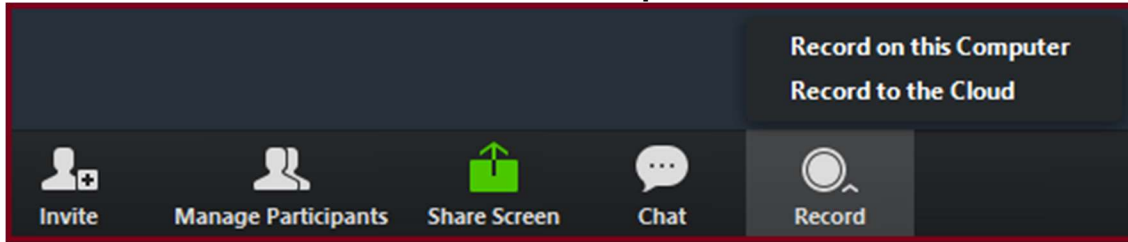
### Starting a Local Recording

Only the meeting host can record a meeting or grant the ability to record to a participant.

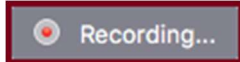
1. Start a Zoom meeting as the host.
2. Click the **Record** button in the Zoom toolbar. If you do not see a record option, select **Open to full screen** and the record button should appear.



3. If there is a menu, select **Record on this Computer**.



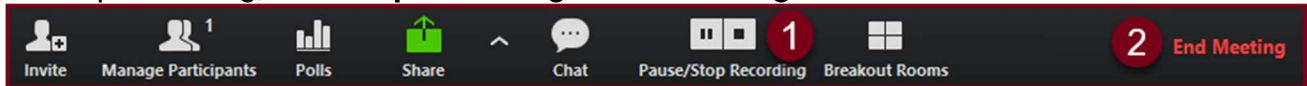
Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.



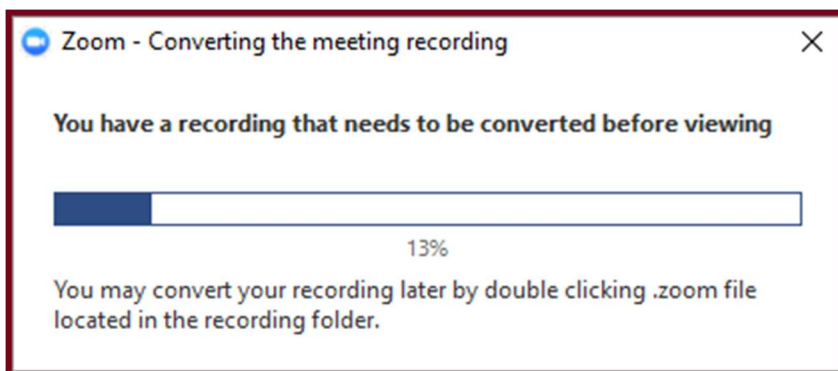
4. To stop recording, click **Stop Recording** or **End Meeting**.



5. After the recording has stopped, Zoom will convert the recording so you can access the files. Depending on your settings, Zoom may ask you to select where you would like to save your recording files. If this does not appear, 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



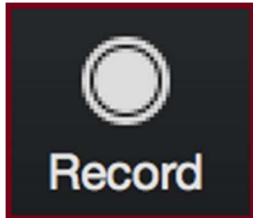
6. Once the conversion process is complete, the folder containing the recording files will open. Zoom will create multiple files, by default, the audio/video file (MP4) will be named **Zoom\_0.mp4**. The audio only file (M4A) is named **audio\_only.m4a**.
7. There is no need to download a local recording as it is already saved to your computer. It is recommended that the MP4 file be used when uploading videos to other locations on the web.

## Starting a Cloud Recording

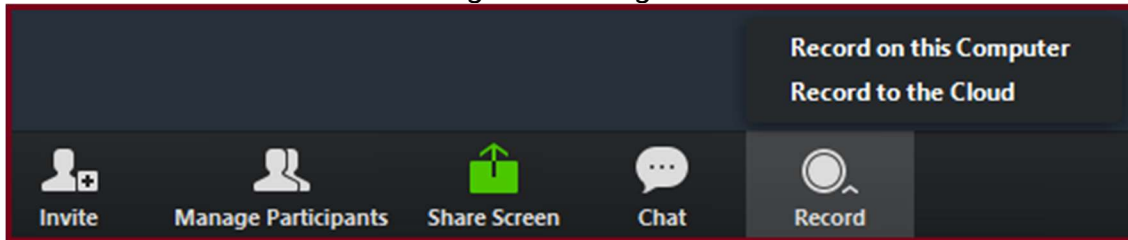
**Note:** Only hosts and co-hosts can start a cloud recording. If you want a participant to start a recording, you can make them a co-host or use local recording.

To record a meeting to the cloud:

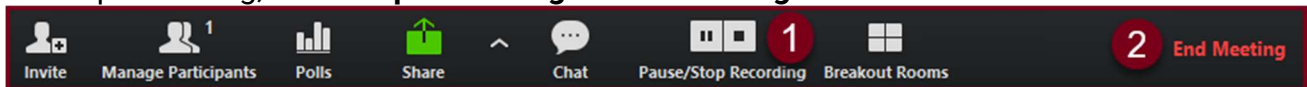
1. Start a meeting as the host.
2. Click the **Record** button in the Zoom toolbar. If you do not see a record option, select **Open to full screen** and the record button should appear.



3. Select **Record to the Cloud** to begin recording.



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

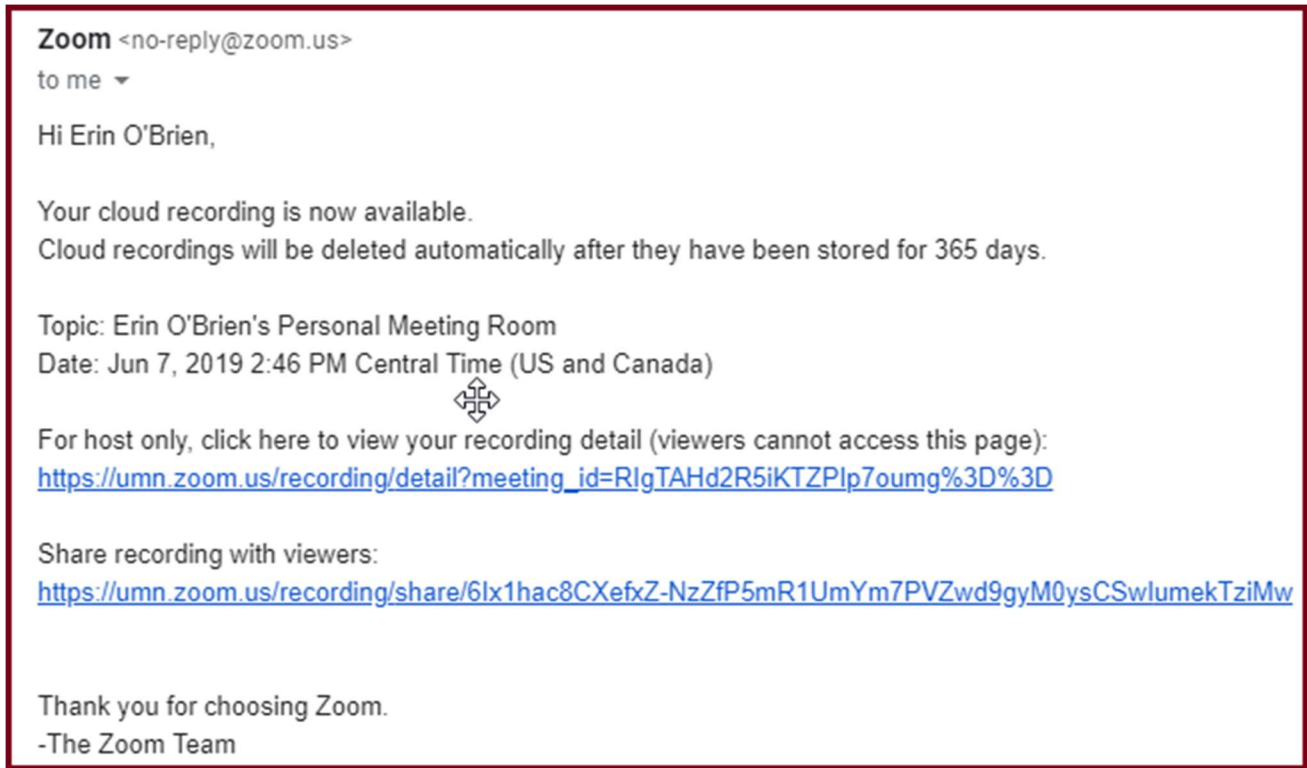


5. Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. Processing can take anywhere from several minutes to a few hours.

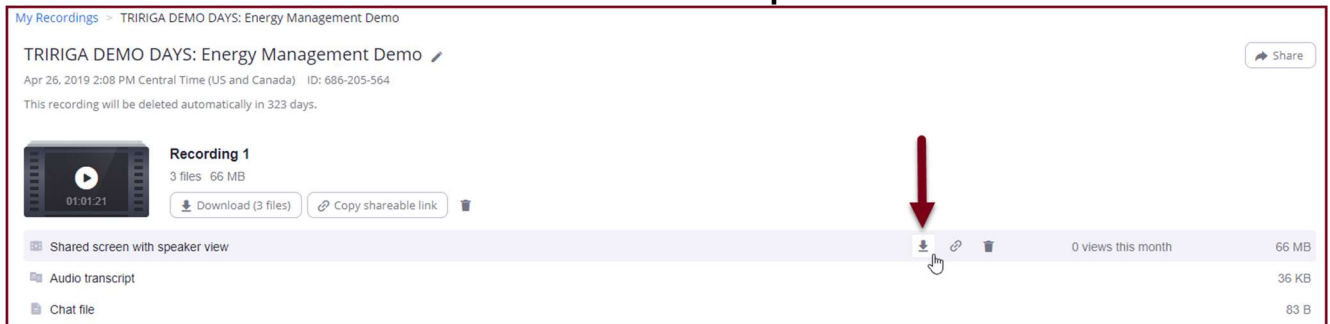
## Download a Zoom Cloud Recording

### Starting from Email

1. After a cloud-recorded meeting the host will receive an email similar to the one below. Processing can take anywhere from several minutes to a few hours.



2. Follow the first link in the email. It will take you to that meeting's recording management page on the Zoom Web Portal.
3. Click the download arrow on the **Shared screen with speaker view** line.



4. When the download is complete, the file will appear in File Manager in the Downloads Folder.

### Starting from the Zoom Web Portal

1. Sign in to the Zoom web portal at [umn.zoom.us](https://umn.zoom.us) and click **Recordings**. You will see a list of cloud recordings on your account.

Cloud Recordings Local Recordings Settings

Cloud recordings will be deleted automatically after they have been stored for 365 days.

From  To

Search by ID      Trash (6)

Topic	ID	Start Time	File Size	Auto Delete In	
Erin O'Brien's Personal Meeting Room	522-164-4028	Jun 07, 2019 14:46	1 File(11 MB)	365 days	<input type="button" value="Share..."/> <input type="button" value="More▼"/>
TRIRIGA DEMO DAYS: Energy Management Demo	686-205-564	Apr 26, 2019 14:08	3 Files(66 MB)	323 days	<input type="button" value="Share..."/> <input type="button" value="More▼"/>
TRIRIGA DEMO DAYS: Reporting Overview Demo	545-964-611	Apr 26, 2019 12:36	2 Files(62 MB)	323 days	<input type="button" value="Share..."/> <input type="button" value="More▼"/>
TRIRIGA DEMO DAYS: Admin/Finance: Utility Accounting demo	719-383-912	Apr 23, 2019 08:52	3 Files(81 MB)	320 days	<input type="button" value="Share..."/> <input type="button" value="More▼"/>
TRIRIGA DEMO DAYS: O&M Asset Tagging demo	793-865-154	Apr 22, 2019 14:41	3 Files(57 MB)	319 days	<input type="button" value="Share..."/> <input type="button" value="More▼"/>

- You can search the recordings using the search menu at the top. You can adjust the date range and status, then search by Meeting ID, Topic, or Keyword.

From  To

Search by ID

- Find the recording you want to view and click the topic.

Cloud Recordings Local Recordings Settings

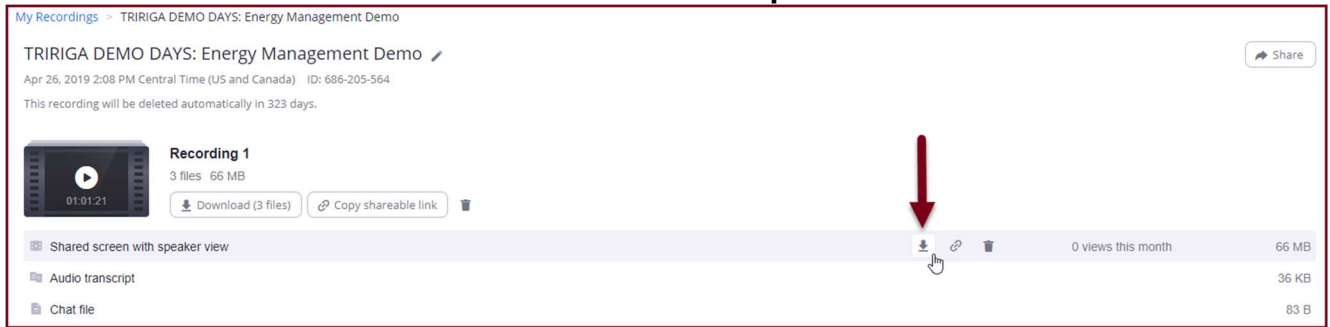
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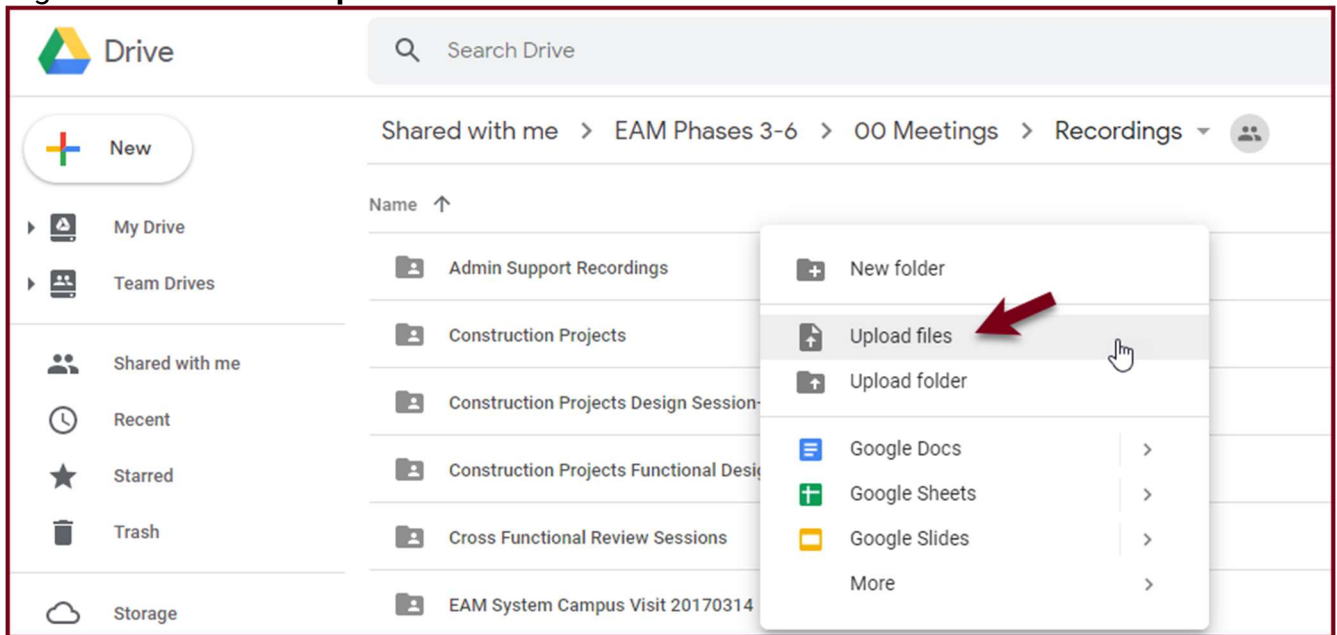
4. Click the download arrow on the **Shared screen with speaker view** line.



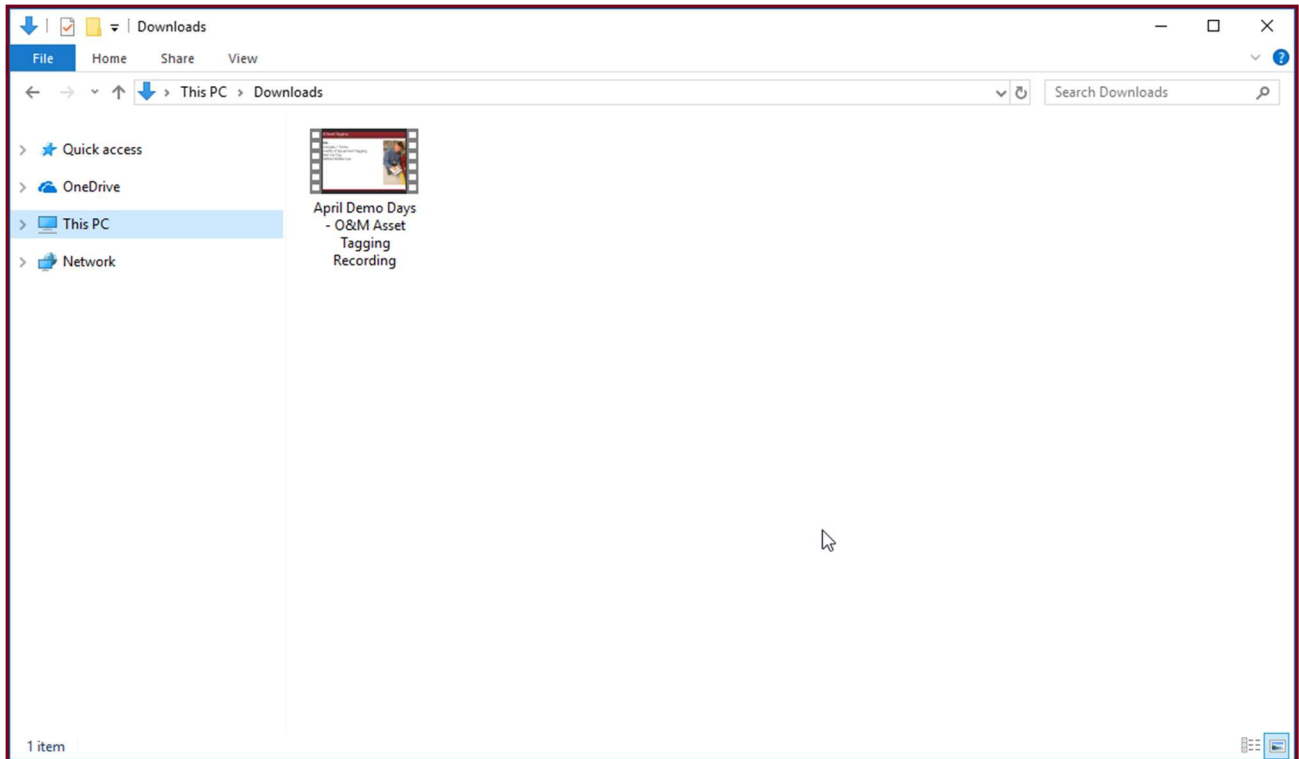
5. When the download is complete, the file will appear in File Manager in the Downloads Folder.

## Upload a recorded meeting to Google Drive

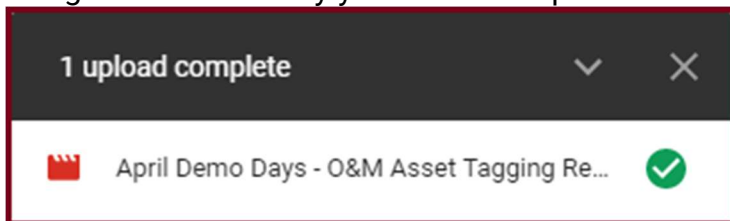
1. Download recording following the steps above.
2. Navigate to the Google Drive folder where you would like to upload the recording.
3. Right click and select **Upload Files**.



4. Select the file you would like to upload and select **Open**.

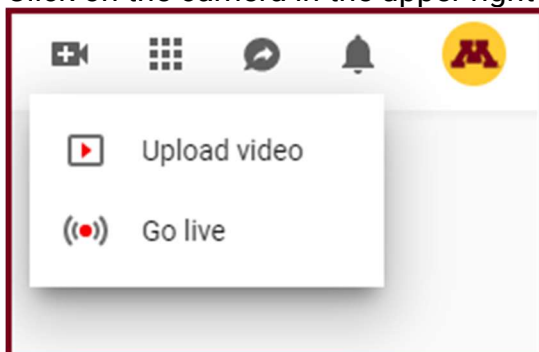


5. Google Drive will notify you when the upload is complete.



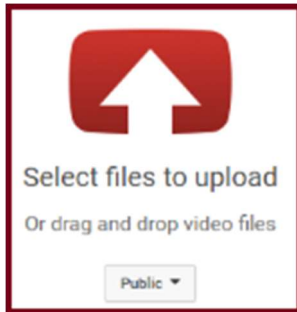
## Upload a recorded meeting to YouTube

1. Download recording following the steps above.
2. In a web browser, go to [www.youtube.com](http://www.youtube.com). Select **Sign In**. Log in with your UMN Internet ID or the EAM Team internet ID if you would like to upload the video to the EAM Team channel.
3. Click on the camera in the upper right hand corner. Then select **Upload Video**.

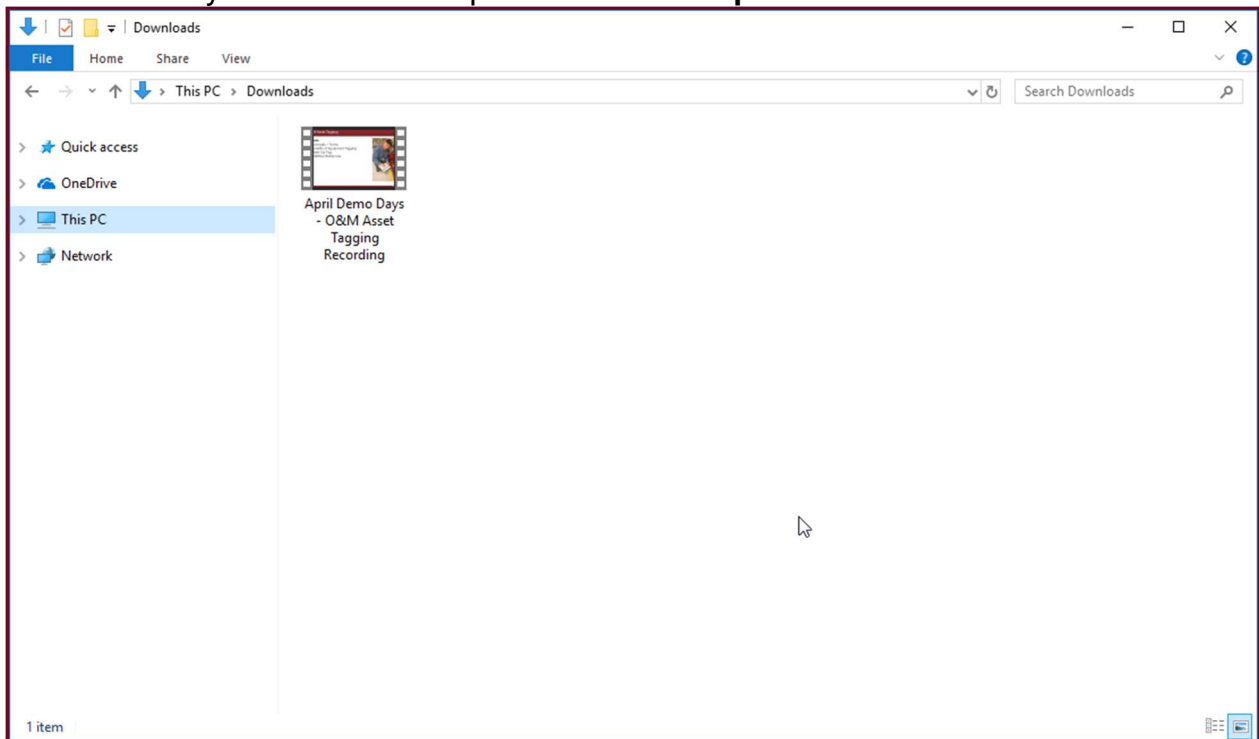




4. Click on the arrow to select files to upload. Or drag and drop the file you would like to upload, if you choose this option, skip to step 6.



5. Select the file you would like to upload and select **Open**.



6. Edit your Title, description and tag, if you wish. On the right hand side of the screen, select the drop down menu that is defaulted to **Public** and change it to **Unlisted**.

April Demo Days - O&M Asset Tagging Recording

Description

Tags (e.g., albert einstein, flying pig, mashup)

**New! Premieres**  
 Make it a moment! Build the hype and get fans excited about your next video.

- Schedule your Premiere
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- Chat with fans before and during the Premiere
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[Learn more](#)

Premiere

Public

Public

Unlisted

Private

Scheduled

7. Choose a thumbnail from the bottom of the screen.

VIDEO THUMBNAILS ?

Custom thumbnail

Maximum file size is 2 MB.

8. When it is done processing, click **Publish**.

PROCESSING DONE

Click "Publish" to make your video live.

**Publish**

Draft saved.

## Additional Resources

[UMN Office of Information Technology How-To Instructions for Zoom](#)

[Zoom Help Center](#)