Zoom - How do I start Local Recording?

The host can record. While you are in a Zoom meeting, move your mouse around the screen to toggle the menu bar.

1. Select "Record"

2. You can also click on Participant to assign someone to record

3. All participants in meeting will see a recording indicator in the upper-left corner of there screen

Or If you’re the host you will see this button appear in the upper left corner:

Recording Layout

You can record the active speaker, content sharing with active or sub video panel, gallery view or M4A audio.

By default, only the host can record each Zoom meeting. This can be changed by having the host allow specific users to record the meeting through the Manage Participants panel. Each resulting recording will be in the layout of choice by the person who is recording.

The Zoom meeting will be recorded in the current layout that the host is recording. For example, if the host is recording in Gallery View the recording will be in gallery view. This is independent of what the participants are viewing, so if I participant is watching the meeting in active speaker view and they start recording because the host granted them recording the resulting recording will be in Active Speaker.
Accessing your Local Recording

To access your saved recorded meetings. Open your client menu. Then, select "Meetings" and from here select "Recorded".

All recorded meetings are stored locally on your local device or computer under the `c:\users\username\Documents\Zoom` folder.

**Note:** Your recorded meeting will be converted and added after the meeting is ended. This processing, on average, will take 15 minutes per 1 hour of recorded video. For example, 2 hours of recorded session will take approximately 30 minutes for Zoom to process.

**Note:** If uploading into Moodle course, there will be additional conversion time of the video as well.