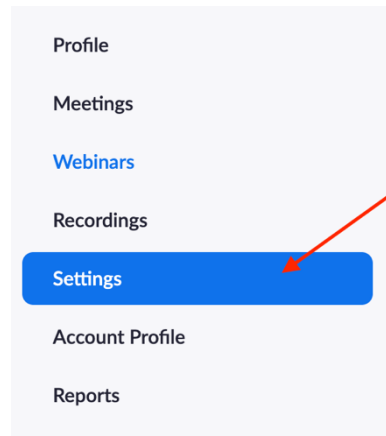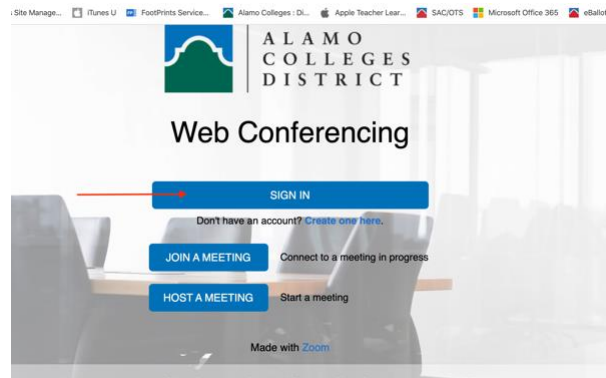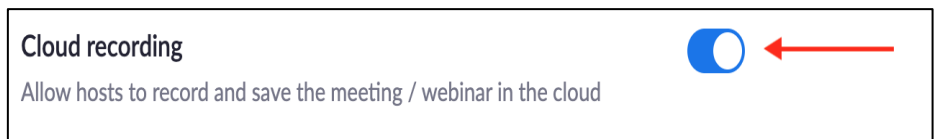# How to record, find and review recordings in Zoom.

Cloud recording is automatically enabled for all paid subscribers. When you record a meeting and choose **Record to the Cloud**, the video, audio, and chat text are recorded in the Zoom cloud. The recording files can be downloaded to a computer or streamed from a browser.

1. Sign into Zoom web portal
https://alamo.zoom.us/ and navigate to
"**Meeting Settings**".

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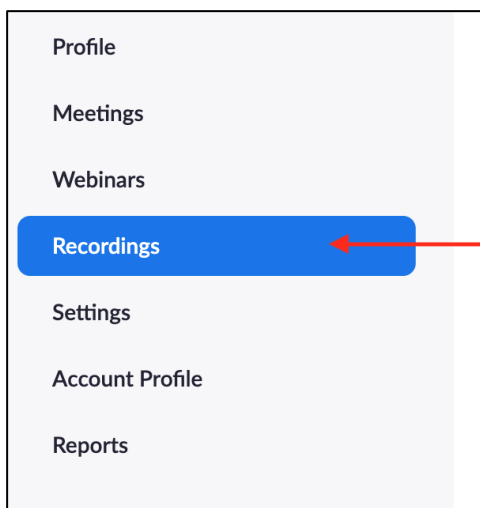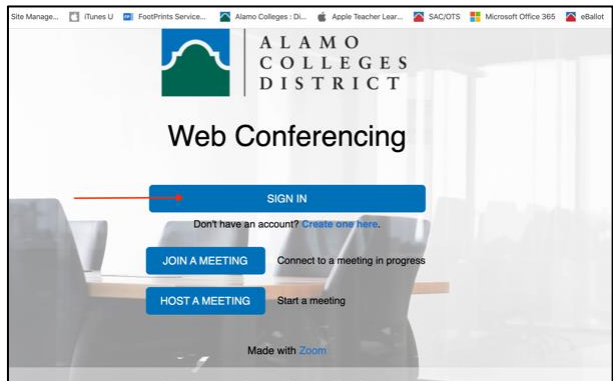setting is disabled, click the toggle to
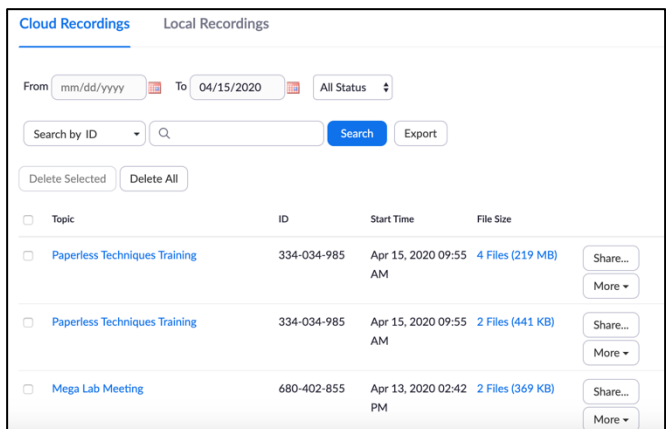enable it.

Finding and Viewing Recording

You can record your Zoom meeting or webinar locally to your computer or to the Zoom cloud if you are a licensed user. Files stored on the cloud can be accessed on your desktop or from the web. Locally recorded meetings and webinars can only be accessed on the computer that recorded the meeting.
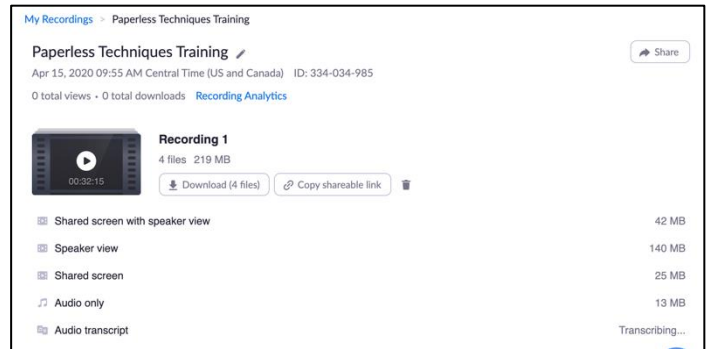
3. Sign into Zoom web portal
https://alamo.zoom.us/ and navigate to the
"**Recordings**" tab.

4. You will see a list of cloud recordings that you started.
5. Adjust the data range and status, then research by host, meeting ID, topic or keyword.

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

Congratulations! You're done!
If you need further assistance, call Instructional Innovation Canter at 210-486-0712 or email sac-iic@alano.edu