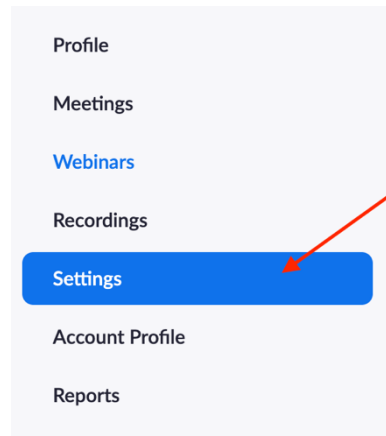
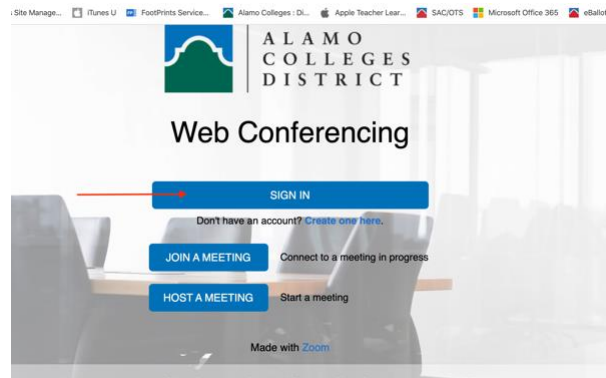




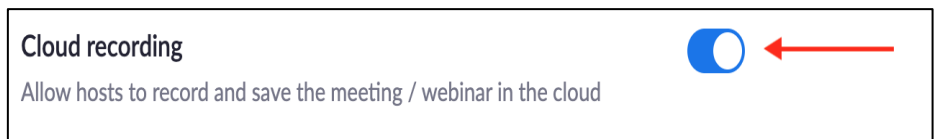
## How to record, find and review recordings in Zoom.

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.

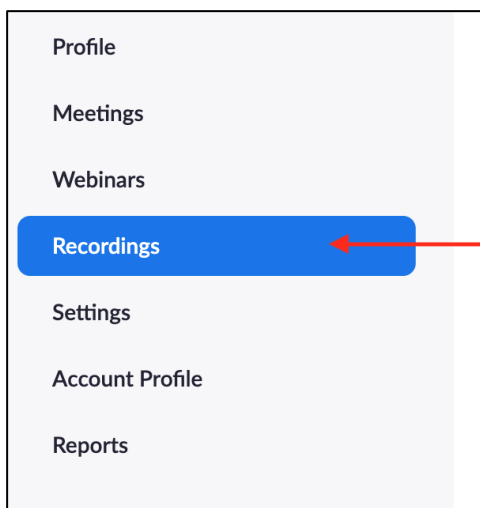
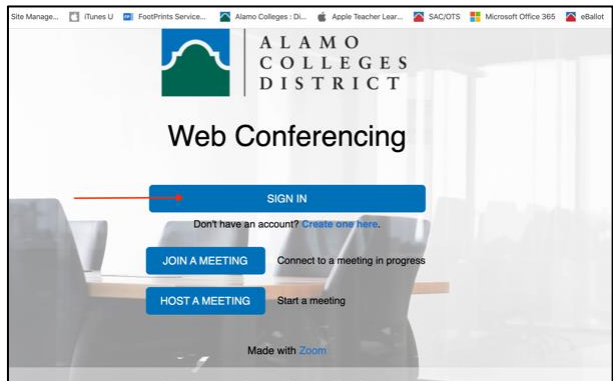


# Finding and Viewing Recording

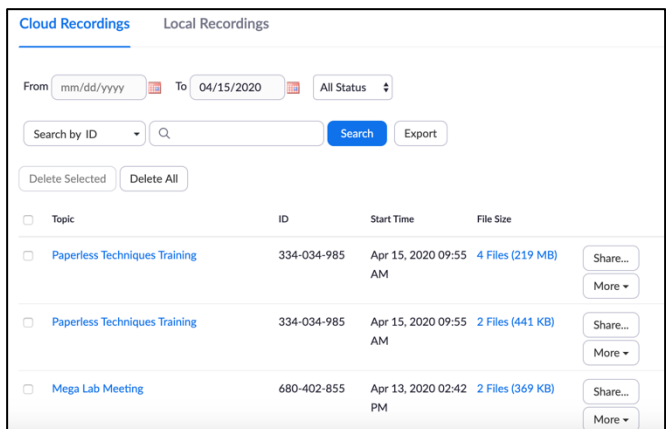
You can record your Zoom meeting or webinar locally to your computer or to the Zoom cloud if you are a licensed user. Files stored on the cloud can be accessed on your desktop or from the web. Locally recorded meetings and webinars can only be accessed on the computer that recorded the meeting.

3. Sign into Zoom web portal

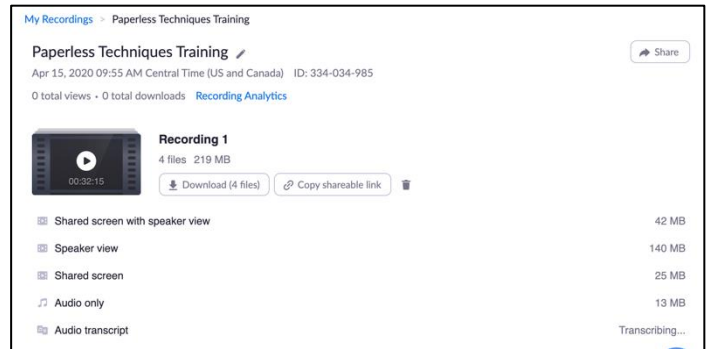
<https://alamo.zoom.us/> and navigate to the "Recordings" tab.



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.



The screenshot shows a recording management interface. At the top, it says 'My Recordings > Paperless Techniques Training'. Below that is the title 'Paperless Techniques Training' with an edit icon. The recording date and time are 'Apr 15, 2020 09:55 AM Central Time (US and Canada)' and the ID is 'ID: 334-034-985'. It shows '0 total views' and '0 total downloads' with a link to 'Recording Analytics'. A video player thumbnail is shown with a play button and a duration of '00:32:15'. Below the player, it says 'Recording 1' and '4 files 219 MB'. There are buttons for 'Download (4 files)', 'Copy shareable link', and a trash icon. A list of recording components is shown with their respective sizes:

Component	Size
Shared screen with speaker view	42 MB
Speaker view	140 MB
Shared screen	25 MB
Audio only	13 MB
Audio transcript	Transcribing...

**Congratulations! You're done!**

If you need further assistance, call Instructional Innovation Center at 210-486-0712 or email [sac-iic@alano.edu](mailto:sac-iic@alano.edu)