



## Recording to the Cloud

When you record a meeting and choose **Record to the Cloud**, video, audio, and chat text are recorded in the Zoom cloud. The recordings can be downloaded to a computer or streamed from a browser.

**Note:** Recordings are only available in the cloud for 120 days. If you need it after that time limit, you can locate it in your Kaltura 'My Media'.

### *Starting a Cloud Recording*

The host must record the meeting or grant the ability to record to a participant.

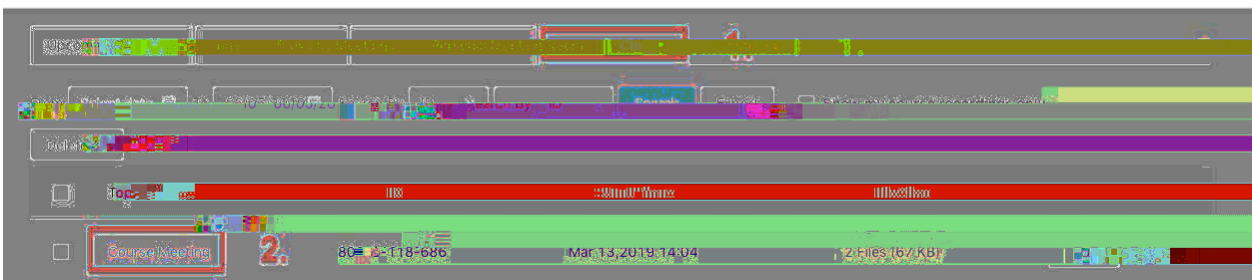
Start a Zoom meeting as the host.

1. Click the option to Record.

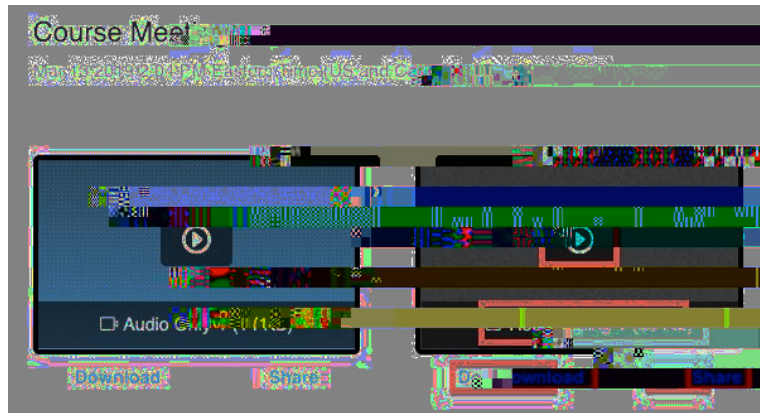


### *Locating a Cloud Recording in Your Course*

- To locate the recordings in a course, log into the LMS and go to the course the meeting occurred in. Navigate to Zoom.
- Click on the 'Cloud Recordings'.
- Click on the Recording you wish to 'Download' or 'Share'.



- You will see an 'Audio Only' and 'Recording' (Audio and Video). Choose 'Download' or 'Share' from the Recording. You can also view it from here. Your students can also locate the records this way if they are enrolled in the course.



**Note:** When you record to the cloud, your recordings are also located in your Kaltura 'My Media'. You can share, download or add the file to a course from there.