

# How to Record a Zoom Meeting (IIUM Students & Staff Guide)

You can record Zoom meetings for later reference, but **permission depends on host settings**. Follow these steps:

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## ☐☐ Method 1: Host Records the Meeting (Recommended)

*(Only meeting hosts or co-hosts can record to Zoom Cloud.)*

### Step 1: Start Recording

1. As the **host**, click "**Record**" at the bottom toolbar.
2. Choose:
  - "**Record to the Cloud**" (saves to Zoom Cloud, auto-generates transcript).
  - "**Record on this Computer**" (saves locally as `.MP4` or `.M4A`).

### Step 2: Stop & Access Recording

- Click "**Stop Recording**" when done.
  - **Cloud recordings:**
    - Processed in ~30 mins → Sent to host's email + Zoom Cloud.
  - **Local recordings:**
    - Saved in:
      - **Windows:** `C:\Users\[Username]\Documents\Zoom`
      - **Mac:** `/Users/[Username]/Documents/Zoom`
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# ☐☐ Method 2: Participants Record (If Allowed by Host)

If the host enables "**Allow participants to record**":

1. Click "**Record**" → Choose **local recording**.
  2. **Note:**
    - Participants **cannot** save to Zoom Cloud.
    - Hosts receive a notification when someone records.
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## ⚠ Important Notes

### ☐ Permission Required:

- Hosts must enable recording in **Meeting Settings** ([zoom.us/settings](https://zoom.us/settings)).
- At IIUM, **Cloud Recording is preferred** for storage and security.

### ☐ Restrictions:

- Always **inform participants** before recording (privacy laws apply).
  - **Do not record confidential/sensitive discussions** without consent.
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## ☐☐ Troubleshooting

### ☐ No "Record" button?

- Ask the host to grant recording access.
- Check if you're on a **mobile device** (some features are limited).

### ☐ Missing recording after meeting?

- Cloud recordings take time to process (check email).
  - Local recordings may fail if storage is full.
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# Need Help?

- **ICT Help Desk:** 03-6421 6666
- **Email:** servicedesk@iium.edu.my

*Always follow IIUM's **IT policies** when recording meetings!* 

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