

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:

☐☐ 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).
- 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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