

How to record your Zoom session automatically

This documentation illustrates how to set your Zoom sessions to record automatically. Remember to notify participants at the start of your session that it is recording. You may also pause and resume the recording at any time if there is sensitive or confidential material discussed.

Visit the following webpage <https://uci.zoom.us/signin> and sign in with your **UCInetID** credentials

Click on the **Meetings** tab located on the left hand side

If the meeting has already been scheduled click on the title of the meeting or click **Schedule a New Meeting**

Check the **Record the meeting automatically** box.

- **In the cloud** - records the session to Zoom's Cloud where it can be downloaded and uploaded to Yuja to be posted on Canvas. This is Ideal for users who may have storage capacity concerns on their local computers
- **On the local computer** – This automatically starts the recording but saves it to the local computer instead. This may be useful if Zoom's video processing times for cloud recordings become impacted due to high usage. The local recording should still be uploaded to Yuja to post on Canvas

Please note the recording only begins automatically when you join as host