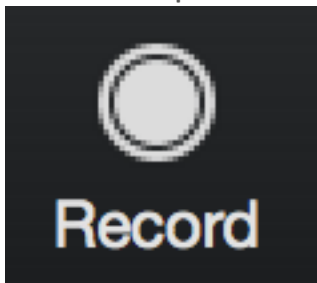


Starting Local Recording

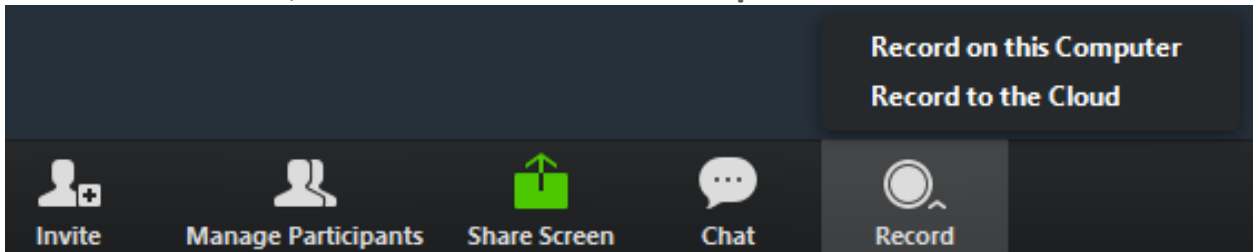
Starting a Local Recording

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

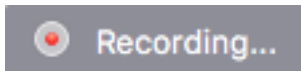
1. Start a Zoom meeting as the host.
2. Click the option to **Record**.



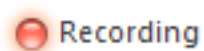
3. If there is a menu, select **Record on this Computer**.



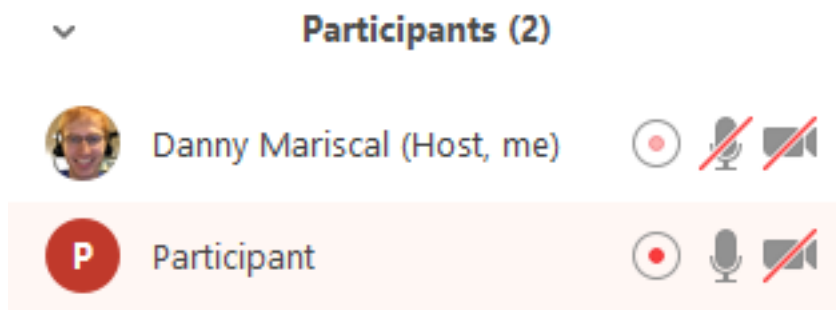
Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.

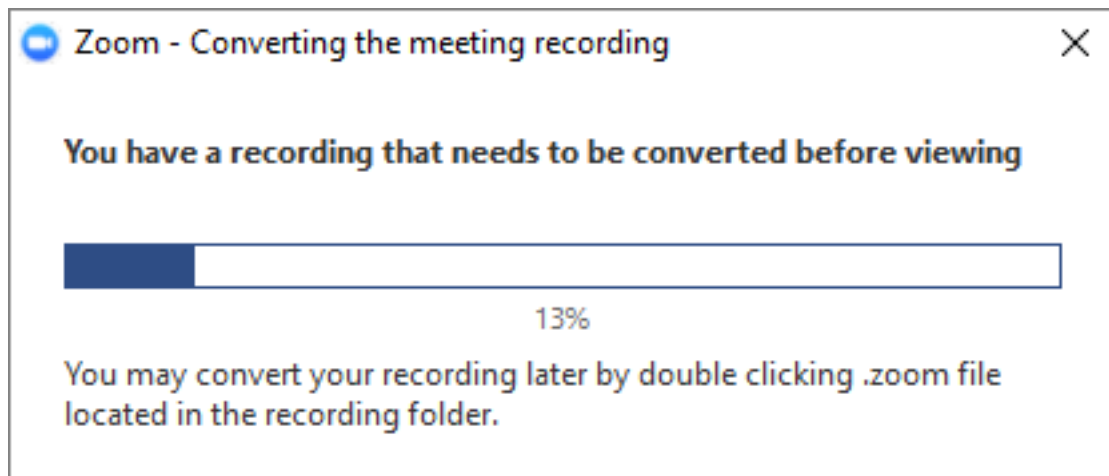


4. Click **Participants** to see which users are currently recording.



Note: Dial-in participants will hear a message informing them that the meeting is now being recorded unless disabled by the host.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.



6. Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

Note:

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the

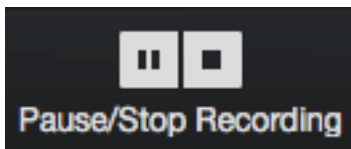
hard disk to sleep, or closing your laptop will interrupt the conversion process.

- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.

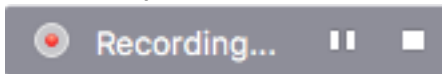
Stopping or Pausing a Local Recording

During a Zoom recording, a user can **Stop** or **Pause** the recording. If a user stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a user pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



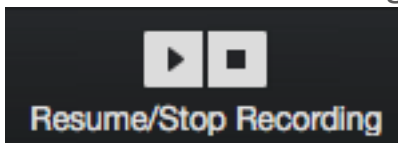
The recording can also be stopped or paused by clicking the indicator in the top left corner.



2. When a recording is paused, the following indicator will be displayed in the meeting.



3. To resume the recording, click **Resume Recording** at the bottom



The recording can also be resumed by clicking the indicator in the top

left corner.



Accessing Local Recording Files

By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:

- **PC:** C:\Users**User Name**\Documents\Zoom
- **Mac:** /Users/**User Name**/Documents/Zoom

Recording File Formats

Zoom recordings use the following file formats:

- **MP4:** Audio/Video file that is named **zoom_0.mp4** by default. Each subsequent recording is in sequential order: zoom_0, zoom_1, zoom_2, etc.
- **M4A:** Audio-only file that is named **audio_only.m4a** by default. Each subsequent recording is in sequential order: audio_only_0, audio_only_1, etc.
- **M3U:** Playlist file to play all individual MP4 files (Windows only). Named **playback.m3u** by default.
- **TXT:** Text file that is named **chat.txt** by default. This file contains the [in-meeting chat](#) messages.

***Note:** Screen sharing recording uses about 20MB of storage per hour while video recording uses about 200MB of storage an hour. This is an approximation, since the resolution and types of video or screen sharing content could change the amount of storage used.*

Changing Local Recording Settings

To change local recording settings in the Zoom client:

1. Open the Zoom client and click **Settings**.

2. Click the **Recording** tab.

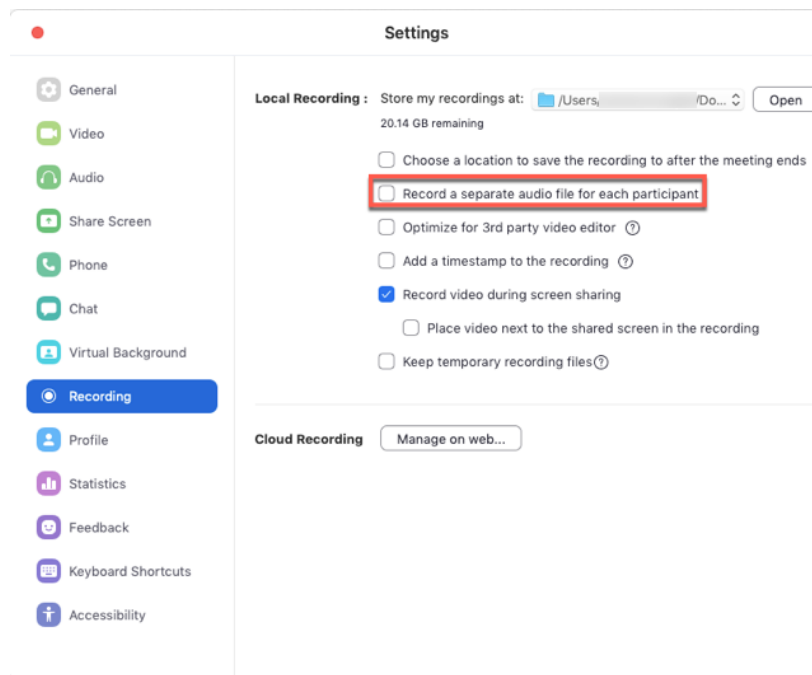
This will open your [recording options](#) that you can change using the client.

Note: Setting the default location to a cloud syncing folder (such as Dropbox, Google Drive, or One Drive), an external drive, or network storage device may cause issues with saving and converting the local recording. Zoom strongly recommends keeping the default location on a local drive for recordings.

Recording Multiple Audio Files

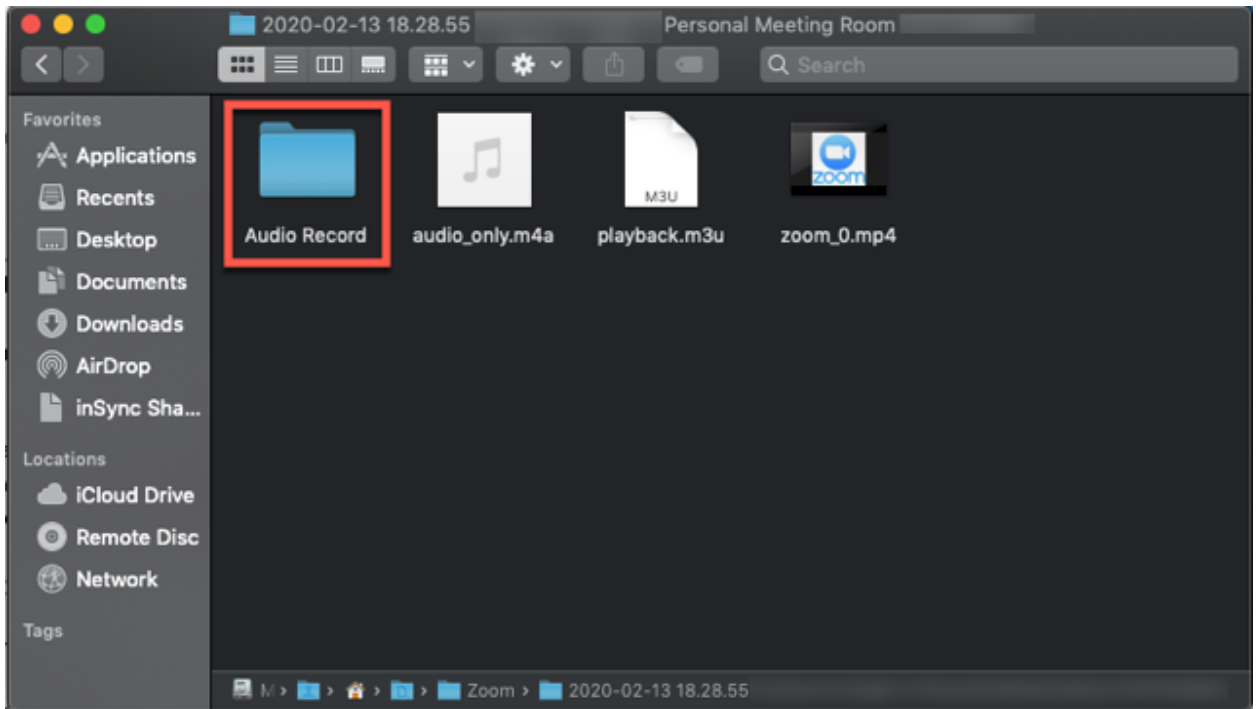
When recording locally, the host can record all participants' audio streams as separate audio files, one file for each participant. To enable this option:

1. Open the Zoom client and click **Settings**.
2. Click the **Recording** tab.
3. Enable **Record a separate audio file for each participant**.



4. Record and save the meeting to your computer.
5. Once the meeting is over and the recording has processed, open the recording folder.

6. Within the folder, open **Audio Record**.



7. Once in the **Audio Record** folder, each participant's audio track will be listed as its own file in with the file name ending in the participant's name.

