



How to Acquire Zoom Meeting Recordings

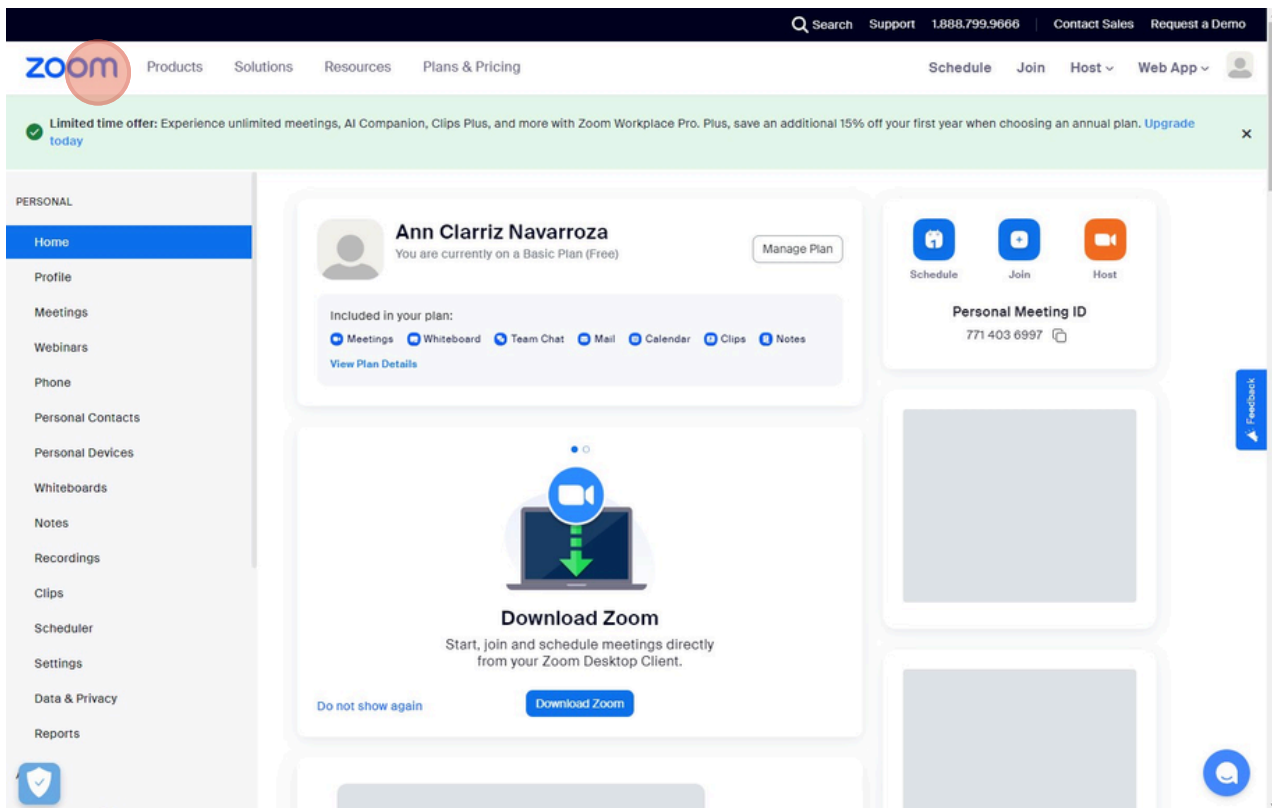


Acquire Zoom meeting Recording

Objective: By the end of this document you should be able to know: How to acquire Zoom meeting Recording

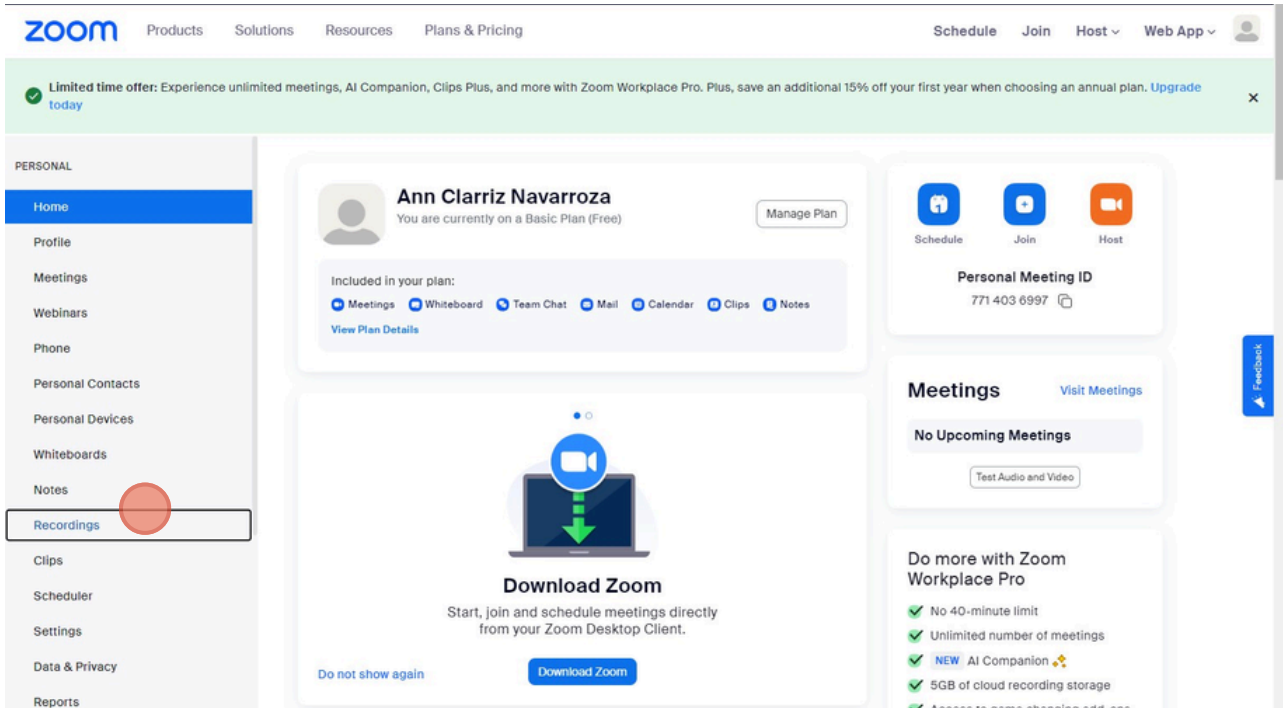
STEP 1

Log in to zoom.us.



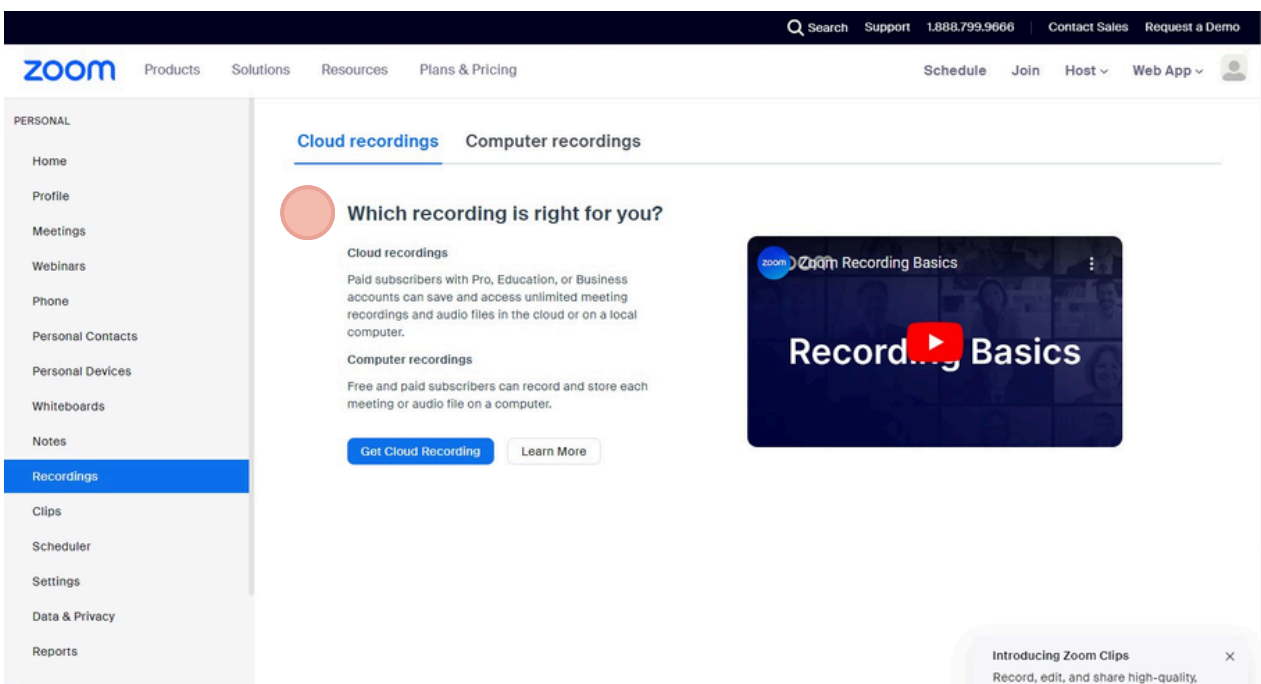
STEP 2

On the left-hand side menu, click on "Recordings".

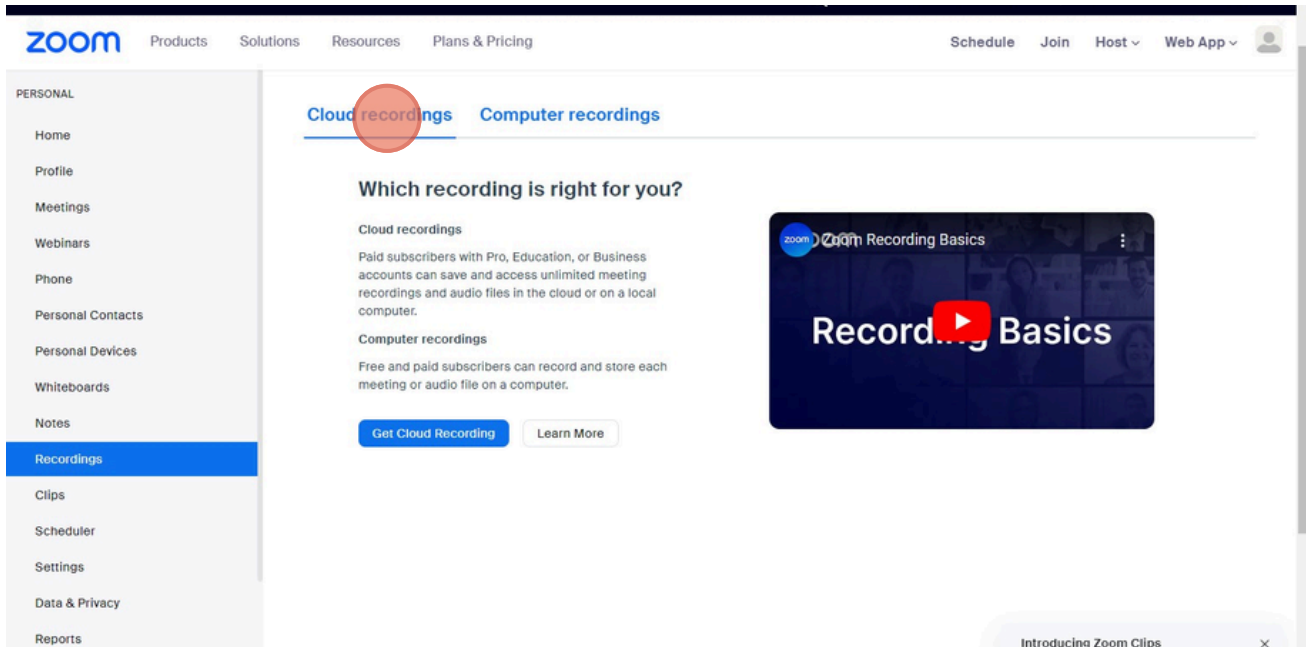


STEP 3

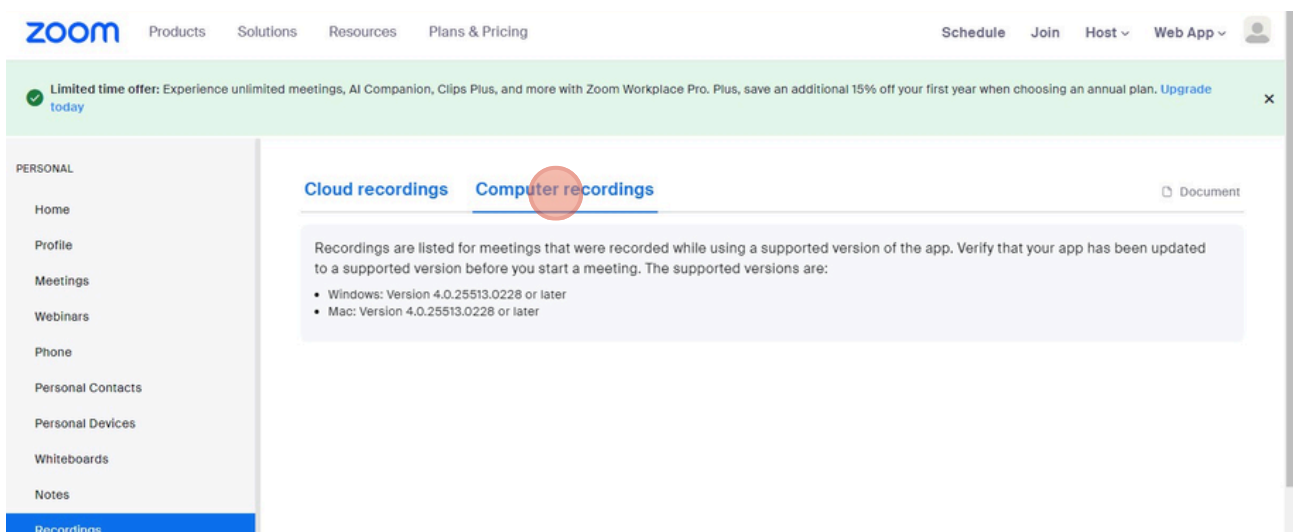
You will see two tabs at the top: "Cloud Recordings" and "Computer Recordings".



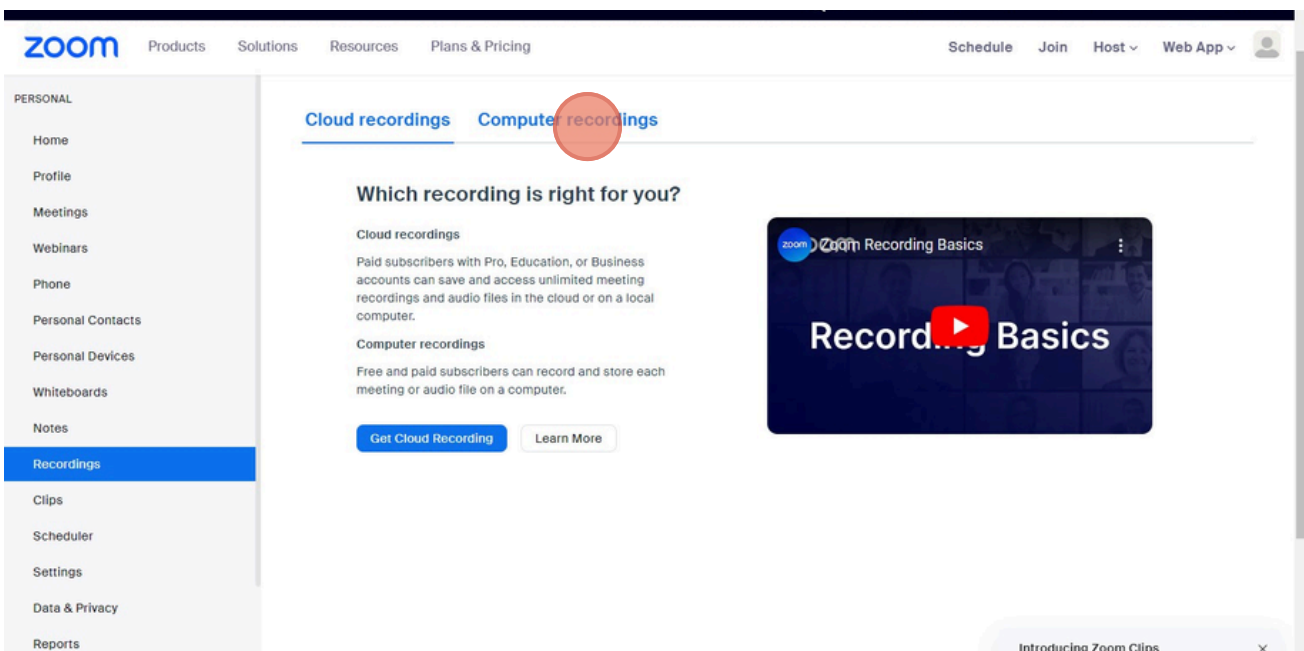
Cloud recording is Stored on Zoom’s cloud servers and accessible from any device with internet access.



On the other hand, **Computer Recording** is stored on the local hard drive of your computer.



Here, you will see a list of all your recorded meetings saved to the cloud. Each entry includes the date, meeting ID, and meeting topic. You can also **view**, **download**, or **share the recording**.





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Jeff J Hunter

Founder VA Staffer
Pre-Trained, Pre-Vetted Executive
Assistants

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CALENDAR**

