

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 <u>zoom.us</u>.

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HOW TO ACQUIRE ZOOM MEETING RECORDINGS



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".



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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

