Zoom Meeting Recording – A Simple Concept with Lots of Nuances and Opportunities

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Introduction

Depending on what you need to do with your Zoom meeting recording, there may be much more to consider than just pressing the Record button.:

Note: To capture the full spectrum of what can be saved after a meeting, this article will include any recording-related setting that helps to create a new file after the session ends.

General Overview

What files from a Zoom recording are saved?

Each meeting recording in its most basic form in the FREE version is saved as three files and their associated file formats.

- MPEG4-Audio
- MP4 Video
- M3U (video)

Note: The host can also **Record a Separate Audio File for Each Participant Who Speaks (Zoom app – Recording).**

Note: Chat messages and the Whiteboard can also be saved either on their own or as additional files to the meeting recording.

Note: There are other file recording possibilities in the Zoom Pro version. See below.

Where can I adjust how I record a Zoom session?

There are four areas of the Zoom website (zoom.us/signin) and app devoted to recording:

- **Scheduling a Meeting** (Zoom website)
- **Record** – Look under **Settings** (Zoom website)
- **Recording** menu – Look at bottom panel during a live meeting and click on up arrow to the right of certain buttons such as Audio, Video, etc. (Zoom app)
- **Record** button - bottom panel during a live meeting (Zoom app)

What is the difference between Automatic vs. Manual Recording?

A session is NOT automatically recorded unless the setting is activated ahead of time by the host.

There are two places to do so:

- One time (**Scheduling a Meeting - Meeting Options - Automatically Record Meeting on the Local Computer – select check box**)
- Every meeting (**Settings – Record – Automatic Recording – activate toggle**) – Consequently, the setting in Scheduling a Meeting above is automatically checked.

Note: You can Pause, Stop, Re-Start the recording at any time. If so, there will be multiple files of each type saved when the meeting concludes.

Note: If you don't want to record from the beginning of the meeting, you will want to record the meeting manually and press the **Record button during live meeting (Zoom app – bottom panel)** at the point during the session when you are ready.

Where will a Zoom session be saved?

A session can be saved Locally or in the Cloud:

- Locally
    - FREE and paid subscription versions
    - Host and participants (if allowed by host)
    - Breakout Room – participants ONLY (See more information below.)

Note: The host can choose a **Local Recording Location and Choose a Location for the Recorded Files When the Meetings Ends (Zoom app – Recording).**

- In the Cloud
    - Paid subscription versions ONLY
    - Host ONLY

Note: It is easier to share recordings in the cloud than Locally since the local recording will need to be uploaded to a file sharing website (YouTube, Google Drive, Dropbox, etc.).

How does a participant record a Zoom session?

The host in **two steps** can allow participants the option to record the meeting locally (1. **Settings – Record – Local Recording (for both host and participants) – activate toggle** 2. If activated, an additional option opens here where Hosts Can Give Participants **Permission to Record Locally – select check box)**.

Note: These two settings together are particularly important for saving any Breakout Room ("meeting within a meeting") because only a Breakout Room participant (not the host) can save what transpires there. Without these settings being activated, a Breakout Room cannot be saved.

Special Features
Chat

The content of a chat exchange after an initial message is written and the Enter key is pressed can be saved during the meeting **(Zoom app - Chat button during live meeting (bottom panel) - … button- Save chat)**. It will be saved as a text file.

Screen sharing

Recorded [Screen sharing](#) is particularly useful for educational purposes such as presentations and instructional sessions.

There are actually three parts of a Shared Screen to record: the shared screen by itself, a small window of accompanying video (and audio), and audio by itself.

There are several possible scenarios with Shared Screen recordings:

Automatic recording is activated ahead of time:

Note: If you want to save **Annotation** and the **White Board** in the Shared Screen, they need to be set up ahead of time as well (see below).

- If you want to record just a Shared Screen, simply start the meeting **(Host a Meeting – Screen Share Only)** in Shared Screen mode and just the Shared Screen will automatically be recorded.

  Note: The computer microphone does not work here, so the person sharing cannot be heard. You can share your **Computer Audio**, but that is not the same.

- If you want to record the overall meeting along with a Shared Screen segment, make sure that **Record Video During Screen Share (Zoom App – Recording)** is NOT checked before starting the meeting.

  Note: Alternatively, if you just want audio throughout the meeting including the Screen Share portion, you can start the session without video **(Host the Meeting – With Video Off).**

  Note: You can also leave the Recording setting checked and just make sure the screens you want to share are already maximized. However, in the case of Microsoft PowerPoint and perhaps other screens, they may bleed over the boundaries of the shared screen. You will want to test if you can.

- If you want to record the meeting along with a Shared Screen segment and accompanying video, make sure the **Record Video During Screen Share** is checked and (if you wish) **Place the Video Next to Screen Share (Zoom App – Recording)** is also checked before starting the meeting.

  Note: Make sure your Shared Screen is not maximized or you will not see the video.

Note: You can also Pause or Stop a recording while in Screen Share under the **Annotation menu More button**.

Automatic recording is not activated ahead of time:

- If you want to record just a Shared Screen and audio, there is an almost flawless way to do so. You start the meeting without video **(Host the Meeting – With Video Off)**. After that, you immediately press **Screen Share button** on the bottom panel (make sure the window of prospective files to share is not maximized so you can continue to see the buttons panel on the bottom), select your file to share, press the **Record button** and finally press the **Share**. When you finish your Screen Share, immediately end the meeting (**End** and **End Meeting for All**). You may still capture small portions of the overall meeting before and after the Screen Share, but they can easily be edited out.

- If you want to record just a Shared Screen and accompanying video, it is almost identical to the above bullet point. Here, you start the meeting with video **(Host the Meeting – With Video On)**. After that, you follow the directions above.

Annotation

If Annotation is activated during screen sharing (above) for both host and participants, you can also check **Allow Saving of Shared Screens with Annotations (Settings-In-Meeting (Basic))**. They are only saved if the file is recorded and are part of that file.

White Board

If the Whiteboard is activated during screen sharing (above) for both the host and participants, you can also check **Autosave Whiteboard Content When Sharing Is Stopped (Settings-In-Meeting (Basic) – Whiteboard)** and also select the file type radio button **PNG or PDF.**

Miscellaneous

A host can also activate the toggles for **Recording Disclaimer and Multiple Audio Notifications of Recorded Meeting (Settings - Record)** to inform participants that the meeting and they are being recording. There are also settings to **Ask Participants for Consent When a Meeting Starts (Settings - Record - select check box)** and to **Ask Host to Confirm (consent) before Starting a Meeting (Settings - Record - select check box)**.

The host can **Add a Time Stamp to the Recording (Zoom app - Recording).**

The host can select **Optimize for Third Party Video Editor (Zoom app - Recording).**

Additional Features in Zoom Pro and Higher Tier Subscriptions

In the subscription (Zoom Pro) version, there are a number of additional host **Cloud Recording settings (Settings – Record).** Some are duplicated from the Zoom app with the advantage that they can now be set up ahead of time

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Additional File Recording Options:

- **Record Active Speaker with Shared Screen**
- **Record Gallery View with Shared Screen**
- **Record Active Speaker, Gallery View, and Shared Screen Separately**
- **Record an Audio File Only**

Accessing Recordings (Cloud)

- **IP Address Access Control**
- **Only Authenticated Users Can View Cloud Recordings**
- **Require Passcode to Access Shared Cloud Recordings**
- **The Host Can Delete Cloud Recordings**

Chat

- **Save Chat Messages from the Meeting/Webinar**

Miscellaneous

- **Add a Timestamp to the Recording (Advanced Cloud Recording Sessions)** – Also in Zoom app
- **Display Participant Names in the Recording**
- **Optimize the Recording for Third Party Video Editor** – Also in Zoom app

Conclusion

As can be seen, there is a lot more to Zoom recordings than initially meets the eye (and ear). This feature is rich with sophistication and complexity as it matters who is saving the session, where it is being saved, and what version of Zoom is being used. Also, Zoom can record beyond what happens in the main session in Breakout Rooms, Chat, and Screen Share (including Annotation and Whiteboard). Whether one of these features is being "recorded" or "saved", the terminology may differ but the importance of capturing Zoom sessions in so many different ways does not.