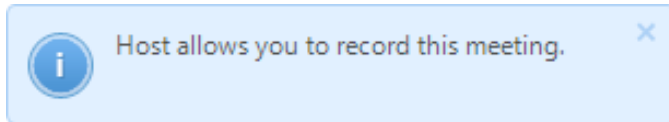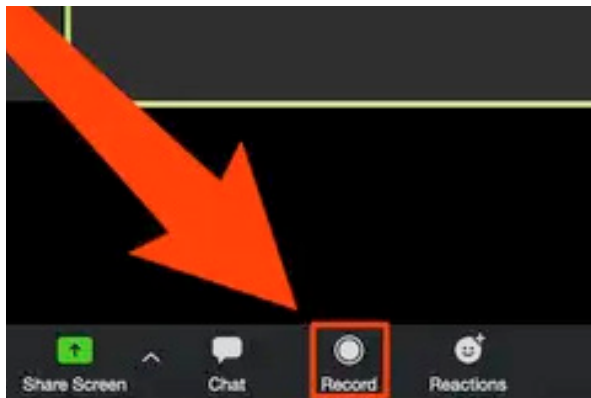# MAKING A ZOOM RECORDING

1. Once you've joined a call, please wait for the host to allow you to record. You will receive the following notification:

2. Once permission is granted, click the "**Record**" button at the bottom of the screen. If this toolbar disappears, move your cursor for the menu to reappear. This button will only appear if your host has allowed recording.

3. Once you're recording, you'll see a small "**Recording...**" label in the upper-left corner. You can use the small pause and stop buttons that have appeared — or use the corresponding buttons that have replaced "**Record**" at the bottom.
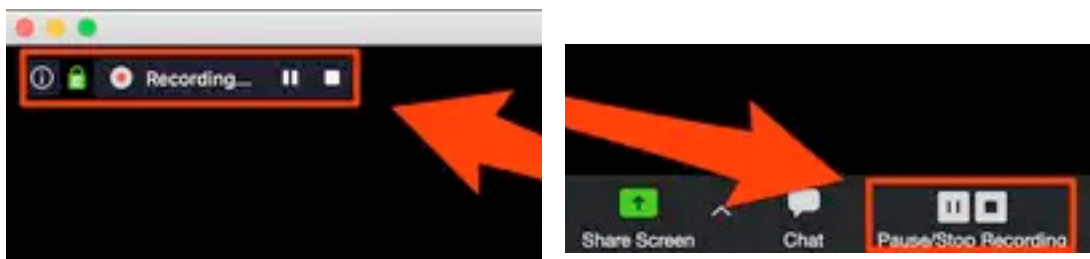
4. If you pause a recording, the label in the upper left hand corner will change to red and read "**Recording Paused**" until you resume.

5. Click either "**Stop**" option to end the recording. Depending on your computer settings, a small pop-up may appear that reads, "The recording file will be converted to mp4 when the meeting ends."

6. After the meeting ends your recorded video will be saved to your computer. (Use Zoom app settings to specify a location on your hard drive) Please make sure you have ample storage available on your hard drive. Files can reach in excess of 1GB.