Enabling recording

1. Sign in to the Zoom web portal. [https://ucla.zoom.us/](https://ucla.zoom.us/)

2. Click Settings.

3. Select “Recording tab”
4. Navigate to the “Local recording” and “Cloud recording” options setting is enabled.

5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click “Turn On” to verify the change.

Starting a recording

1. Start a Zoom meeting as the host.

2. Click the option to Record.

3. Select Record to the Cloud

4. A Recording Notification will ask you to continue, click on Continue.
5. Once recording is done, click on “Stop Recording” on the bottom of the window.

6. Once you end the meeting, Zoom will send an email notification about cloud recording availability.