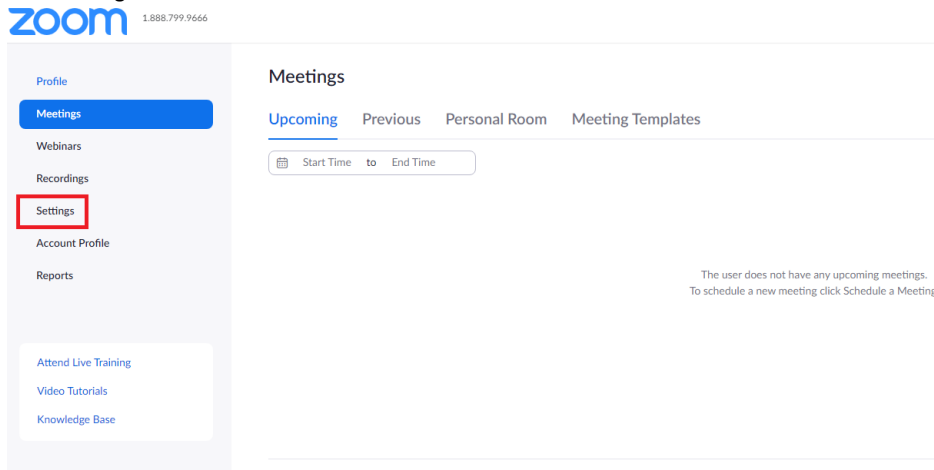


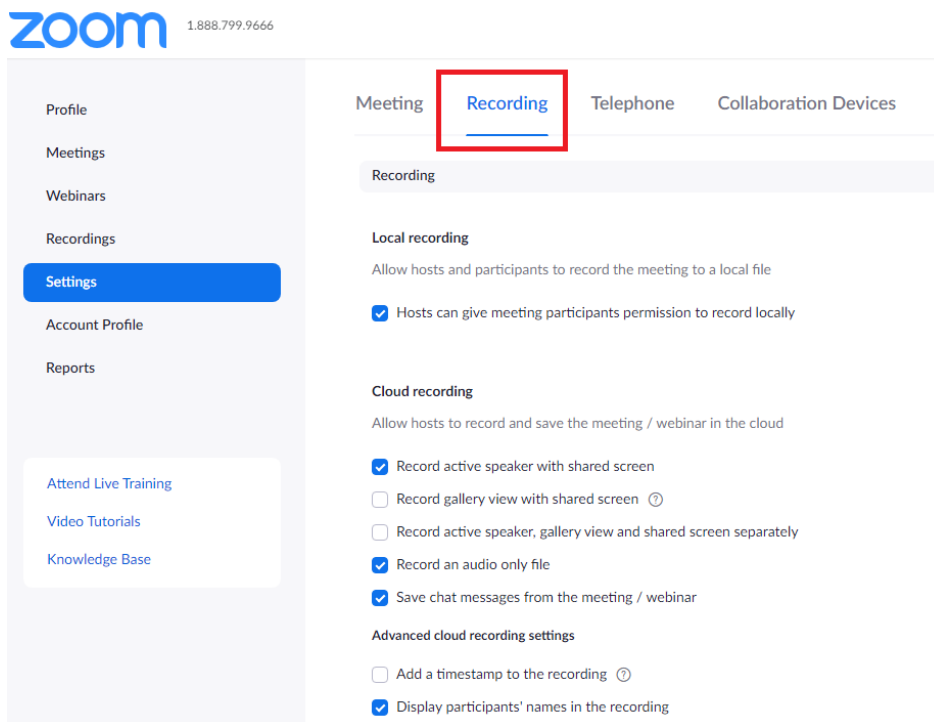
Enabling recording

1. Sign in to the Zoom web portal. <https://ucla.zoom.us/>
2. Click Settings.



The screenshot shows the Zoom web portal interface. On the left is a navigation sidebar with the Zoom logo and phone number (1.888.799.9666) at the top. Below the logo are menu items: Profile, Meetings (highlighted in blue), Webinars, Recordings, Settings (highlighted with a red box), Account Profile, and Reports. At the bottom of the sidebar are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'Meetings' and has sub-tabs for Upcoming, Previous, Personal Room, and Meeting Templates. The 'Upcoming' tab is active, showing a calendar icon and a date range selector (Start Time to End Time). Below this, a message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.'

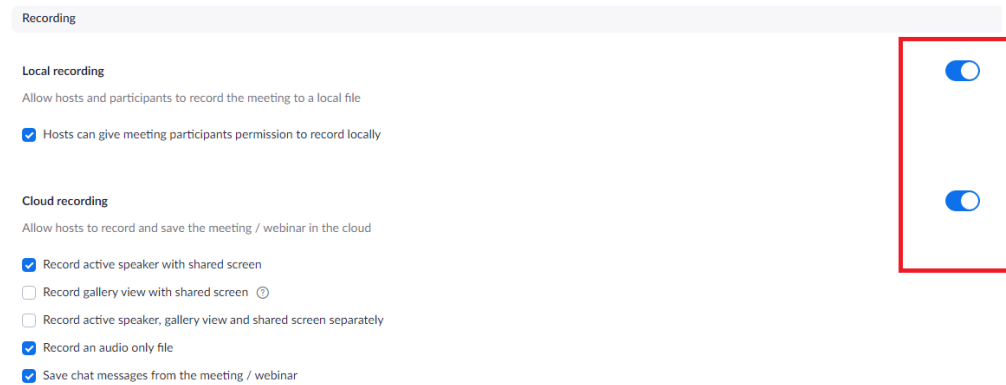
3. Select "Recording tab"



The screenshot shows the Zoom web portal interface with the 'Recording' tab selected in the main content area. The left sidebar is the same as in the previous screenshot, but the 'Settings' menu item is now highlighted in blue. The main content area has tabs for Meeting, Recording (highlighted with a red box), Telephone, and Collaboration Devices. Below the 'Recording' tab, the 'Recording' section is expanded. It contains two sub-sections: 'Local recording' and 'Cloud recording'. Under 'Local recording', there is a description 'Allow hosts and participants to record the meeting to a local file' and a checked checkbox 'Hosts can give meeting participants permission to record locally'. Under 'Cloud recording', there is a description 'Allow hosts to record and save the meeting / webinar in the cloud' and several checked checkboxes: 'Record active speaker with shared screen', 'Record an audio only file', and 'Save chat messages from the meeting / webinar'. There are also two unchecked checkboxes: 'Record gallery view with shared screen' and 'Record active speaker, gallery view and shared screen separately'. At the bottom, under 'Advanced cloud recording settings', there are two checkboxes: 'Add a timestamp to the recording' (unchecked) and 'Display participants' names in the recording' (checked).

4. Navigate to the “Local recording” and “Cloud recording” options setting is enabled.

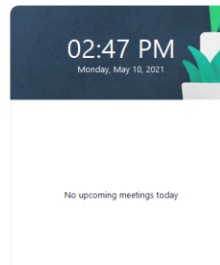
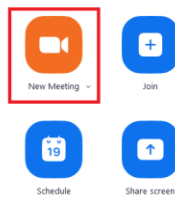
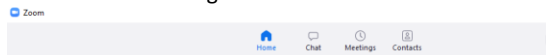
Meeting **Recording** Telephone Collaboration Devices



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

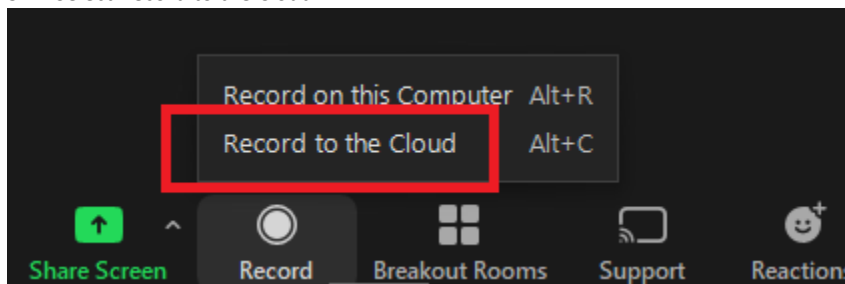
1. Start a Zoom meeting as the host.



2. Click the option to Record.

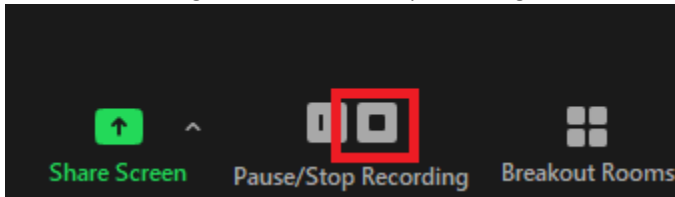


3. Select Record to the Cloud



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.