**RECORDING AND SHARING VIDEOS**

Please record all of your meetings to your Computer and not the Cloud. Due to the high volume of recordings, we will not be able to store these in the Cloud.

---

1. **HOW TO RECORD IN ZOOM**

2. **USE QUESTROMTOOLS MEDIA GALLERY**
   - Locate the video you have recorded on your computer
     - Look in Documents -> Zoom
   - In Questrom Tools, make sure the Media Gallery Tool is enabled
     - Go to Site Info -> Manage Tools, Check Media Gallery and Continue to enable the tool
   - In the Media Gallery Tab, click on Add Media and Upload your video

3. **DELETE RECORDING TO REDUCE STORAGE USAGE ON LOCAL COMPUTER**
   - Locate the video you have recorded on your computer
     - Look in Documents -> Zoom
   - Select all files in folder, right-click and select Delete.

---

**NOTES**

- **ADD MEDIA**
  - Click on Add Media and Upload your video.
  - Make sure the Media Gallery Tool is enabled in Questrom Tools.

- **DELETE RECORDING**
  - Select all files in the folder, right-click, and select Delete.
  - Ensure you upload the video to Questrom Tools before deleting.

---

**QUESTIONS OR ISSUES?**

- Contact the IT Help Desk for assistance.
- Visit the Questrom IT Support website for FAQs and resources.

---

**FOR MORE INFORMATION**

- Explore the Questrom IT Support website for detailed guides on using Questrom Tools.
- Refer to the Zoom documentation for comprehensive instructions on recording and managing videos.