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.