

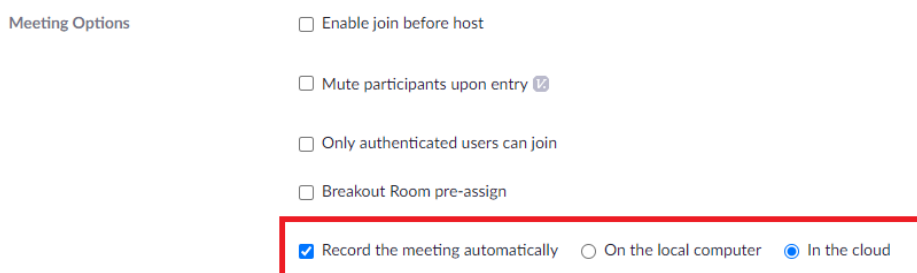
ZOOM RECORDING TO THE CLOUD

Please record all of your meetings to the Cloud.

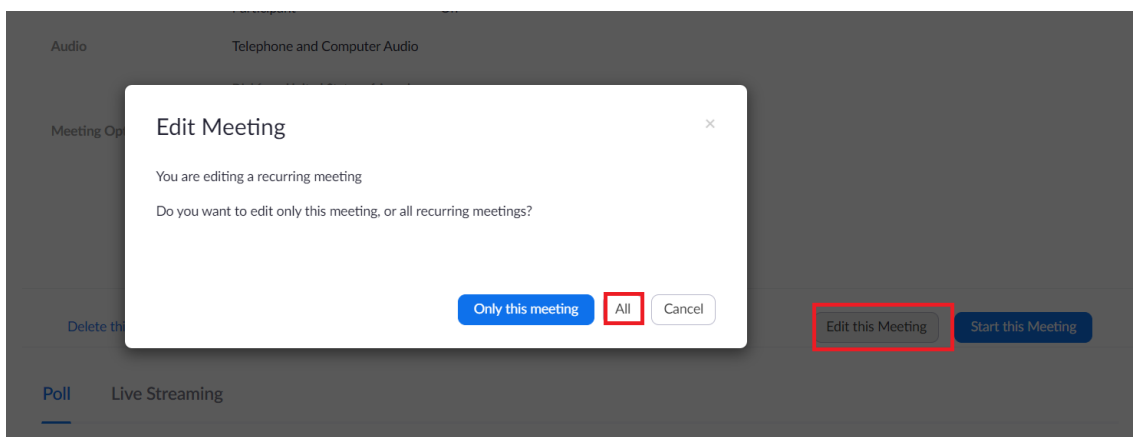
There are two options to record to the Cloud:

A RECORD TO THE CLOUD AUTOMATICALLY

- 1 Navigate to [Questrom.zoom.us](https://questrom.zoom.us) to schedule/edit your meeting
- 2 Scroll down to Meeting Options and check off the box titled "Record the meeting automatically" and "In the Cloud".



- 3 If you need to edit an already scheduled recurring Zoom Meeting, please click on "Edit this Meeting", then "Edit All".



NOTE ON RECORDING TO THE CLOUD AUTOMATICALLY



Please note that if you start the Zoom Meeting early, the recording will start as soon as the Zoom Meeting starts.

B INITIATE RECORDING DURING ZOOM SESSION

- 1 Start the Zoom Meeting
- 2 To initiate a Cloud recording within a Zoom session, click on the Recording icon. Then click on "Record to the Cloud".

