Step-by-step Guide to Recording in Zoom

- Start Zoom meeting as a host
- After entering your Zoom session, hover over any space within the Zoom screen to bring up the navigation bar along the bottom
To begin recording your meeting, select the “Record” option from the taskbar along the bottom. Select “Record to the Cloud.” The recording will go to the Harvard Zoom cloud.
If you are sharing your screen at the time you start the recording, click “More” along the top navigation and select “Record to Cloud.” Please note to access the navigation while sharing your screen, you must hover the small bar in the top center of your screen.
- When your Zoom meeting is recording, you will see “recording” in the top left corner of the Zoom meeting.
To pause the meeting, either hover over the “Pause/Stop Recording” along the navigation at the bottom of the Zoom meeting and select the “Pause” icon or select the icon along the “recording” box in the top left corner of the Zoom screen.
If you are sharing your screen and would like to pause the recording, then select the “More” icon along the top navigation and then choose “Pause Recording”
To resume a meeting, either click the resume button on the “resume/stop recording” icon along top left of the screen or at the bottom navigation in Zoom. If sharing your screen, select the “More” icon along the top navigation and click “Resume Recording.”
To resume your recording while sharing your screen view, select more along the top navigation and select ‘Resume Recording.”
• To stop (end) the recording (at the end of your class session), click the stop recording icon on the bottom navigation in Zoom. If still sharing your screen, you would select the “More” icon along the top navigation and then select “Stop Recording”
• Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed.
Access and Publish Zoom meeting(s) in Canvas

- Login to your Canvas page and select “Zoom” along your left navigation to access the Zoom related content for your course.
- To navigate to your recordings, click on “Cloud Recordings.”
• To publish your Zoom meeting(s), slide the circle on the “Publish” to the right so that the bar is blue. Students will now be able to access the videos on the course Canvas page under Zoom.
• To un-publish a video, simply move the circle back to the left so that the bar is gray. You can also delete videos on this page.