

Please follow the steps below to save the recordings to Zoom. You have 10GB of storage before you need to delete or download the videos from Zoom's servers.

Directions:

Sign Into Zoom: Go to <https://cuny.zoom.us> and choose Sign in. You should be taken to the familiar CUNY login prompt where you enter your Firstname.LastnameNN@login.cuny.edu login credentials.

Select:

- Settings
- Recording
- Local and Cloud Recordings should be on
 - Under Local Recording Check the box: Hosts can give participants the permission to record locally
 - Under Cloud Recording; Check the box: Record active speaker with shared screen
- When recording, select the option to record to the cloud

See Screen Shots Below for visual representation of directions.

- Configure the settings to allow for Cloud recording

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced

Meeting **Recording** Telephone

Recording

Local recording  Modified [Reset](#)

Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

Cloud recording  Modified [Reset](#)

Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen ⓘ
- Record active speaker, gallery view and shared screen separately
- Record an audio only file
- Save chat messages from the meeting / webinar

Select the option that works best for you.

- When recording, select the option to record to the cloud.

