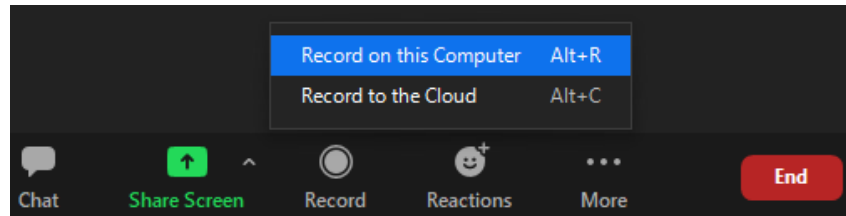


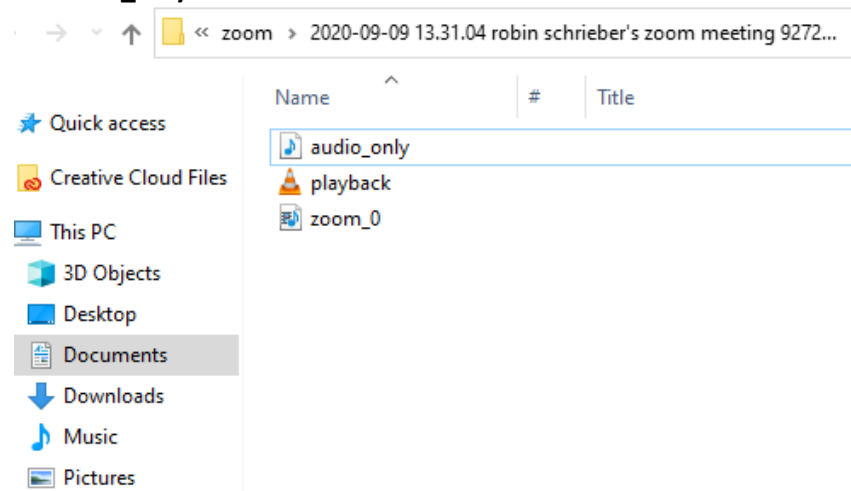
Recording Audio in Zoom

When you select record during your Zoom, you will be prompted to choose where the recording will be saved:



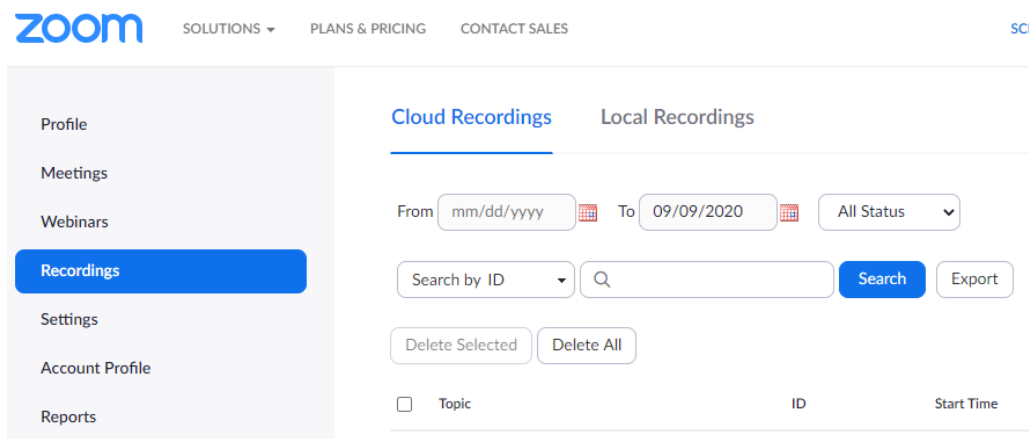
Whichever you decide, computer or cloud, **Zoom will automatically create a separate audio-only file**, in addition to an audio/video file.

If you record to your computer, the files are converted at the end of your meeting and saved directly to your Documents folder. The file folder housing your recordings will pop open for you as soon as your files are converted. By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (MP4) is named **audio_only.m4a**.



If you record to the cloud, you will receive an email from Zoom letting you know your files have finished converting and are now available through the Zoom web portal. You can view and/or download your recordings (audio/video and audio-only) by logging into your UF Zoom account by visiting <https://ufl.zoom.us/> and logging in using your Gatolink name and pw.

Once you are logged in, click *Recordings* on the left-hand side of the screen to access your recordings:



See below for additional information regarding Zoom recordings:

Local Recording

[Finding and Viewing Local Recordings](#)

[Sharing a Local Recording](#)

Cloud Recording*

[Managing Cloud Recordings](#)

[Recording Good Quality Audio to Ensure Accurate Transcripts](#)

***Note:** Per Zoom, due to unusually high volume due to COVID, cloud recordings may require extra processing time (up to 24-72 hrs).