**Starting a Cloud Recording**

**Note:** Only hosts and co-hosts can start a cloud recording. Recordings started by co-hosts will still appear in the host's recordings in the Zoom web portal.

**To record a meeting to the cloud:**
1. Start a meeting as the host (this is whoever created the meeting).
2. Click the **Record** button in the Zoom toolbar.
3. Select **Record to the Cloud** to begin recording.
4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.

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.