How to Record to the Local Drive in Zoom

How to start a local recording

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click **Record**.
3. If there is a menu, select **Record on this Computer**.
Hosts will see the following recording indicator in the top-left corner while recording is active.

Participants will see the following indicator in the top-left cornerwhile the recording is active.
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4. Click **Participants** to see which participants are currently recording.

**Note:**[Dial-in participants](https://support.zoom.us/hc/en-us/articles/201362663-Join-by-Telephone) will hear a message informing them that the meeting is now being recorded unless disabled by the host.
5. After the meeting has ended, Zoom will convert the recording so you can access the files.
6. Once the conversion process is complete, the folder containing the recording files will open.
**Note**: By default, the [recording files are formatted](https://support.zoom.us/hc/en-us/articles/203650745) a certain way. The audio/video file (MP4) will be named **video[random number].mp4**. The audio only file (M4A) is named **audio[random number].m4a**.

**Note**:

* If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
* If the conversion process is not successful after the meeting has ended, you can try to [manually convert the recording](https://support.zoom.us/hc/en-us/articles/201362753).
* You can record the meeting in different [layouts including Active Speaker, Gallery View, and shared screen](https://support.zoom.us/hc/en-us/articles/360025561091).
* After the file has completed converting, if you choose to rename the file from the default naming convention, we recommend you use a unique file name. We recommend you do not use the words **Zoom**, **Personal Meeting Room**, or **My Meeting** when saving your meeting files.

How to stop or pause a local recording

During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.

The recording can also be stopped or paused by clicking the indicator in the top left corner.

2. When a recording is paused, the following indicator will be displayed in the meeting.

3. To resume the recording, click **Resume Recording**at the bottom

The recording can also be resumed by clicking the indicator in the top left corner.

4. After you stop the recording, you can [access the local recording files on your computer](https://support.zoom.us/hc/en-us/articles/206277393).