



Recording

Purpose

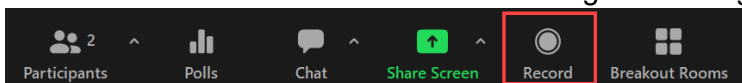
Zoom for Healthcare has a feature that allows approved users to create an audio and video recording of a webinar or meeting. Recordings will be automatically saved to the cloud and saved for 1 year, during which time they may be shared with others and/or downloaded to the host's local device.

Requirements

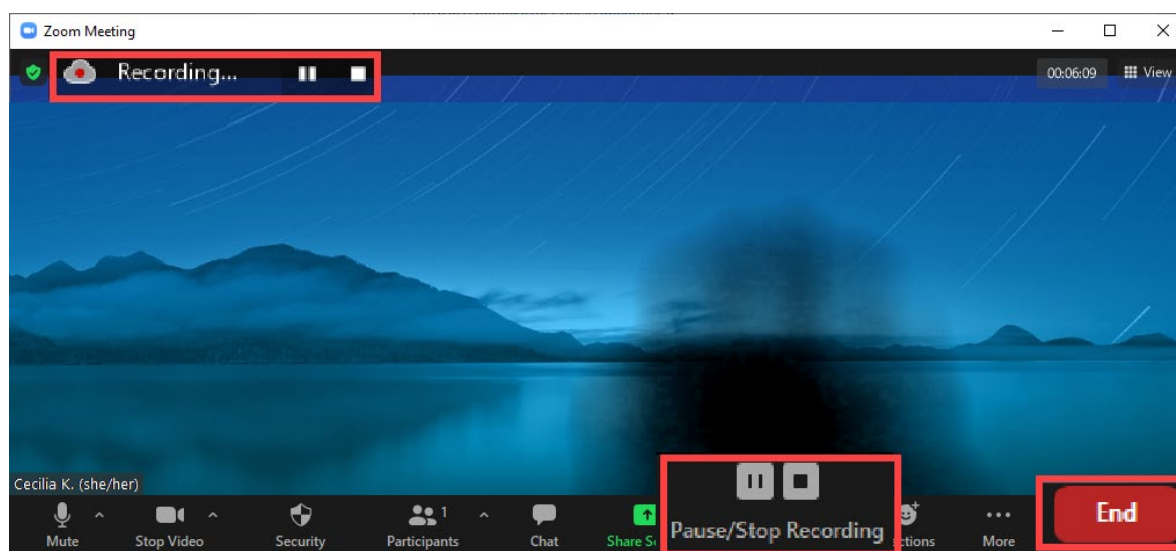
- The purpose for recording **must** meet one of the permitted scenarios outlined in this [decision support tool](#).
- Once reviewing the above, Zoom cloud recording functionality [can be requested](#) for your Zoom for Healthcare account.

How to start a cloud recording

1. Start your instant or scheduled virtual health visit as the host.
2. Click the **Record** button on the toolbar to begin recording.

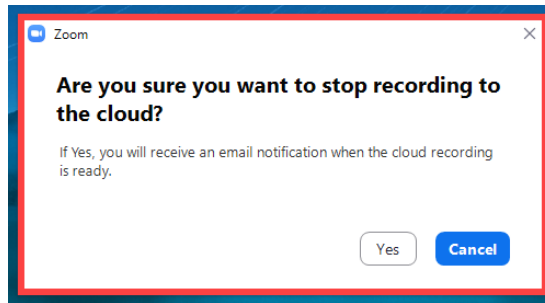


3. A [notification](#) pop-up will appear on participants' Zoom windows to inform them about the potential risks and considerations associated with any cloud-based recording.
4. To stop recording, click **Pause**, **Stop Recording**, or **End Meeting**.





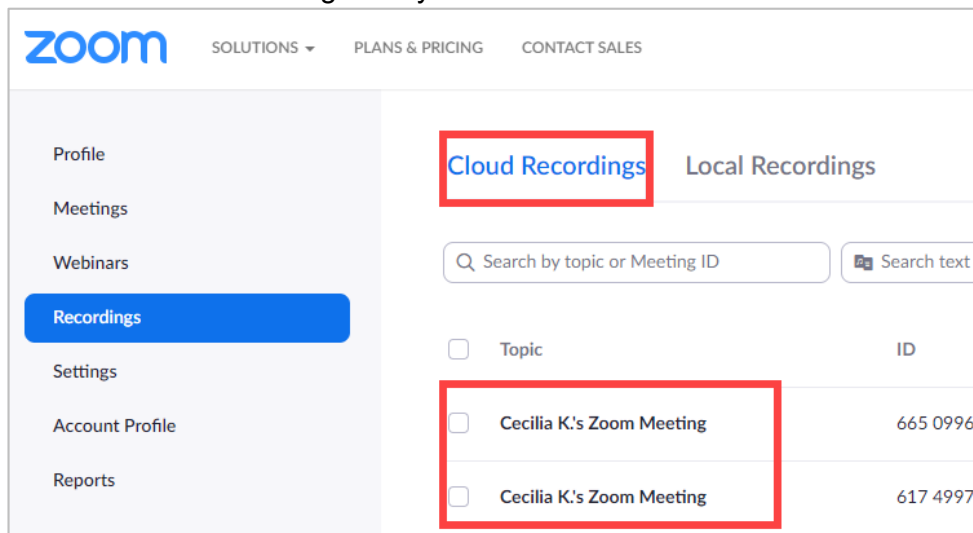
5. Once the recording has been fully stopped, a dialog box will appear asking you for confirmation:



6. Once the meeting has ended, the recording will be processed. Zoom will send an email to you when the process is completed. The email will contain a link for you (the host) to view, share and manage the recording from zoom.us.

Managing your cloud recordings

1. Sign in to zoom.us
2. In the navigation menu on the left-hand side, click **Recordings**. Under **Cloud Recordings**, you will see a list of recordings that you've created.

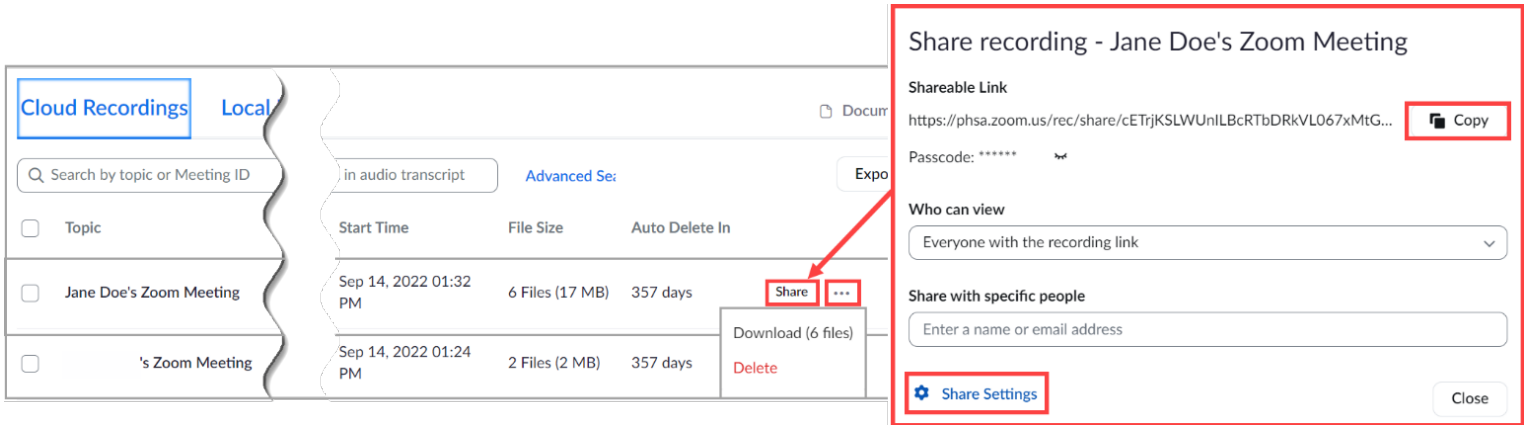


3. To filter, adjust the date range and status, then search by host, meeting ID, topic, or keyword.

Note that cloud recordings are **only** available on zoom.us for 1 year, after which they are automatically deleted.



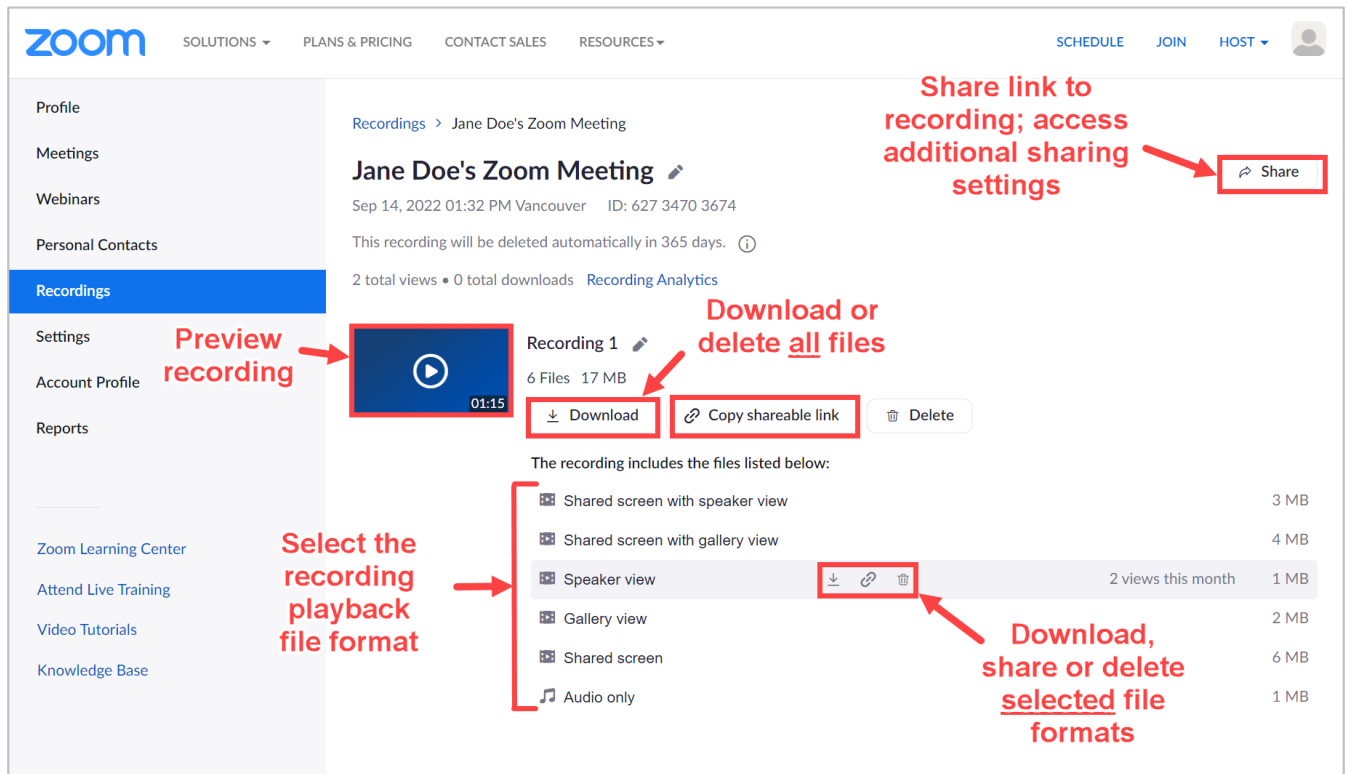
4. In the list, find the cloud recording you want to view, share, download, or delete.
 - a. Click **Share** to copy a recording **link** and associated **passcode**, or access additional share settings.



The shared link will open up in a browser window. The recipient will be prompted to enter the passcode and will then be able to *view* the recording, but only the host will be able to download.

- b. Click **...** to **download** or **delete** all recording playback file formats.

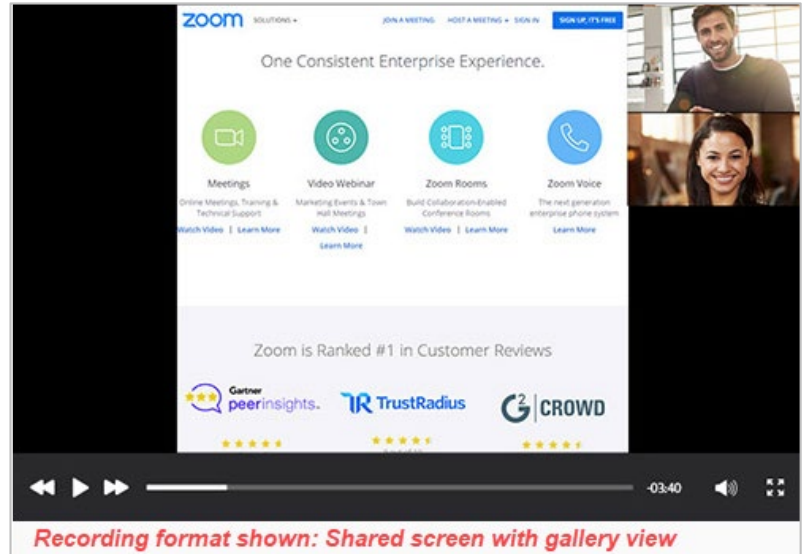
5. To access individual recording playback formats (e.g. shared screen only vs. speaker view), click on the bold **Topic** recording name to view more details





6. Choose the [recording file layout\(s\)](#) you want to download:

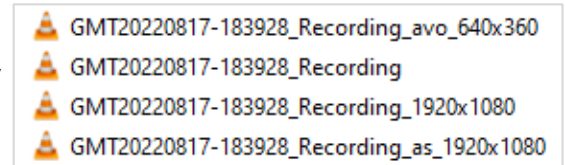
- a. **Shared screen with speaker view:** Shows only the video of the active speaker and any shared screen.
- b. **Shared screen with gallery view:** Shows the video of participants in gallery view and any shared screen.
- c. **Speaker view:** Shows only the video of the active speaker.
- d. **Gallery view:** Shows the videos of participants in gallery view.
- e. **Shared screen:** Shows only the shared screen and no video.
- f. **Audio only:** Plays the audio of the video only. Download will be an M4A file of the audio.



7. Downloaded recordings will appear by default in your computer's local Downloads folder, where they can then be moved to a secure and encrypted location.

Files appear according to the following naming convention **TZYYYYMMDD-HHMMSS_Meeting-Name_KEY_resolution.mp4**.

- a. *KEY values may be:*
 - i. *gvo – gallery view only*
 - ii. *gallery – shared screen with active speaker*
 - iii. *avo – active speaker only*
 - iv. *as – shared content only*



Most departments have a shared folder on the network for their internal use – these locations are ideal as:

- They are secured by our network's firewalls
- They are encrypted
- Access to them can be restricted at a user level.

Consult with your local department's processes and policies for more information.