Zoom: Recording to the Cloud

> **IMPORTANT!!!** **In case recording is required for your Zoom session,** please do not forget to **record the meeting using the Record to the Cloud option**.
>
> **In case the recording option is disabled,** please use the **host key provided** and the corresponding manual that shows how you can **claim host permissions for your session**.

1. Start recording

Please use the Record to the Cloud option to start recording.
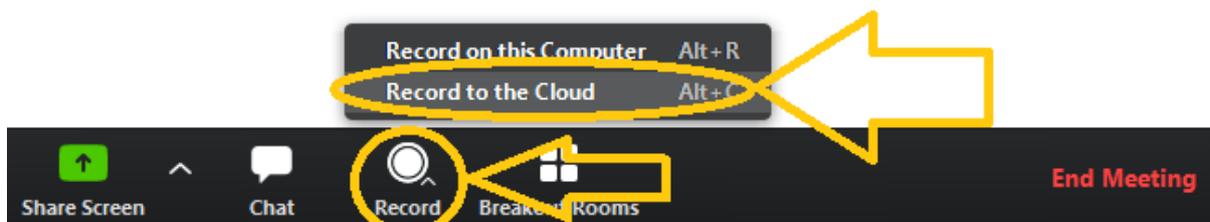
In case you have already started to share your screen, this option should be located to the top of your zoom screen.
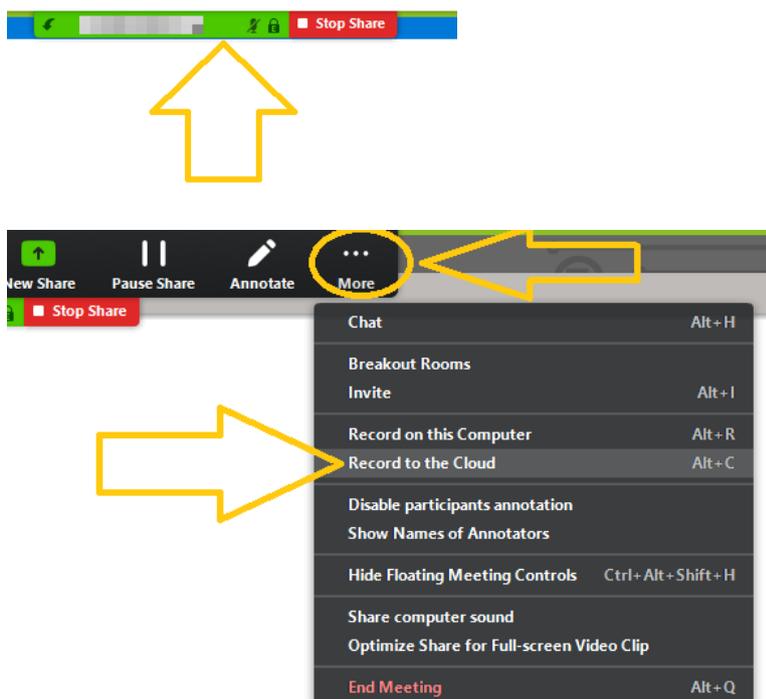
2. Pause recording

During breaks please prefer using the pause recording option (instead of the stop recording).
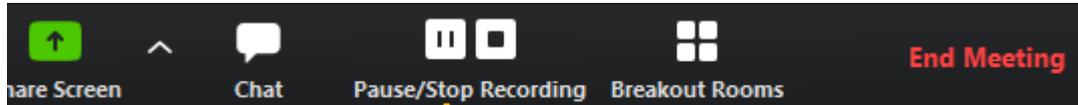
In case you have already started to share your screen, this option should be located to the top of your zoom screen.
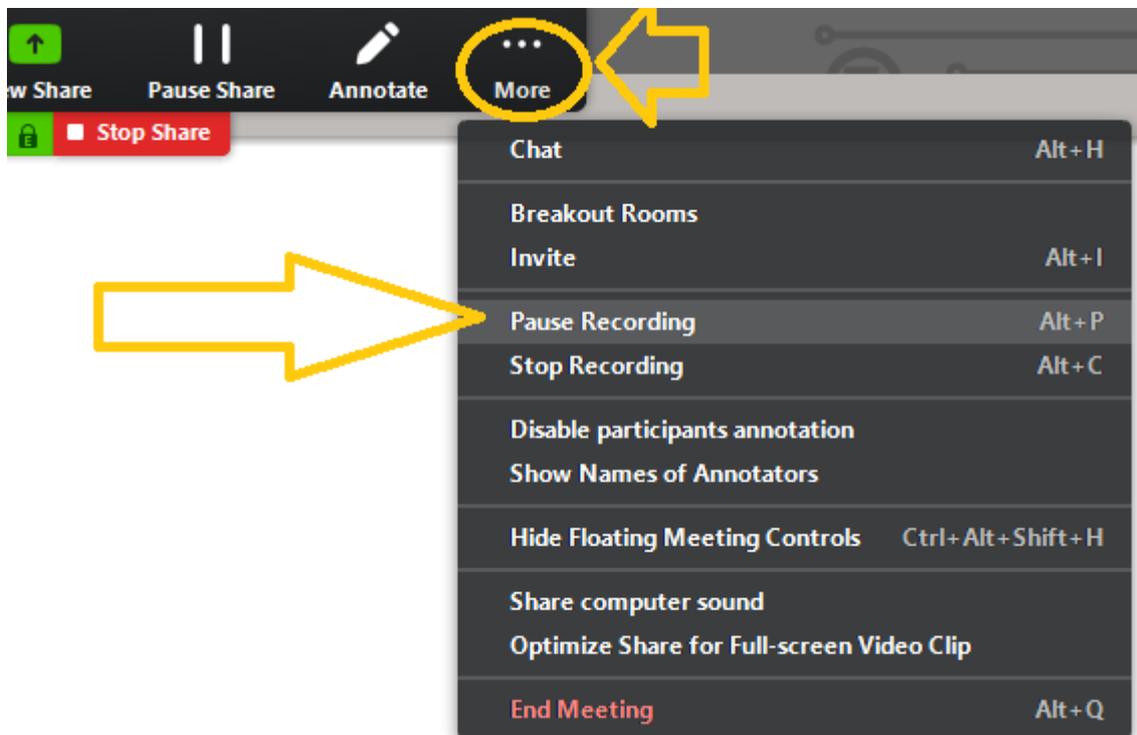
3. Stop recoding

When you would like to finish your recording please use the Stop recording option, or you could just end your meeting.