



How to record a video meeting - Google Meet

1. On your computer, in Google Meet, click **Start** or **Join**.
2. At the bottom right, click Activities  > **Recording**.
 - To record the meeting captions, select a language.
 - In some cases, if the recording is played on Google Drive, the recording file might be ready a few hours before the captions are available.
3. Click **Start recording**.
4. In the pop-up screen, click **Start**.
5. Wait for the recording to start. Participants get a notification when the recording starts or stops.
 - Meetings can only be recorded for a total of 8 hours, then the recording stops automatically.
6. To stop a recording, click Activities  > **Recording** > **Stop recording**.
7. In the pop-up screen, click **Stop recording**.
 - **Tip:** The recording stops automatically when everyone leaves the meeting.

An email with the recording link is sent to the meeting organizer and the person who started the recording.

The recording is saved to the meeting organizer's My Drive > Meet Recordings folder.

For meetings created through:

- **Google Calendar:** The meeting organizer is the person who creates the meeting event on Google Calendar.
- **The Google Meet homepage or another product such as Gmail or Jamboard:** The meeting organizer is the person who launches the meeting or generates the code.