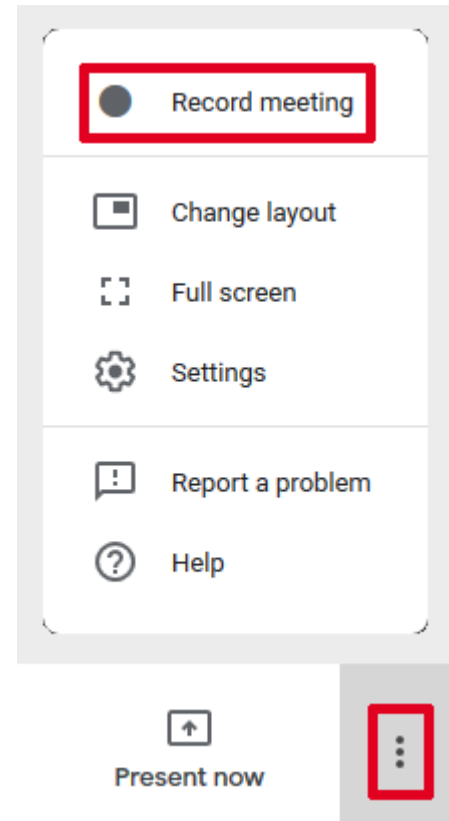


Google Hangouts Meet Recording Guide

Start and stop a recording

1. Open [Meet](#) and [start](#) or [join](#) a video meeting.
2. Click More > Record meeting.
3. Wait for the recording to start.
Other participants are notified when the recording starts or stops.
4. Click More > Stop recording when you finish.
 - The recording also stops when everyone leaves the meeting.
5. Click Stop recording again to verify.
6. Wait 10 or more minutes for the recording file to be generated and saved to the organizer's [My Drive > Meet Recordings folder](#). An email with the recording link is also sent to the meeting organizer and the person who started the recording.






Note: This feature is only available for the desktop version. Mobile app users get notified when the recording starts or stops, but cannot control the recording.



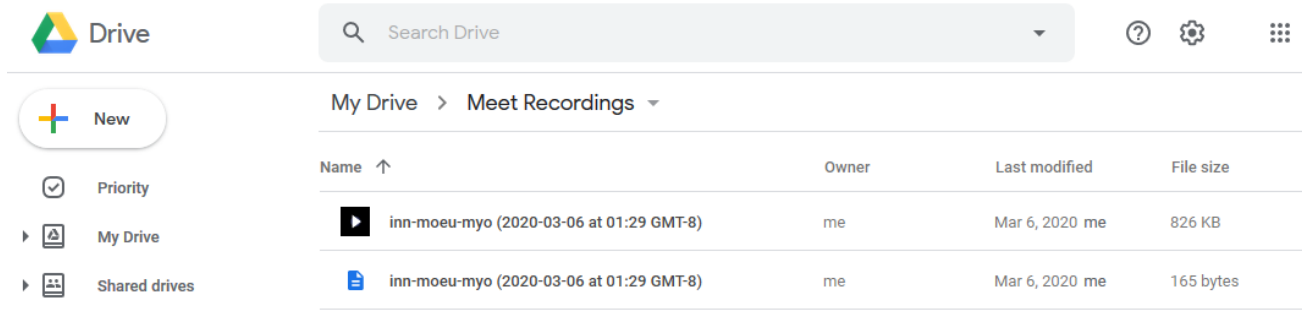
Play, share, download or save a recording

In Google Drive

Recordings are saved on the event organizer's Google Drive ([My Drive > Meet Recordings folder](#)). However, if the organizer changes or the meeting occurs outside of the calendar event, the meeting link is sent to the original event creator.



1. Open [Drive](#) and double-click on a recording file in order to play it.
2. Select an option:
 - To share a recording, select the file and click Share  or, click Link  and paste the link in an email or in a chat message.
 - To download a recording, select the file and click More  > Download .
 - To add a recording to My Drive, select the file and click Add to My Drive .

The chat is saved in a separate text file.





Email link

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

1. Click the link in the email.
2. Wait for the recording to open.
3. Select an option:
 - To play the recording, click Play .
 - To share the recording, click More  > Share. Enter user names or email addresses and click Done.

Note: You can also copy and share a link.

- To download the file, click Download .
- To add the recording to the current folder, click Add to My Drive .

In the Calendar event

The recording is automatically linked to the meeting's Calendar event if the recording starts and stops during the scheduled meeting time. Calendar invitees who are in the same domain as the meeting organizer are automatically granted access to the recording.

Source : <https://support.google.com/meet/answer/9308681?hl=en>