# Recording in breakout rooms

> 💡 This article is for both moderators and participants in a virtual meeting/classroom.

As a moderator or participant with the permission enabled, you can record your breakout room as an individual recording file, that captures the content on stage within that individual breakout room. This article will walk you through the steps to record and access your recording.
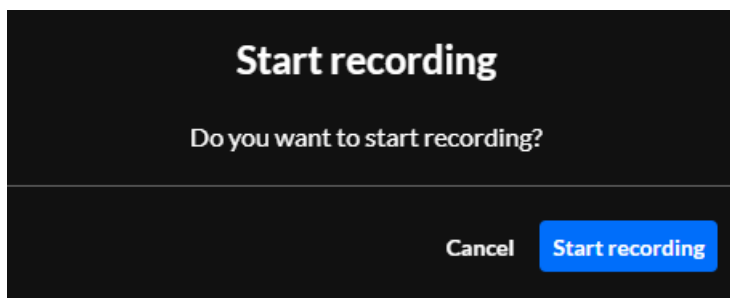
Start recording

1. Click the **3 Dots** menu on the bottom toolbar.
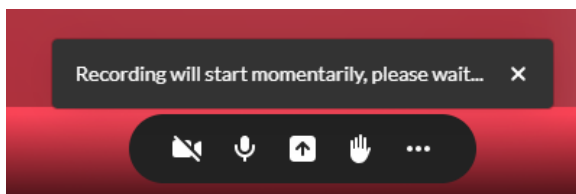2. In the pop-up menu, click **Record**.
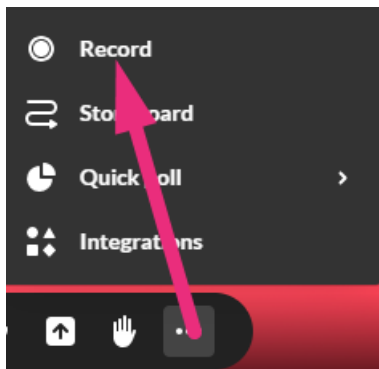
A confirmation displays: *Do you want to start recording?*
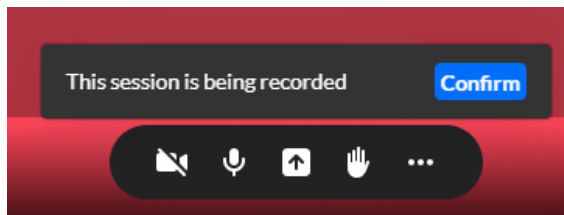
3. Click **Start recording**.
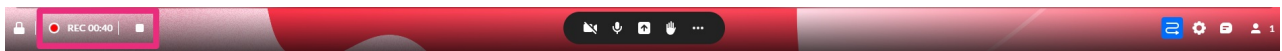

A message displays: *Recording will start momentarily*.

When recording begins, a new message displays: *This session is being recorded*.

4. Click **Confirm**.

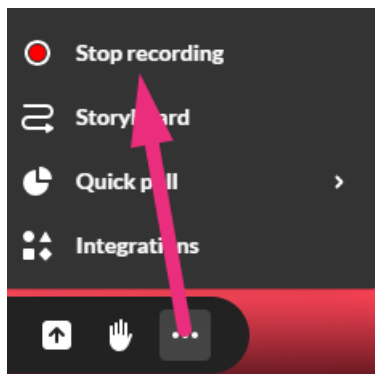An indicator appears on the bottom left of your screen.

💡 As a participant, you'll see only the red circle and REC. You won't see the time counter and square stop icon to the right.

Stop recording

As a participant:

1. Click the **3 Dots** menu on the bottom toolbar
2. Clicking **Stop recording**.

As a moderator:

- Click the square stop icon in the recording indicator at the bottom left of your screen.

OR

- Click the **3 Dots** menu on the bottom toolbar, and then click **Stop recording**.

Access recording

The recording is saved in the following locations:

- Media Manager - in the **Breakout recordings** folder, which is accessible only to

moderators.

⚠️ Kaltura's new Media Manager replaces the legacy File Manager. Your files will be available in the legacy File Manager until **January 1, 2024**.

- My Media - if the user is a credentialed user in Kaltura's Video Portal.
- Published to the channel from where the live room was launched - if the user is a credentialed user in Kaltura's Video Portal.

To learn more about recording in a virtual meeting/classroom, see Record your live session.

[template("cat-subscribe")]