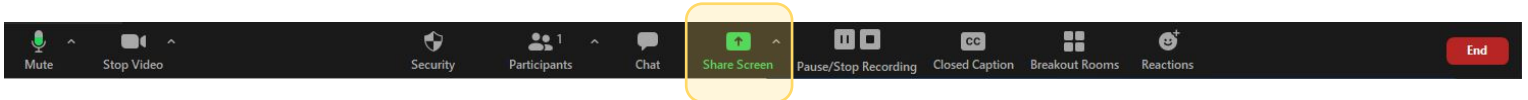


Recording on Zoom

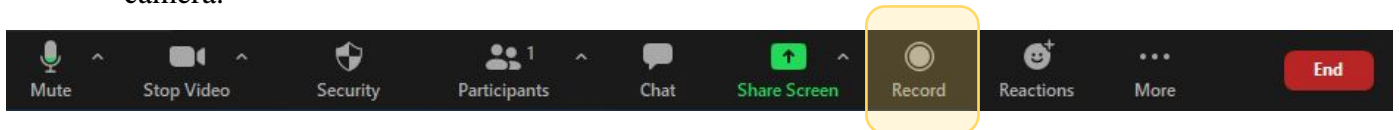
While there are many ways to capture and produce a video, one easy and free way to record is using [Zoom](#). A brief step-by-step is included here:

1. Create and join a Zoom meeting with just yourself
2. Connect audio and turn on video.
3. Have all the screens you plan to share open in the background.
4. To share slides, click “Screen Share” in the bottom menu and select which file to share. The file will fill the screen and your video will become a small thumbnail.

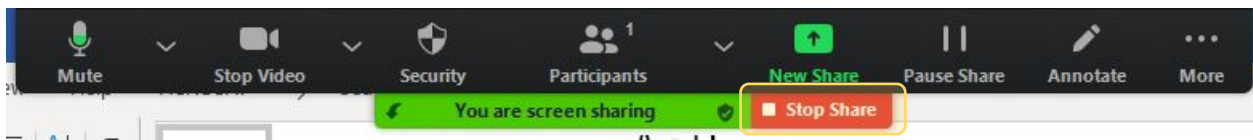


Note: Make sure your video thumbnail is in the upper right-hand corner of the screen as not to impede the audiences view.

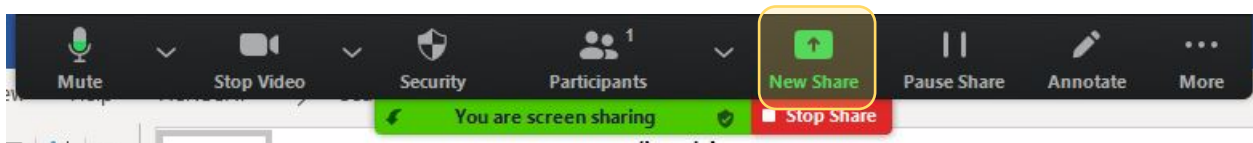
5. Check your lighting allows you to be clearly visible and the background is not distracting.
6. Click “Record” at the bottom of the screen and begin presenting looking directly into the camera.



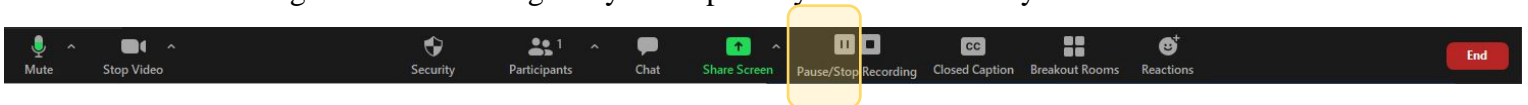
7. Click “Stop Sharing” and the video will revert back to video of you speaking.



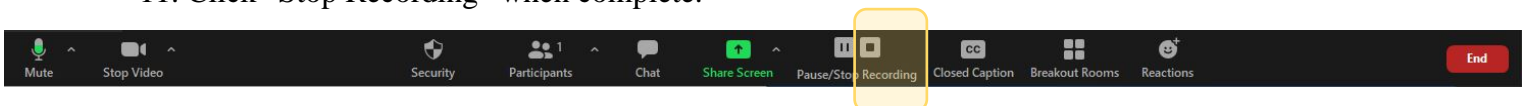
8. Click “New Share” to change the shared screen.



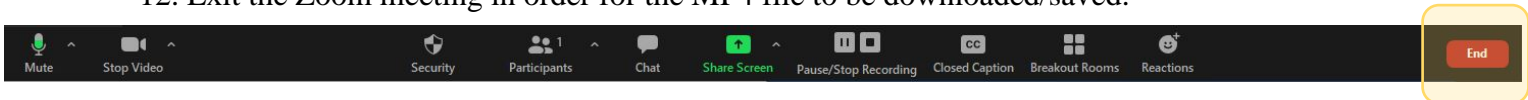
9. You can repeat steps 7 and 8 as many times as needed throughout the presentation.
10. Selecting “Pause Recording” may be helpful if you have difficulty with the transitions.



11. Click “Stop Recording” when complete.



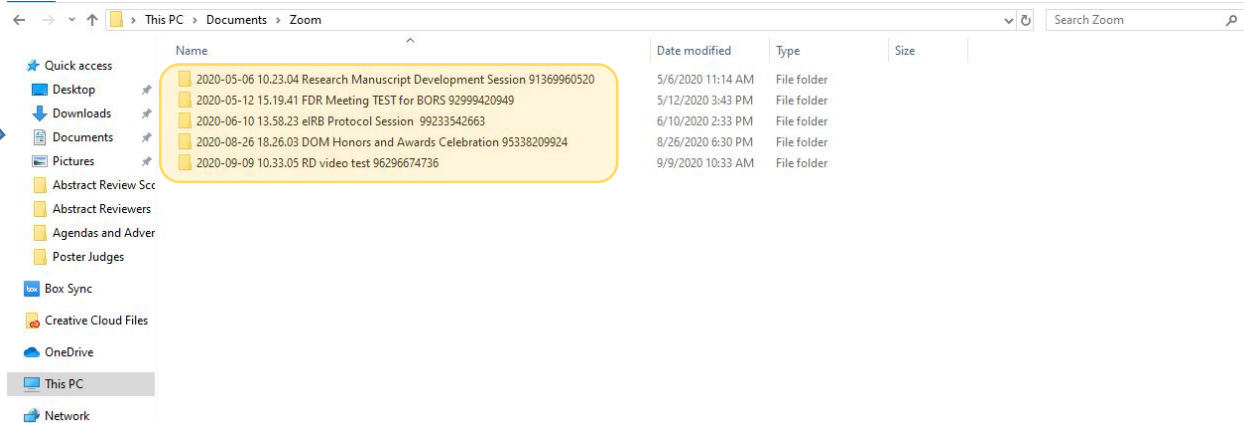
12. Exit the Zoom meeting in order for the MP4 file to be downloaded/saved.



Note: It is suggested to use a single screen, where the camera is placed, while capturing your video in order to keep your eye contact seamless.

Where to find your Zoom recording

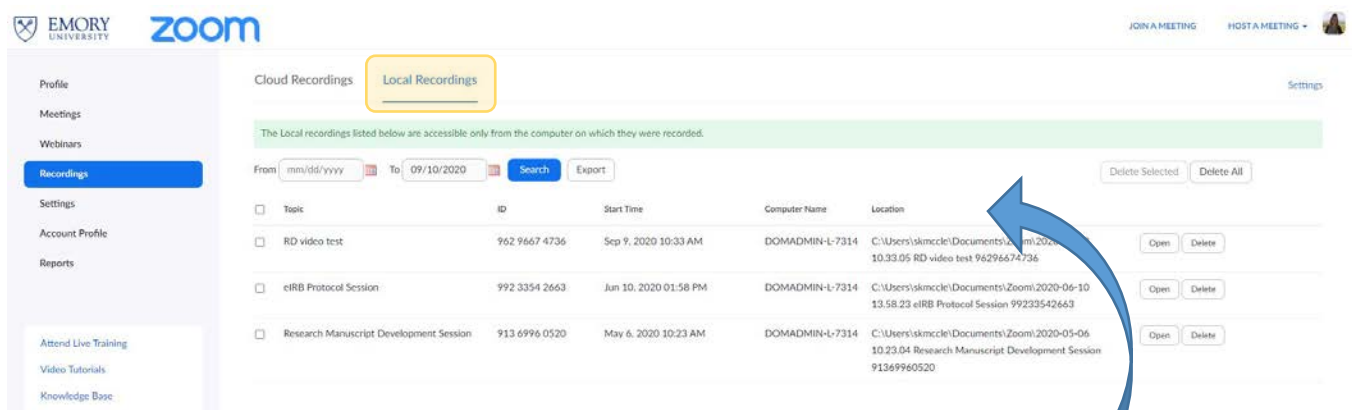
1. Downloaded Zoom recordings default into a new “Zoom” folder in your computers “Documents” folder.
2. Every recording will create a new folder under the name of the Zoom meeting within the “Zoom” folder.



3. Session folders include an audio file, transcribed chat box (this will include public and any private chats that occurred during the recorded time), and the MP4 video file.

Note: If you have trouble finding recordings on your computer Zoom saves the location on the website.

1. Sign into your Zoom account.
2. Click on “Recordings” in the left side menu.
3. Select “Local Recordings” towards the top of the screen.



4. A list of all the recordings for your account will appear on the screen.
5. The saved “Location” will direct you to the recording on your computer.

6. Copy the location, paste it into the search bar of your Windows Explorer (or Mac equivalent) and hit enter. This will bring up the specific Zoom meeting folder.

