Zoom Recording Document

Recording: Zoom

- Download and install Zoom if you haven't already: https://zoom.us/download

- Have your presentation up and ready!
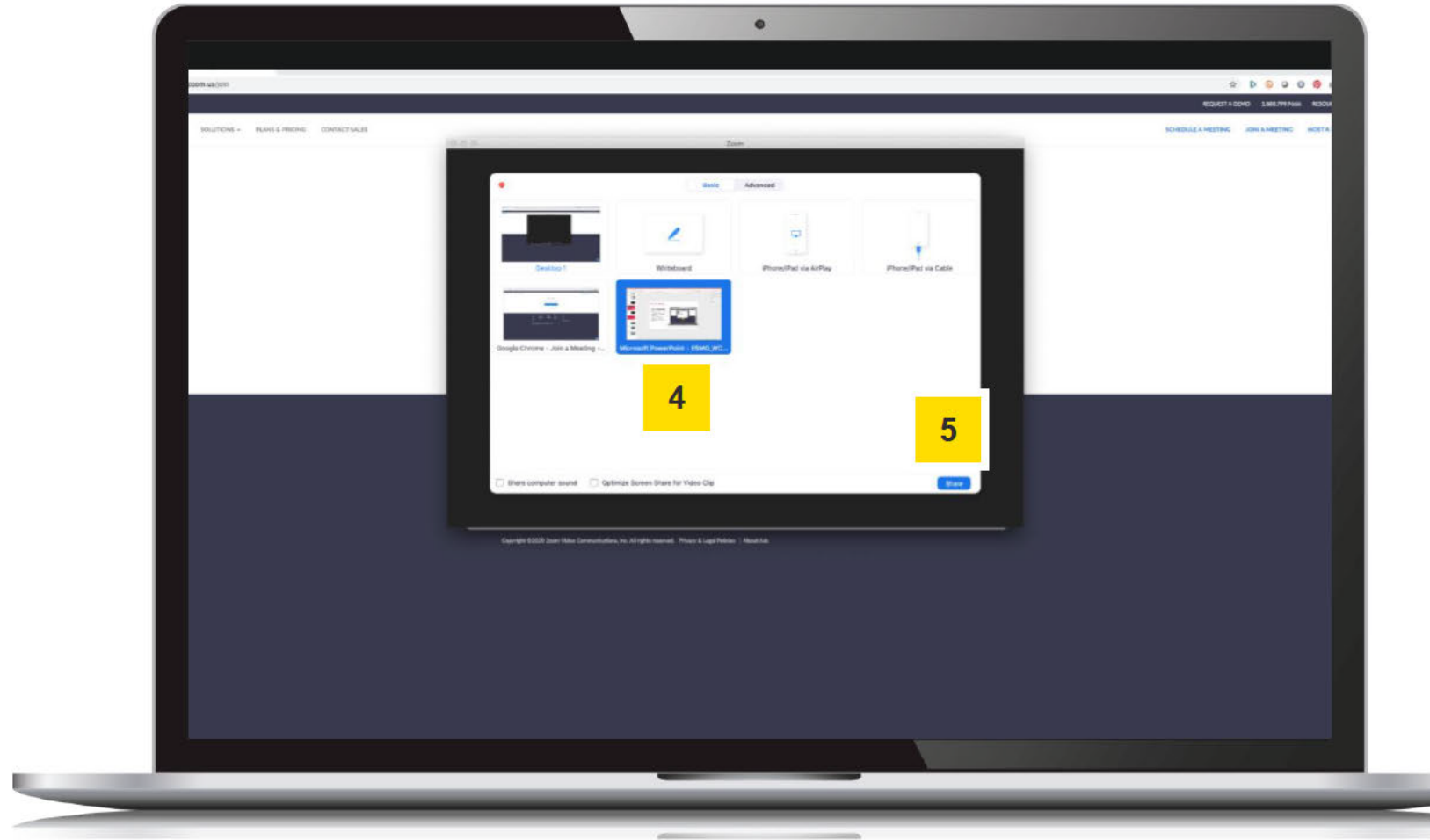
- Open Zoom: Click New Meeting (1)

FREEMAN®
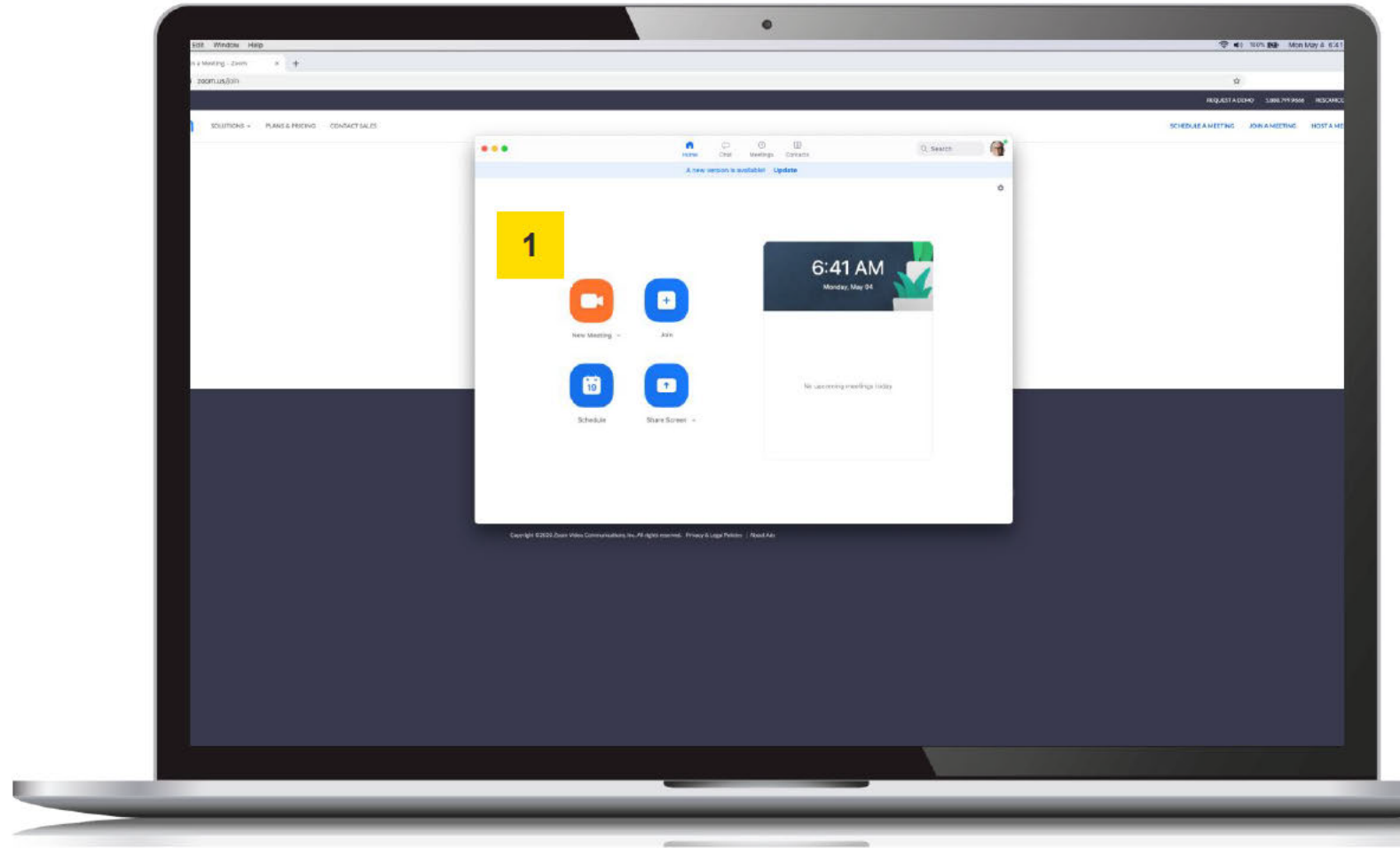
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- Select **Join With Computer Audio** (2)
- Using the tool bar at the bottom of the screen select **Share Screen** (3)
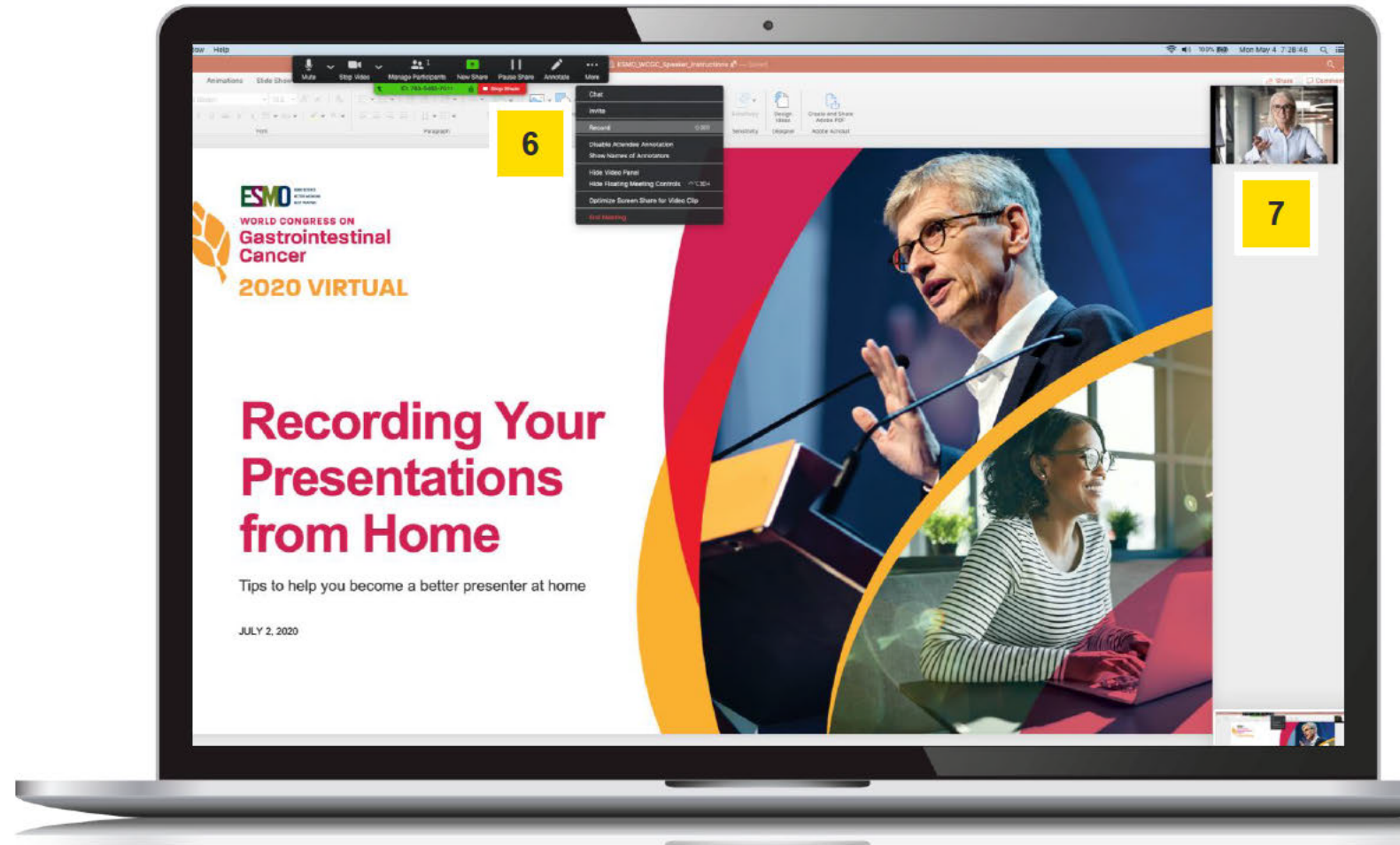

FREEMAN®
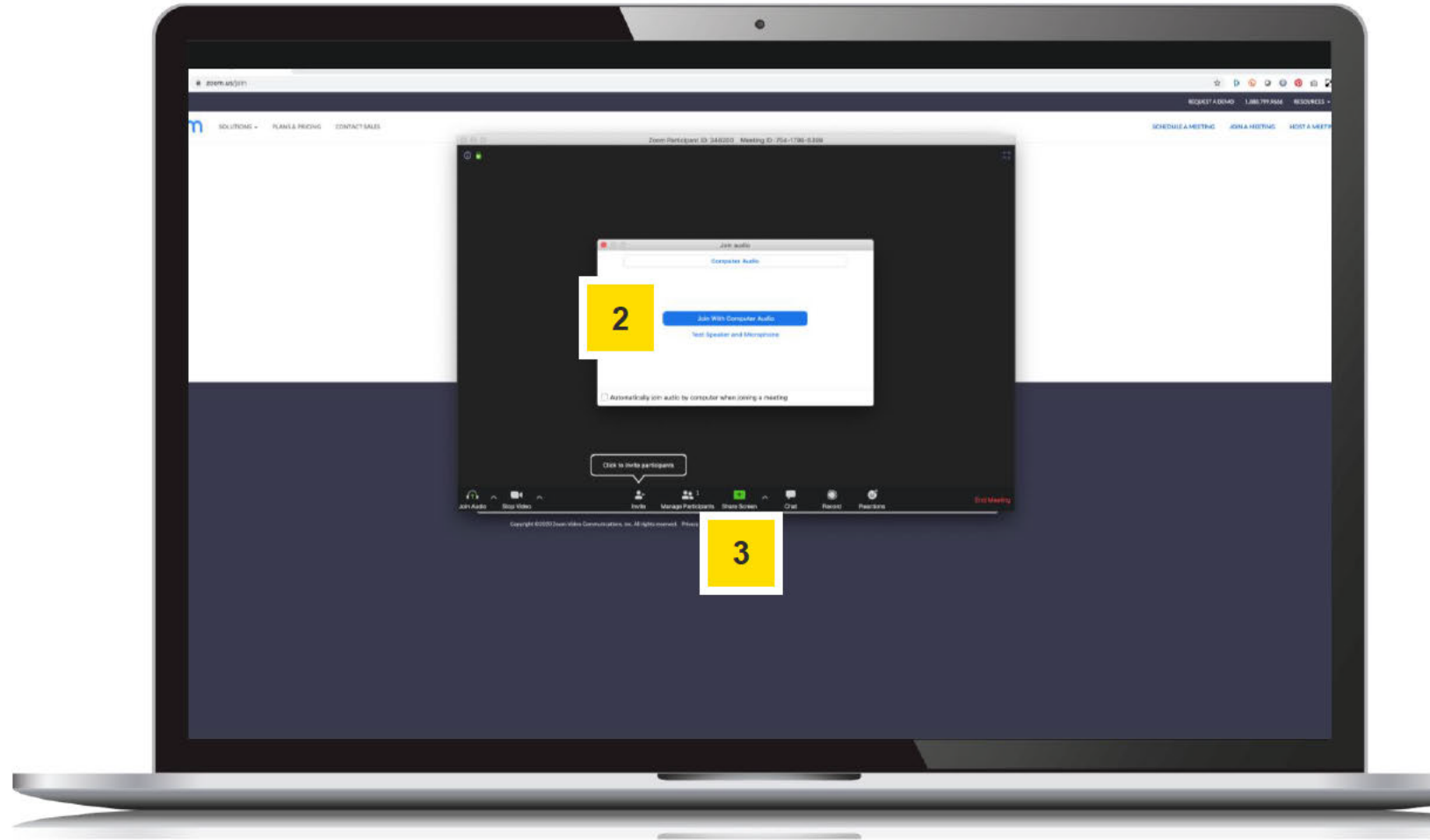
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- Select your presentation (4) and hit **Share** on the bottom right hand corner of the screen (5)
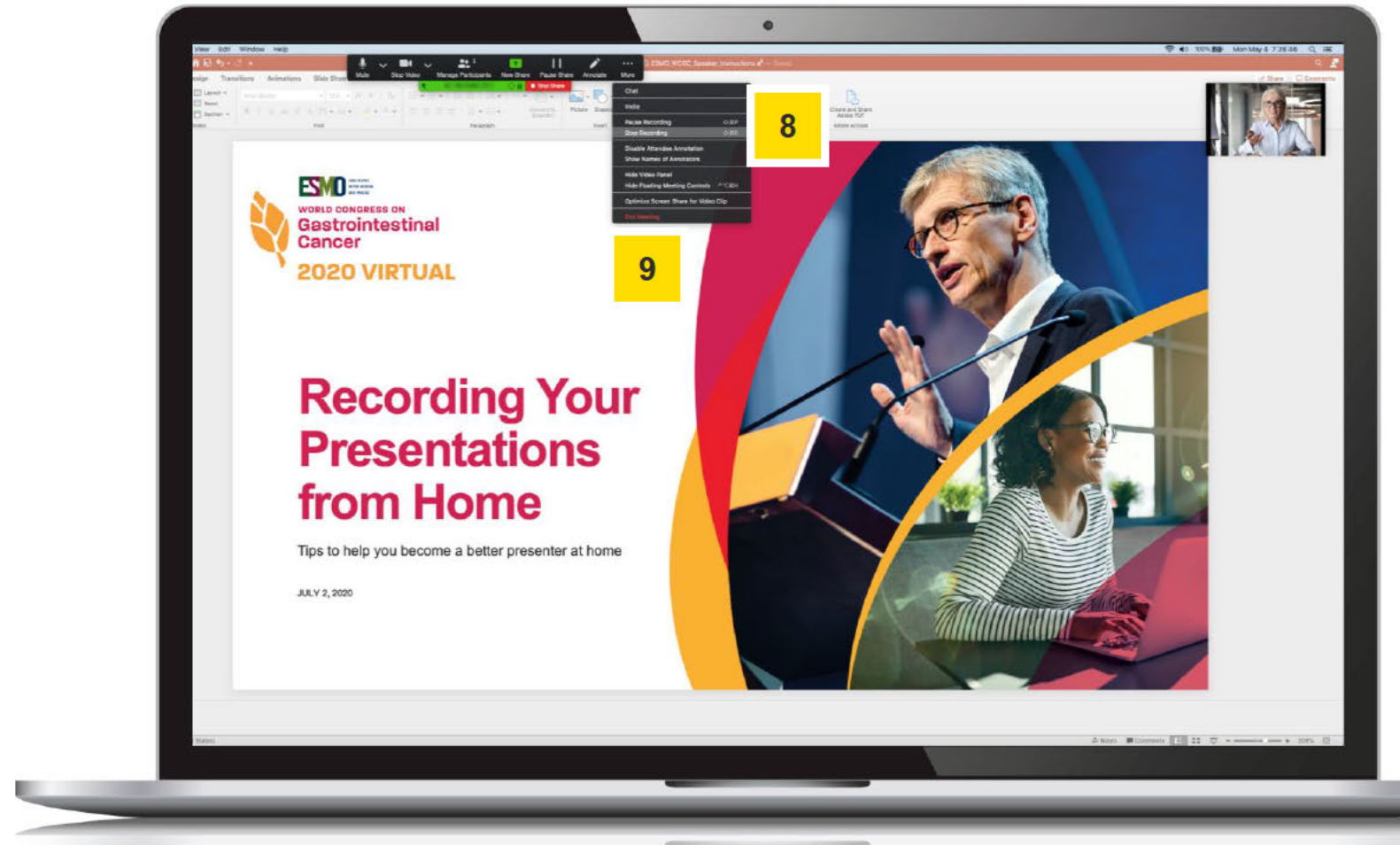
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- In the toolbar at the top of the screen, select **More > Record** (6). The video stream from you webcam will appear in the upper right corner of the screen (7).
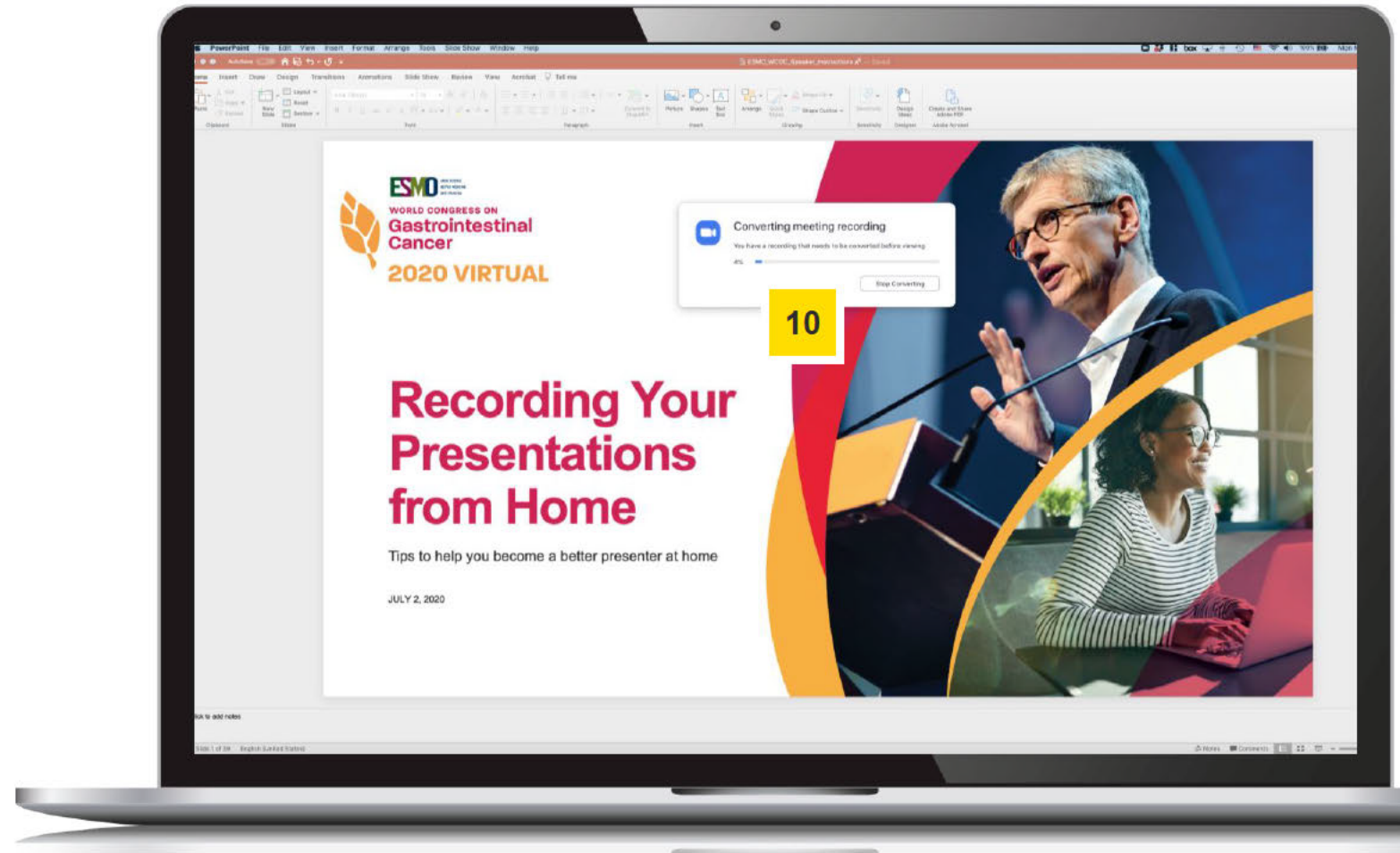
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- To pause, select **More > Pause Recording**. When you're ready to stop, select **More > Stop Recording** (8).When done, select **More > End Meeting** (9).

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- You will see the **Converting Meeting Recording** dialog (10) as your recording is being converted and saved. All recordings by default will be saved in a sub-folder called Zoom in your Documents folder.

Recording: Zoom

- To view your recordings, go to the **Meetings** (11) section of the Zoom program and select the **Recorded** (12) tab.