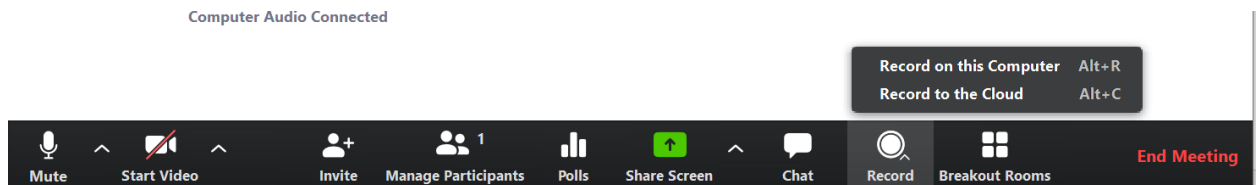


## Recording a Zoom meeting

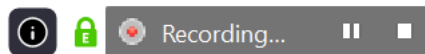
You can record all or part of a Zoom meeting. If you are planning on recording a Zoom meeting as a voiceover lecture or demonstration, you will want to have all materials open on your computer before starting. You will also want to start ScreenShare before beginning the recording.

1. Start the Meeting
2. When you are ready to Record, select the “Record” button on the Zoom Meeting main toolbar.

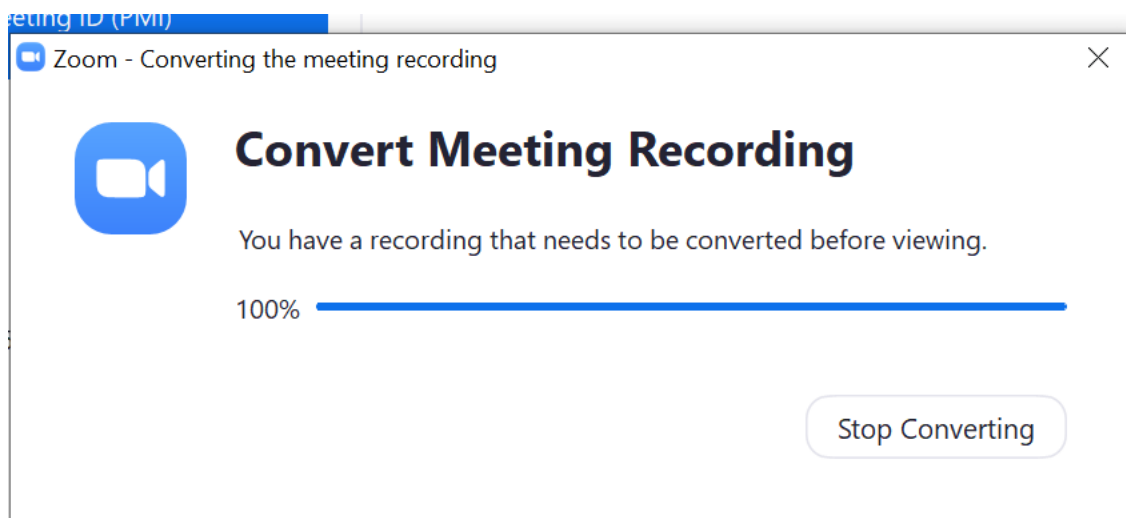


Select “Record on this Computer”

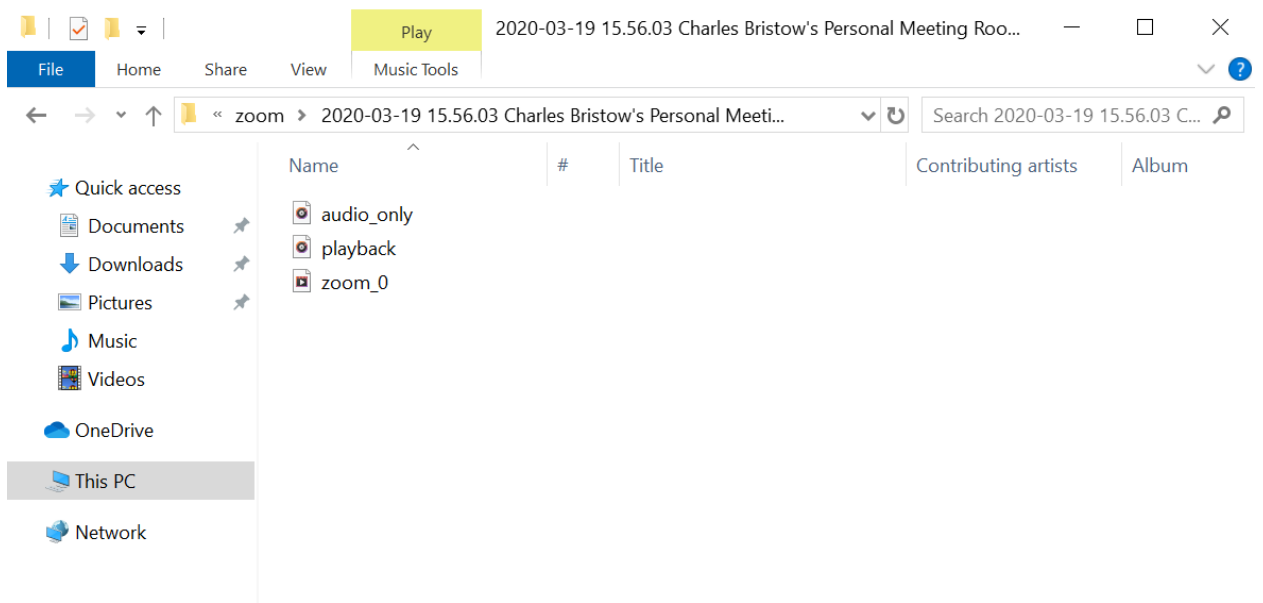
3. The recording will start; there will be a small toolbar visible at the top left of your Zoom meeting window.



4. When you want to stop the recording, click the stop button on that toolbar.
5. When you end the meeting, a pop-up box will appear, showing progress in converting the video file.



6. Once the conversion process has been completed, a Windows File Explorer window will open showing you the files that were created.



There are three files created. If you stop and restart recording during the same meeting, there will be three files for each recording period.