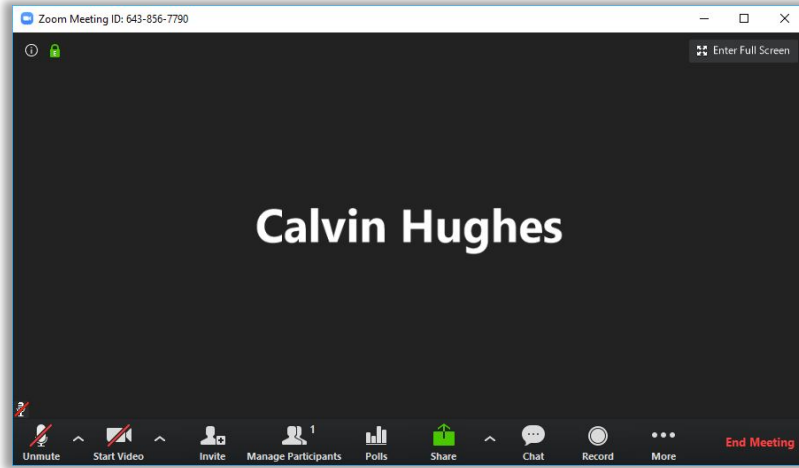


Recording Zoom Meetings

Recording a Zoom Meeting

To record a Zoom meeting you either need to be the host of the meeting or an alternative host.

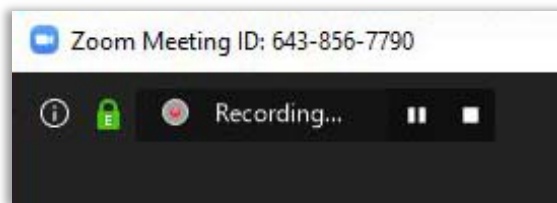


Step 1. Click the Record button at the bottom of the zoom meeting screen.



⚠ Quick Tip:
If you don't see a Record button, the Zoom window might be too small. You can still find the option to start and stop a recording under the More button.

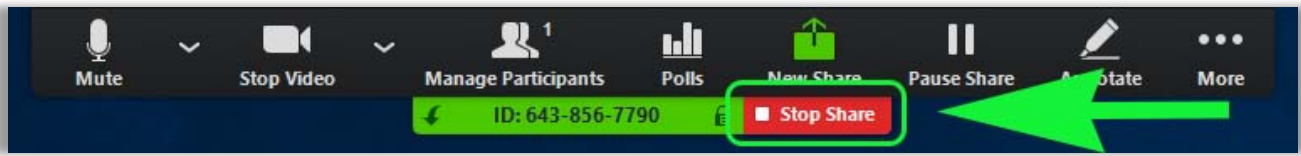
This will immediately start the recording. You should see a notification in the upper left-hand portion of the screen showing that it is recording



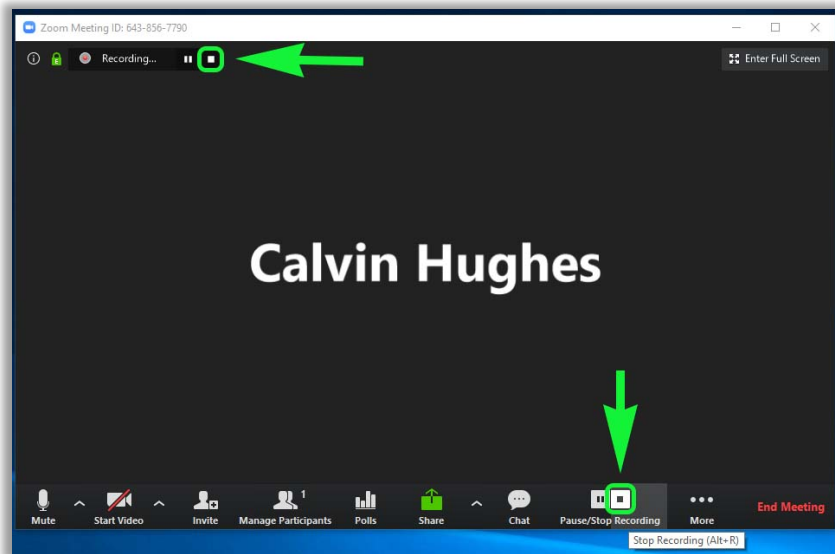
From here on out you can proceed with holding your video conference.

Stopping your Recording

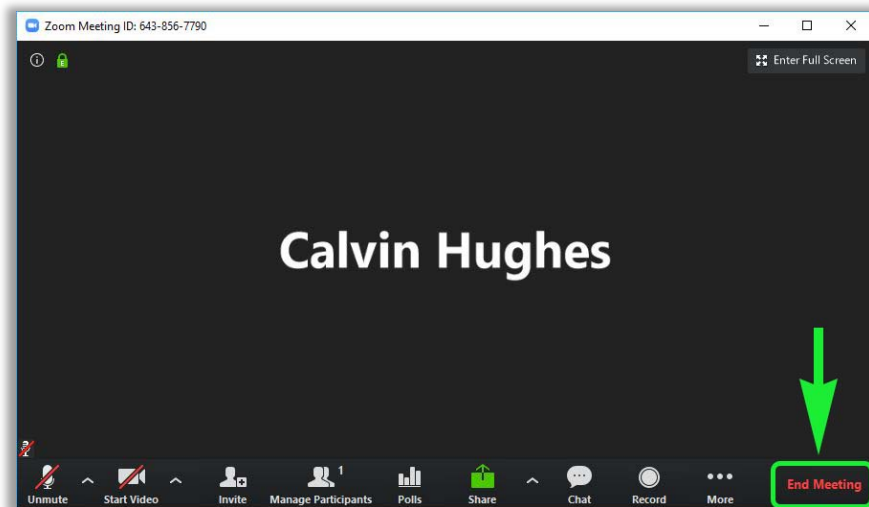
Step 1. If you are not sharing your screen, go ahead and move to step 2. If you are sharing your screen the first step is to stop sharing your screen.



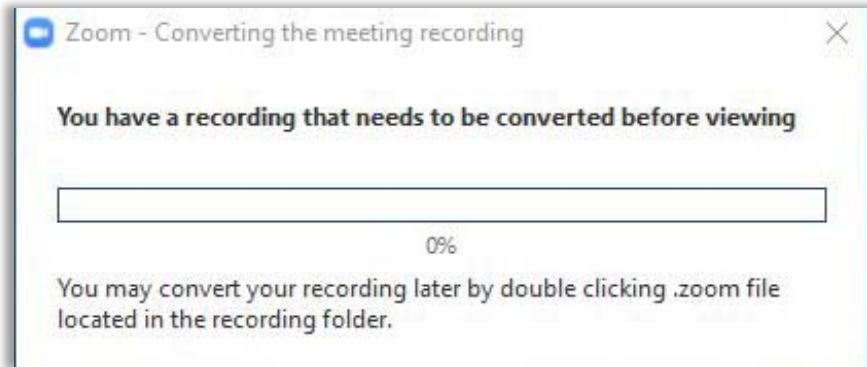
Step 2. If you don't want to end the meeting but wish to stop the recording, you can use either of the two stop recording buttons. If you are done with your meeting you can click the End Meeting to leave the meeting and stop the recording at the same time.



- Or -

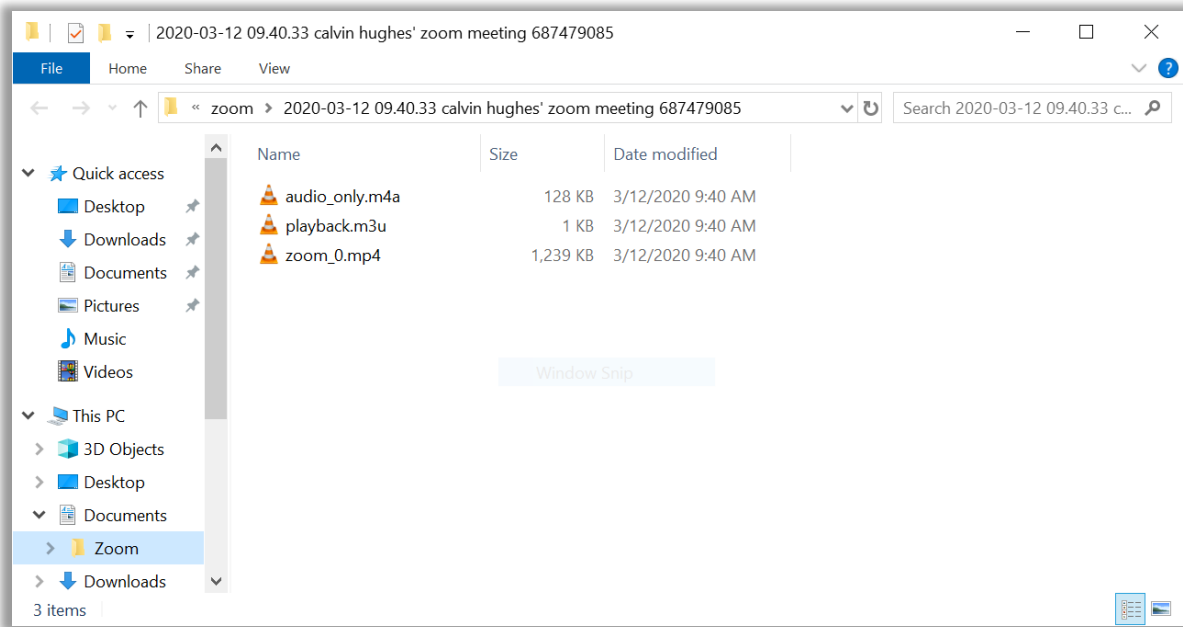


Once you exit the meeting Zoom will automatically start converting your recording to a video file that we can use to upload to Canvas.



Converting the file can take a while to complete. This is completely dependent on the length of the recording and speed of the computer you are using. While it is possible to close this window and convert the file at a later time, it is highly recommended to let the conversion process complete.

After Zoom gets done converting the file it will open a file explorer to the location of your recording. If you are using a laptop provided by UNMC, there will be a Zoom folder located in your Documents folder. This Zoom folder is the location where all your recordings will be saved.



If you have problems finding the Zoom folder please send CODIS@unmc.edu and email and we can contact you to help you find your recordings.