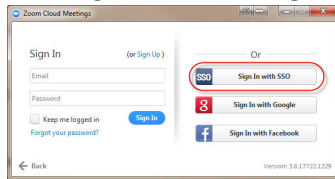


Recording Sessions with Zoom

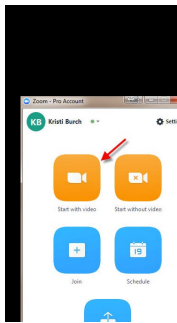
1. Start Zoom on your computer. (**Make sure your webcam is plugged in**)

You should find the Zoom application under the start menu. It is likely the last application in the list. If you don't have the Zoom app already, you can download it [here](#).

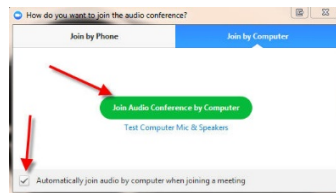
2. Click login. Then click **login using SSO** on the right-hand side of the application.



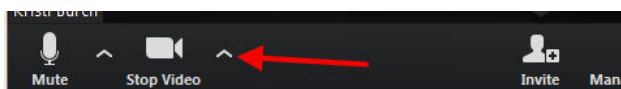
3. Then type **centre** when asked for the domain. Click continue. Login using your Centre email and password.
4. With the Zoom application window open, click on the orange "Start with video" icon.



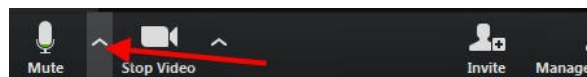
5. Click the green "Join Audio Conference by Computer" button. – (if you click the checkbox next to "Automatically join audio by computer when joining a meeting," you will only need to do this one time)



6. If you have two webcams and need to change the camera, click the up arrow next to the video controls to select a different webcam.



7. Default audio source will match the selected video source. If you need to change the audio (microphone or speaker) click the up arrow next to the Mute icon and choose the desired options for each.

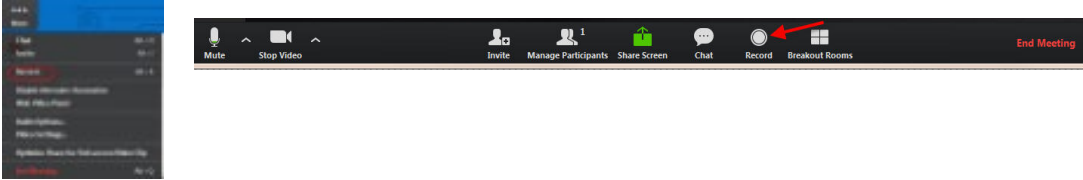


8. If you plan to use the screen share option, go ahead and open the document or item you plan to share now. When you are ready, click the **Green Share Screen button** at the bottom of the Zoom meeting window. **Select the desired window to share** (i.e. Powerpoint) then click **Share Screen**.

NOTE: When you share the screen, your meeting controls move to the top of the window.

Depending on the presentation contents, webcam image size can be increased using the controls.

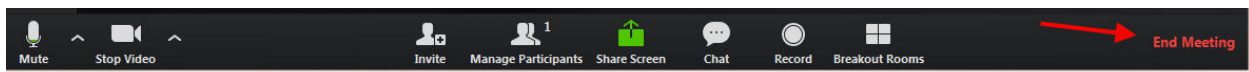
9. If you are inviting others to join the meeting, you can do that now, if you haven't already. Refer to [Getting Started with Zoom](#) for more information.
10. When you are ready to record click the **...More** button at the top of the screen and click **Record**. *Record button is at the bottom of the screen if you are NOT using screen share.*



11. When meeting is finished, click **...More** and **Stop Recording**. *Or Stop Recording button on the bottom if you are NOT using screen share.*



12. If you are sharing your screen, click **Stop share**. Then click **End Meeting**.
13. Otherwise, just click **End Meeting**. Then click **End Meeting for All**.



14. Zoom will begin converting the recording into an mp4. Once it has finished converting, it will open the location automatically. This can take a while, depending on the length of the recording.
15. Once converted, the file will contain three parts. (*playback.m3u, audio_only.m4a, and zoom_0.mp4*) **The mp4 is the one you will be linking to Moodle, uploading to OneDrive, or emailing your students.)**

Feel free to change the name of the file if you wish.