

Recording Audio and Video with Zoom

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Check Your Settings:

Go to <https://stanford.zoom.us/profile/setting?tab=recording> and check your settings

- Check “Optimize the recording for a third-party video editor.”
- “Record an audio only file” should be checked. It’s this way by default, but just double-check it while you’re here.
- Audio transcript is on by default, but double-check.

You can also adjust other settings as you wish (i.e., if you want to hide names in the recording or avoid recording).

Cloud recording



Allow hosts to record and save the meeting / webinar in the cloud

- ☒ Record active speaker with shared screen
- ☐ Record gallery view with shared screen ?
- ☐ Record active speaker, gallery view and shared screen separately
- ☒ Record an audio only file
- ☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

- ☐ Add a timestamp to the recording ?
- ☒ Display participants' names in the recording
- ☒ Record thumbnails when sharing ?
- ☒ Optimize the recording for 3rd party video editor ?
- ☒ Audio transcript ?
- ☒ Save panelist chat to the recording ?

Recording Through Zoom

1. Make sure you are logged into Stanford's Zoom.
2. During the meeting, select "Record to the Cloud."
3. The video will take some time to process and should email you when it's done.
4. Go to <https://stanford.zoom.us/recording> to see your recordings. Click on the blue name of the meeting.
5. Download the audio (podcasts), shared screen with speaker view (videos), or audio transcript (blog posts)

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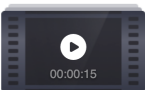
My Recordings > Interview

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Recording 1

2 files 2 MB

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Shared screen with speaker view

2 MB

Audio only



0 views this month

101 KB

Audio transcript

Transcribing...