

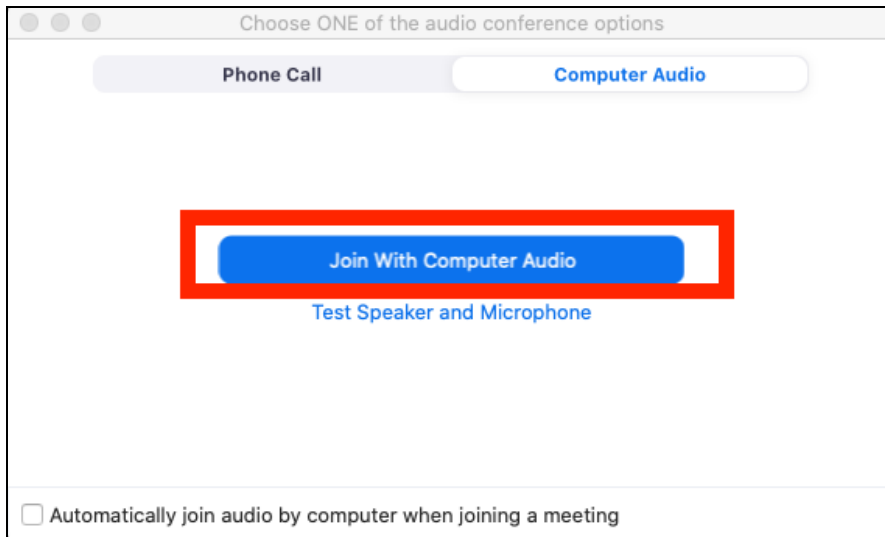
Zoom Tutorial – Record a Meeting or Lecture



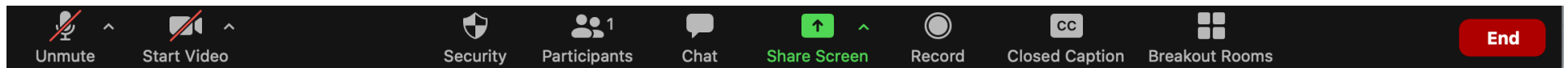
[Screencast Video](#) (1:32)

1. Log into [Zoom](#) and select **Meetings**. You can Schedule a New Meeting or Start an existing Meeting.
2. In the Zoom App, choose **Join with Computer Audio**.

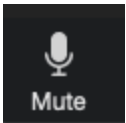





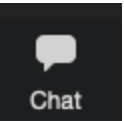

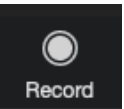
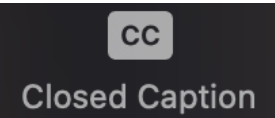


3. Once you enter the meeting room, you will see a menu bar at the bottom.



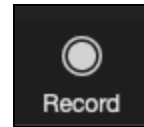
4. The features of menu include (from left to right):

Icon	Feature
Audio 	Turn on/off your microphone, and choose which microphone/speaker you would like to use. It will be helpful to remind your participants to mute their microphone when they are not talking.
Video 	Turn on/off your camera, and choose which webcam that you would like to use.
Security	The Security menu includes:

 <p>Security</p>	<ul style="list-style-type: none"> • Lock Meeting • Enable Waiting room • Allow participants to: <ul style="list-style-type: none"> ○ Share Screen ○ Chat ○ Rename Themselves
<p>Participants</p>  <p>Participants</p>	<p>A list of current participants in the meeting room.</p>
<p>Chat</p>  <p>Chat</p>	<p>Participants can send text messages via chat.</p>
<p>Share Screen</p>  <p>Share Screen</p>	<p>To share your entire desktop or specific browser/document during the presentation. Tip: You can also share a Youtube video with sound via Share Screen (tutorial).</p>
<p>Record</p>  <p>Record</p>	<p>Record the Zoom meeting. The recording file will be saved to your computer.</p>
<p>Closed Caption</p>  <p>Closed Caption</p>	<p>The meeting host can type in the closed caption during the meeting or assign a participant to type. You can also use a 3rd party CC service (UH currently doesn't provide CC service).</p>
<p>End Meeting</p>	<p>As the host, you can choose to Leave Meeting (others can stay in the meeting room) or End Meeting for All (everyone will be kicked out of the meeting room).</p>



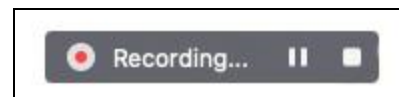
5. To record a meeting/lecture, select the **Record** button.
When the recording starts, attendees will be prompted to provide their consent to be recorded in a meeting.



They can choose "Continue" or "Leave". If they choose Leave, then they will leave the meeting immediately.

Important: Be sure to review all relevant UH policies, including the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [Confidentiality of Student Records](#), especially if you will be recording synchronous sessions. Note that the U.S. Department of Education (DOE) has [FERPA recommendations addressing photos and videos](#). Reference the [UH Institutional Data Governance FERPA Guidance for Online Lectures and Recordings](#). Refrain from capturing audio or video of students that will be posted online and available for others to access or be sure to crop those segments out prior to posting your recordings online.

6. You will then see a recording bar on the upper left corner to indicate that the meeting is being recorded.
The Zoom recording includes video, audio, and the screen sharing, but not the chat.



7. To end a recording, you can use the button on the lower menu bar to **Pause/Stop Recording**.



8. The recording file will be saved to the Zoom folder in your local computer as a mp4 file. You can upload the mp4 file to Google Drive or YouTube to share with your students. View the [Upload and Share Video \(Google Drive or YouTube\) tutorial](#) for additional step-by-step instructions.

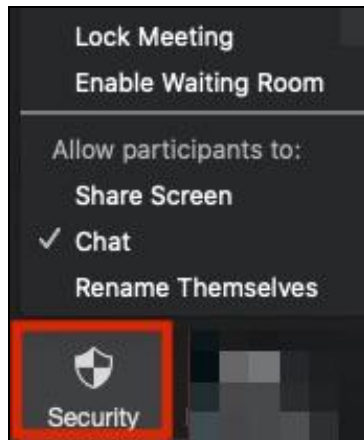
Important note: In Google Drive, choosing the **Public on the web** or **Anyone with link** options makes your file more accessible but also less secure; the **University of Hawaii** or **Anyone at the University of Hawaii with the link** option requires your students to log in to the UH@Google account to view the folder/file but is a more secure approach. View the [Google Drive Share Setting Tutorial](#) for additional details.

Tip: If you would like to share your camera while recording your PowerPoint presentation, view this [Zoom Tutorial - Screen Sharing PowerPoint and Video Simultaneously](#).

Zoom Updates:

1. Starting April 2nd, the [Waiting Room](#) feature will be automatically turned on by default. This security enhancement is one of the best ways to control who's entering your Zoom virtual classroom by giving you the option to admit participants individually or all at once.
2. Screen Sharing will be only available for the **Host** to avoid inappropriate sharing. Host can give permission to participants to allow sharing of their screens during the meeting. If you would like to enable the screen share to all participants in your meeting, log into [Zoom](#), Go to Settings > In Meeting (Basic), under Screen Sharing - Who can share, by default, it's Host Only, you can choose **All Participants**.
3. New **Security** toolbar icon for hosts (4/8/2020): Zoom added a new **Security** icon on the toolbar which is available for host and co-host to enhance the security of Zoom meetings. The Security icon provides easy access for hosts to: Lock Meeting, Enable Waiting Room, and Allow participants to Share Screen/Chat/Rename Themselves. Here is the [Zoom blog](#) update with more details.





4. Zoom Authentication: When scheduling a meeting, you can choose **only authenticated users can join** under **meeting options**. By enabling this option, attendees have to sign into their Zoom account to join the meeting.