

# Recording on Zoom



- You can record audio and/or video
- Zoom will create an audio and video file for you each time you record
- You can do a live to camera by just opening Zoom by yourself and record.
- You can share your screen and then click record to show a PowerPoint, do a webinar or tutorial.
- If you are recording an audio podcast with a guest, it's easy to do on Zoom using the directions in the Zoom video.
- You can record any length of time with just one other person, but will need to upgrade to the paid service if you have multiple people that you are recording at the same time.
- Recording Tips:
  - Open the screen you want to share before starting the screen share
  - Share the screen but clicking the green "share screen" icon
  - This will show you all the screen you have open, and then choose the one you want to share
  - To share, double click or click once and click on share screen in the bottom right corner
  - You can minimize the screen of you and drag it up to the corner if you don't want your image in the video
  - When you are ready, click "record on the computer" (or you can record to the cloud)
  - If you make a mistake and you want to start over, simply end the recording, go back to the beginning and start again
  - Each recording will be listed in the recorded list, starting with zoom \_0, zoom\_1, etc. just choose the one you want to save to your computer
  - Copy and Paste into a folder where you want to store it
  - It will always be on the Zoom Recording list as well (until you delete it)
  - The playback file does not play (I never use it)
  - You can view (video) or listen (audio) before you save to your computer as well