

Guidelines for Recording Multiple Speakers in 1 Session:

Record Session Using Zoom



Please note, recording your session on Zoom requires a Zoom Pro Account because sessions are scheduled for 60 or 90 minutes which exceeds the time limitations on the free Zoom account. If you do not have a Zoom Pro Account, please schedule a time with us and we will help you get your session recorded.

STEP 1: Schedule Zoom Recording



Schedule

Here are Meeting Settings:

- 1) Set Start Time
- 2) Set Duration
- 3) Video "On" for host & participants
- 4) Check box in advanced options that says, "Automatically record meeting on the local computer"

Screenshot of the Zoom 'Schedule Meeting' dialog box. The dialog is titled 'Schedule Meeting' and contains the following fields and options:

- Topic:** Test Zoom Meeting
- Start:** Tue January 19, 2021 (dropdown), 02:00 PM (dropdown)
- Duration:** 0 hour (dropdown), 30 minutes (dropdown)
- Recurring meeting
- Time Zone:** Central Time (US and Canada) (dropdown)
- Meeting ID:**
 - Generate Automatically
 - Personal Meeting ID 242 993 1870
- Password:**
 - Require meeting password (7kchk7) (dropdown)
- Video:**
 - Host: On Off
 - Participants: On Off
- Calendar:**
 - Outlook
 - Google Calendar
 - Other Calendars
- Advanced Options:**
 - Enable Waiting Room
 - Enable join before host
 - Mute participants upon entry
 - Automatically record meeting on the local computer

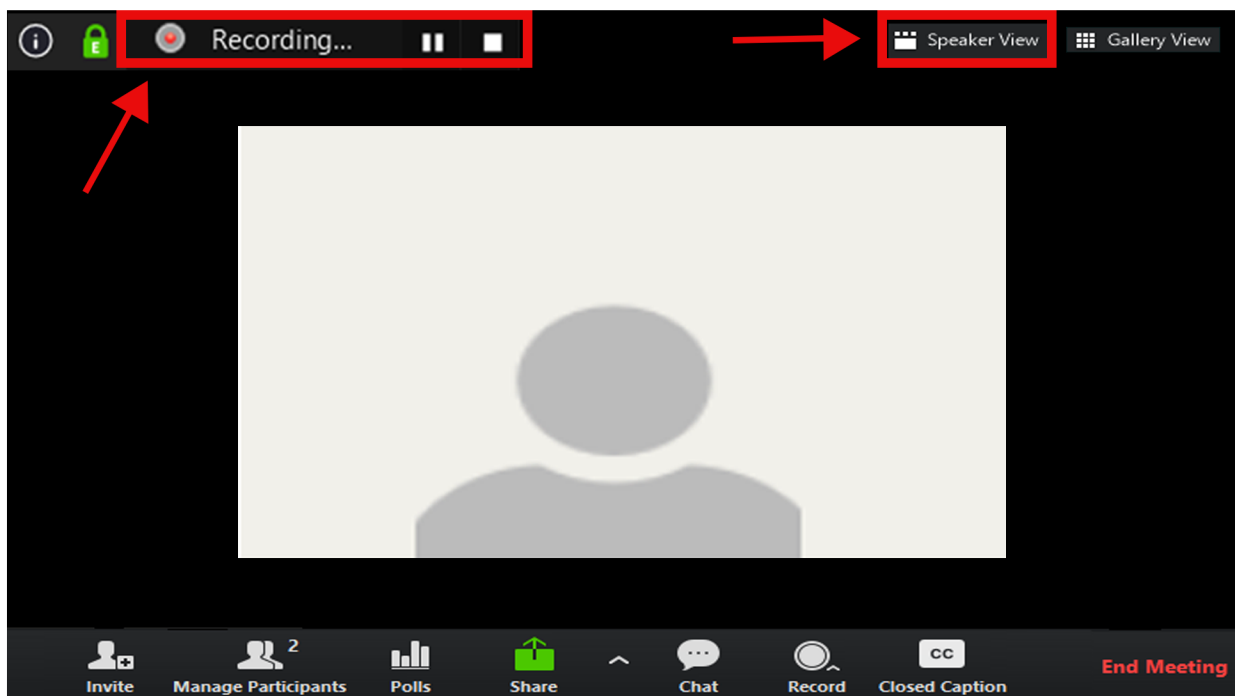
Buttons: Schedule, Cancel

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STEP 2: Meeting host, set to speaker view and make sure call is recording



STEP 3: Start Breakout Session Talk

Please note, mute your audio when not speaking. Make sure to unmute yourself when you are talking.

Please do not share PowerPoints while recording Zoom session, we will edit in the PowerPoint after the fact allowing us control on the overall design. You may have your PowerPoint up on your computer to reference during your talk.

STEP 4: End Talk, End Meeting

Video recording will automatically convert after meeting has ended, a finder window should pop up upon completion.

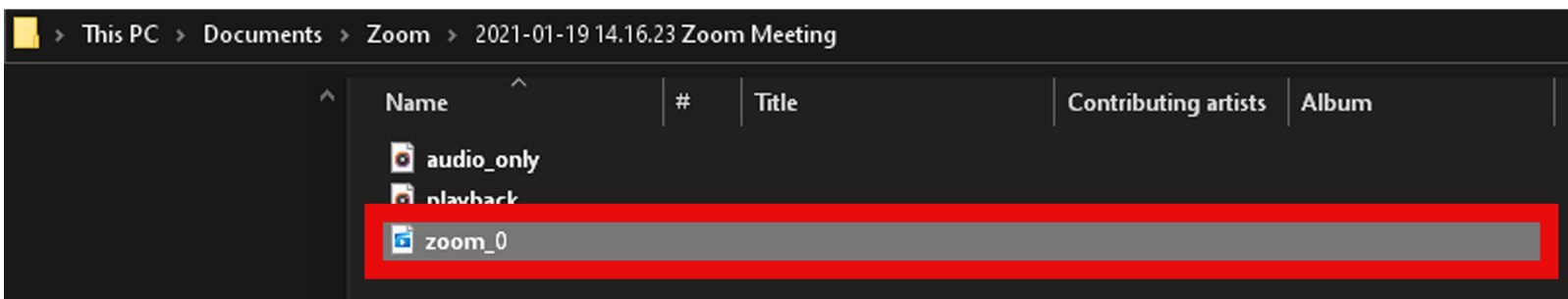
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STEP 5: Locate Recorded Zoom Video

`\This PC\Documents\Zoom\((Meeting Date)\Zoom_0`



STEP 6: Rename Video File

Speaker Last Name_Speaker First Initial_Speaker Last Name_Speaker First Initial_Session Name

STEP 7: Click Here to Send Video File and PPT File