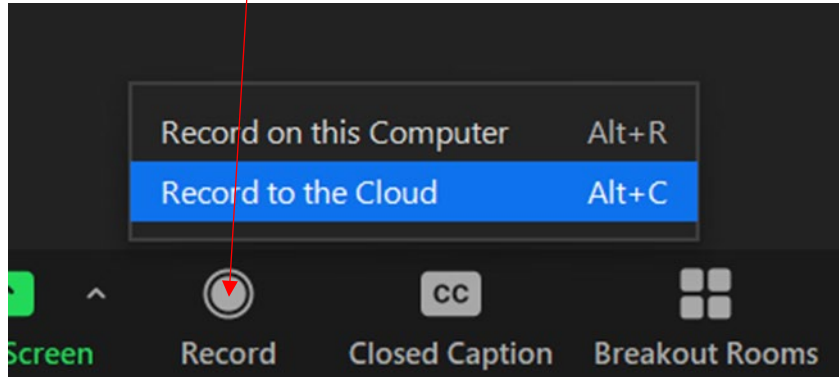


Recording a Zoom Meeting Instructions

This document covers the basics of recording a Zoom meeting. For instructions on starting, joining, and operating Zoom, refer to the “Zoom Instructions Document.”

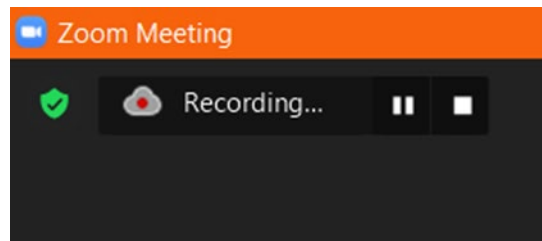
Recording a Meeting to the Cloud:

To record a meeting, select “**Record**” at the bottom of the Zoom screen. You will have two options for recording:

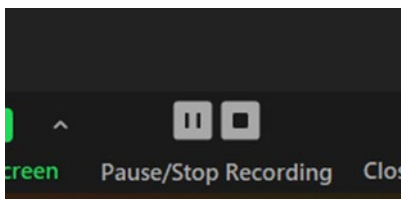


It will usually be best to select “**Record to the Cloud.**” This is because the computer recording may be a public computer with limited storage, and because it is difficult to distribute large video files afterwards.

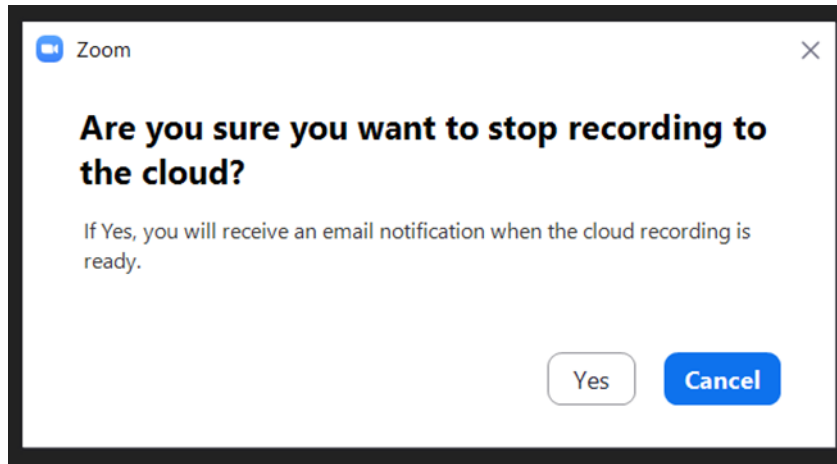
If you are recording this will be shown in the top left of the screen.



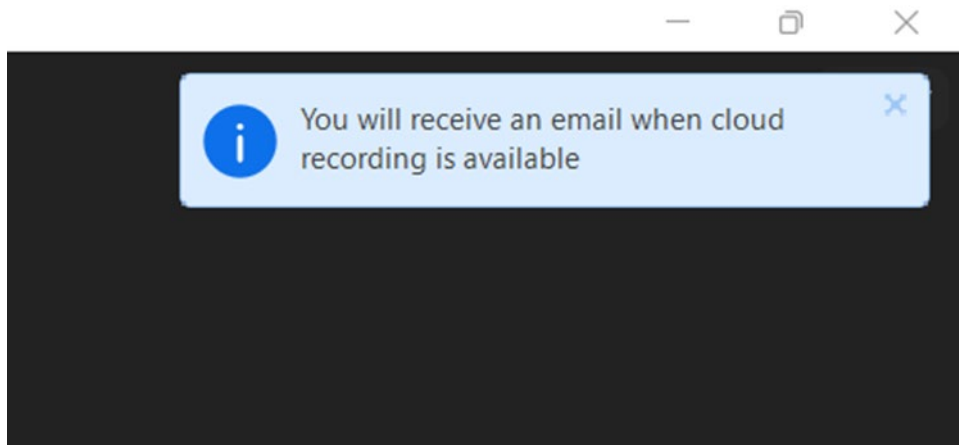
Once recording, you can pause or stop recording at the bottom of the Zoom screen.



After ending the recording, you will be presented with this message. Select “Yes.”

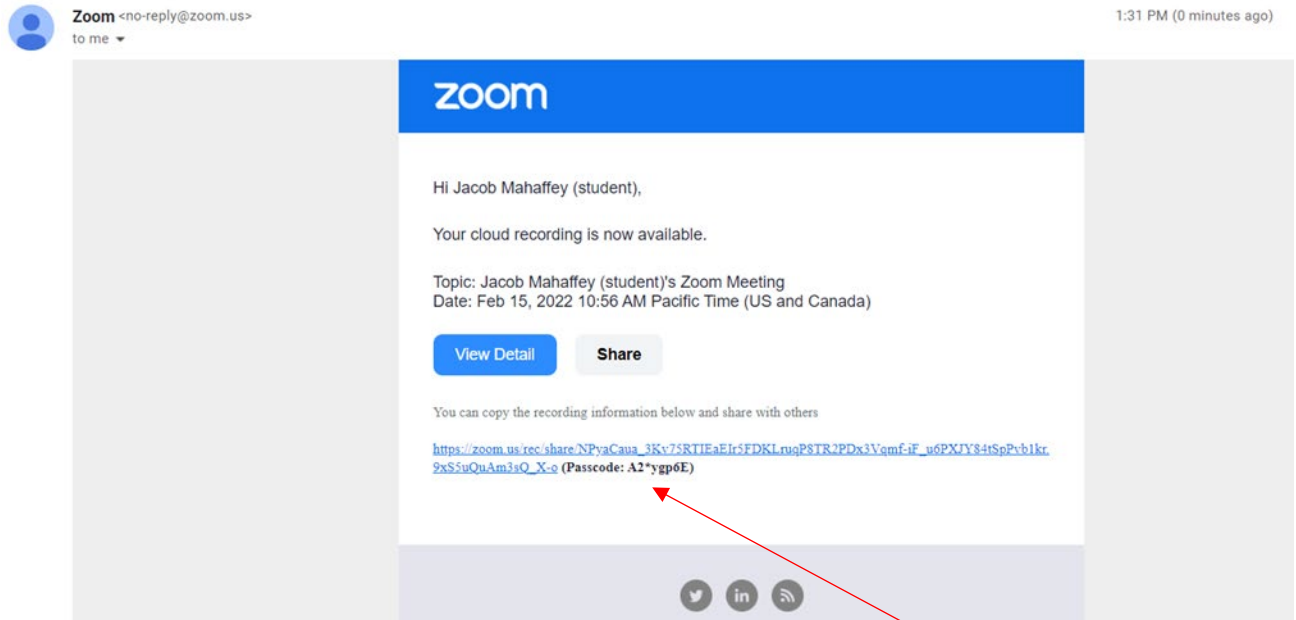


This message will appear in the top right of your screen after selecting yes from the previous screen. Zoom will email you a recording of the meeting once it is available. The time it takes for the recording to become available depends on how long the Zoom recording lasts.



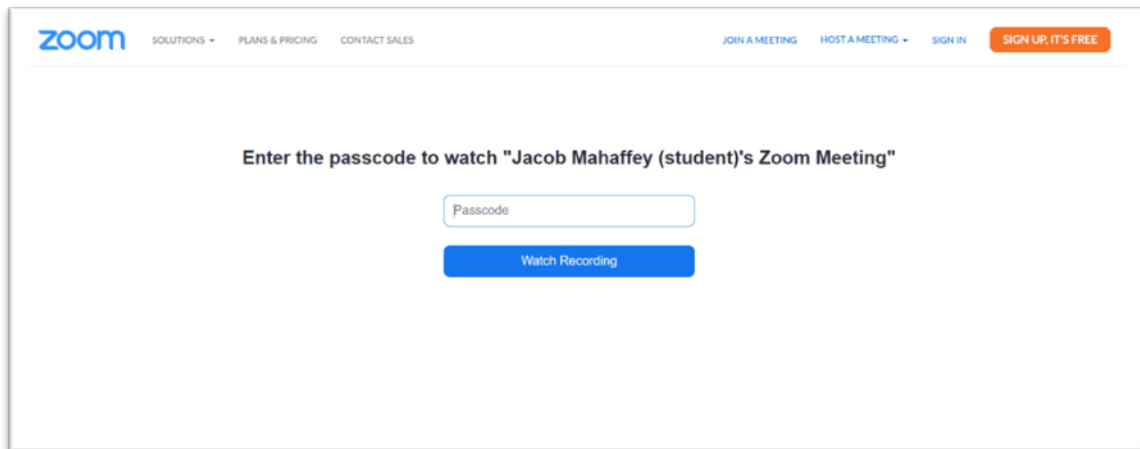
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You will receive an email from Zoom that should look like this.



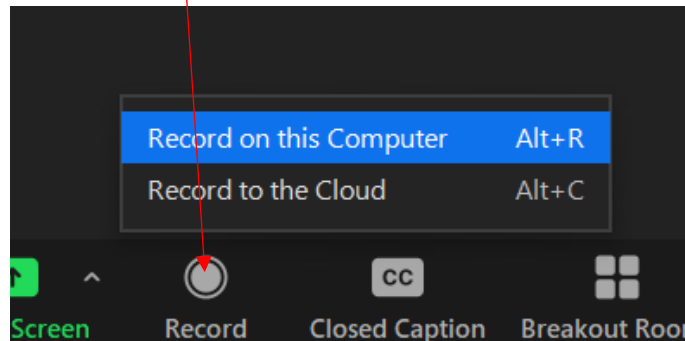
To access the recording, you will need the link and the accompanying **passcode**. The passcode will be needed to access the recording. If you would like to share this recording with others you will need to send them the link and the passcode.

When you click on the link this is the screen you will be presented with the screen below. Insert the passcode to watch the recorded Zoom meeting.



Recording a Meeting to your Computer:

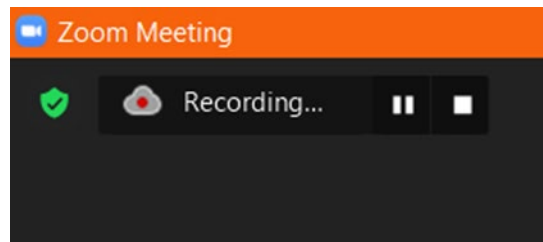
To record a meeting, select “**Record**” at the bottom of the Zoom screen. You will have two options for recording:



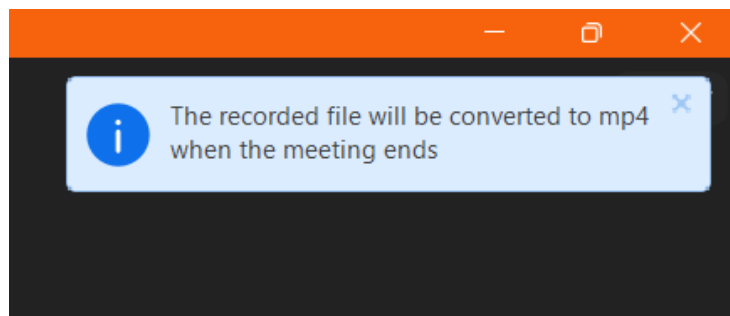
Before recording to your computer please consider:

- If you are using a public or classroom computer, it is highly recommended that you use the record to the cloud option.
- If you choose to record onto your computer, be wary of the amount of storage space that you will need. Recorded videos take up large amounts of space. This may also become an issue when sharing the recording.

If you are recording this will be shown in the top left of the screen.



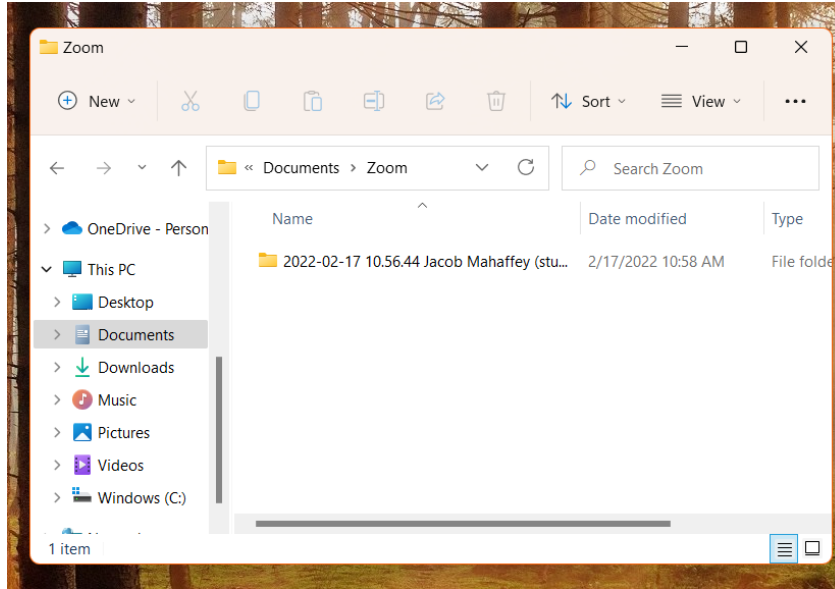
You will see this message in the top right of your screen once you stop recording.



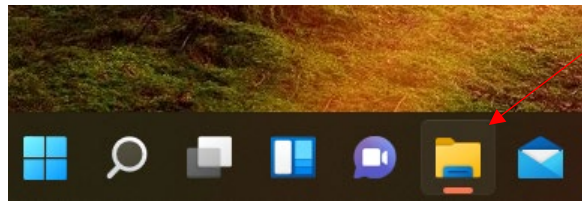
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You need to end the meeting before you can access the recording.

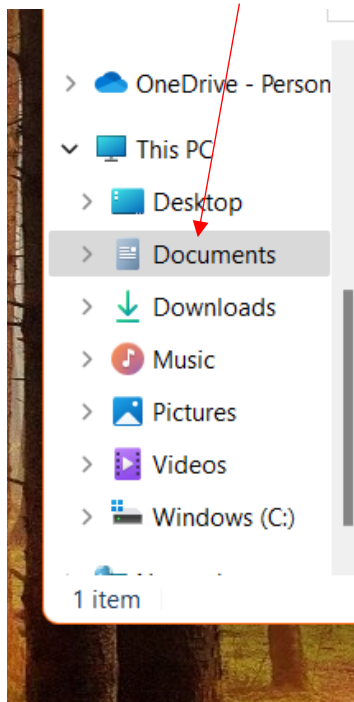
After the meeting is over Zoom will show you where the recording was saved on your computer like below.



Your recorded meetings should be accessible on Windows by opening your **“File Explorer”** at the bottom of your desktop screen.



Selecting “Documents.”

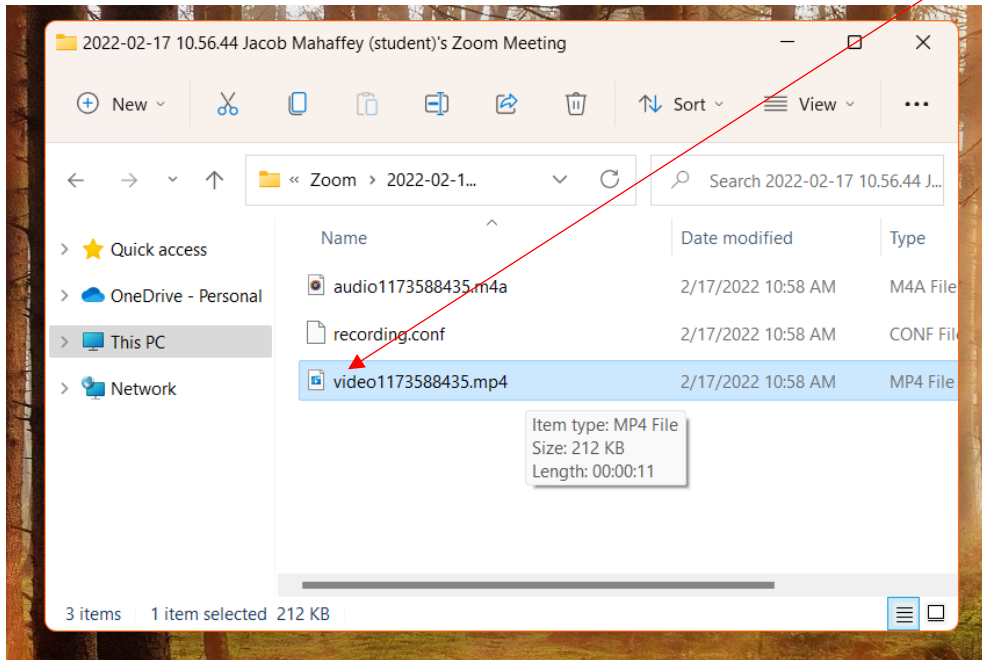


Once in documents, scroll through your files until you find a file named “Zoom.” Your recording will be in the Zoom folder. In the Zoom folder you may have multiple folders. Folders will be labeled by the time and date that the recording took place. The folder below was recorded on February 17, 2022, at 10:56 AM, and is labeled as so.

Name	Date modified
2022-02-17 10.56.44 Jacob Mahaffey (stu...	2/17/2022 10:58 AM

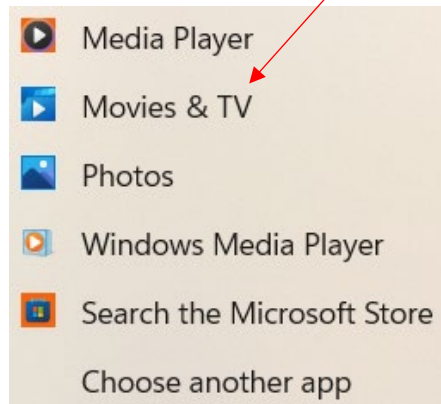
Playing the Recorded Video:

To play the recorded video, double click on the .mp4 file that starts with “**video.**”



The video will then play on your default video player. However, you may be prompted to select a video player to open the recording with.

If so, it is recommended that you choose “**Movies & TV.**” This is the simplest option.

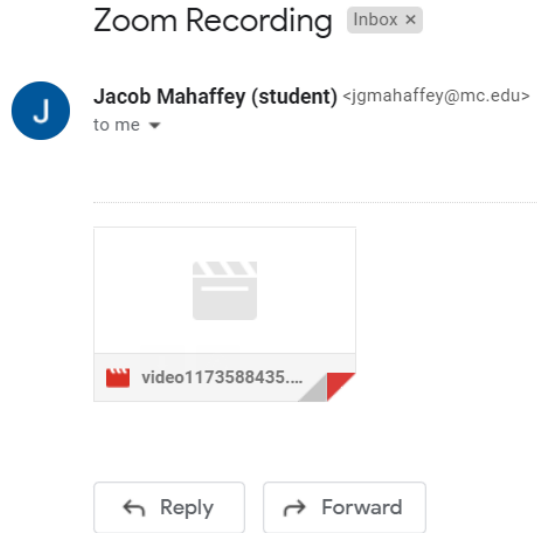


Sharing the Recording that you Recorded to your Computer:

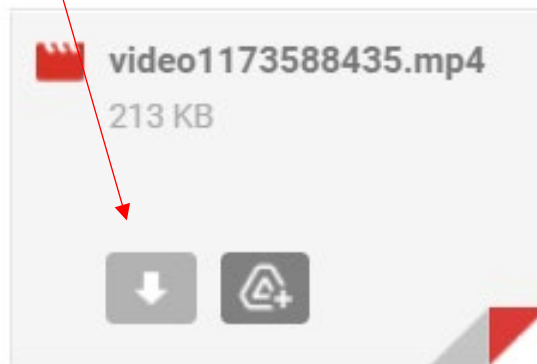
To share the Zoom recording with other people, take the same video.mp4 file from above and email it like you would any other attachment or document.

Receiving a Zoom Recording:

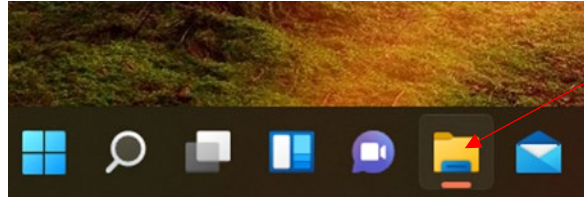
If someone sends you a Zoom recording it will appear in your email like below.



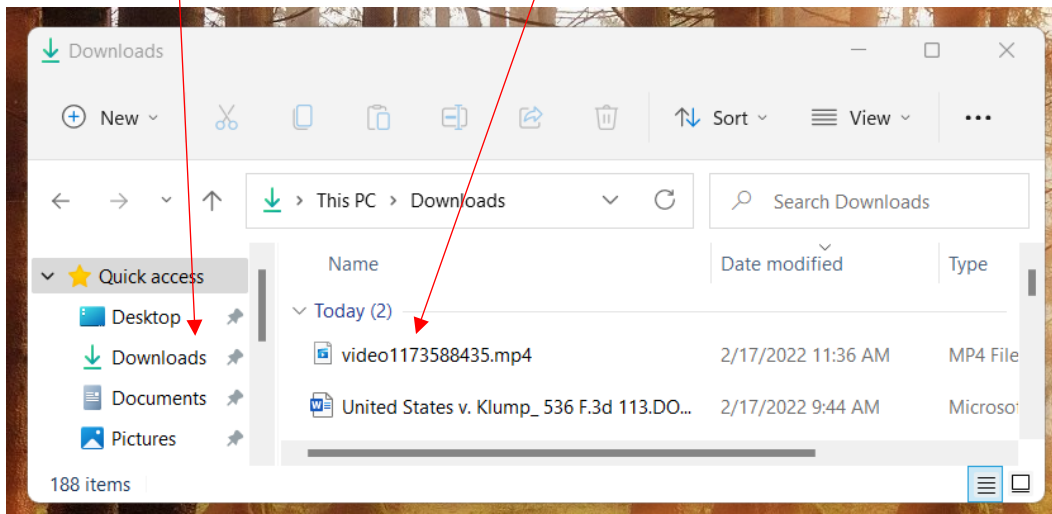
Select the **download button** to download the Zoom recording to your computer.



The recording will then appear in your “**Downloads**” folder. To access this folder open **File Explorer** at the bottom of your screen.



Then select “**Downloads**” which should be on the left side of the newly opened window. The Zoom recording you downloaded will be within downloads. On this screen, the video is **here.**



To play the Zoom recording please refer to the same instructions for opening a Zoom recording on **Page 7** of this document.