Recording Videos with Zoom

1. **Start a Zoom meeting:**
   a. Go to Zoom.us and Log in
   b. Choose Host a Meeting – With Video On
   c. Follow the various prompts. You may be asked to download something to your computer.
   d. Join meeting with computer audio

2. **Click Record**

3. **Share your screen**
   a. If you don't see the "share screen" button, hover over the bottom of the screen to bring up the tool bar
   b. Click Share Screen
   c. Select the screen you want to display – you can load and share a web page, PPT, Word document, etc; or you can choose the White Board option. After selecting, click the blue "Share screen" button.
   d. The screen you are sharing will be highlighted with a green bar
   e. To stop sharing, hover near the top of the screen, and then click "Stop Share."
      i. Note that there are other useful features, like "Annotate" available in this tool bar.

4. **End the Meeting/Stop Recording**
   a. To stop recording, end the meeting by clicking the red "End Meeting" button, then "End meeting for all."
   b. The video will save to your computer in a folder named "Zoom." A subfolder will be created automatically for each meeting you record.
   c. Open the Zoom folder, and locate the MP4Video file. It will be named zoom_0, or something similar.
   d. Upload this file to either Google Drive or YouTube.
      a. Google Drive: Upload the video, and then share with relevant parties
      b. YouTube:
         i. Log into YouTube
         ii. Click the upload button or camera icon in the top right:
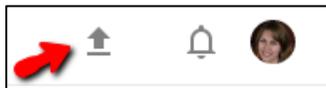
         iii. Change public to Unlisted
         iv. Click the big up arrow in the middle of the screen, and use the file picker to select the video
         v. When your video has uploaded, you can share the video with others by copy-pasting the URL.