# Recording a Zoom Meeting

Log on to Zoom

- Create a free [Zoom account](#) or log in to an existing account.
    - If creating an account, download and run the [Zoom Client for Meetings](#) installer and follow the directions to install the Zoom Client for Meetings on your computer.
    - If signing into an existing account, make sure your software is up to date.

- Open the application and log in with your Zoom credentials.

- Situate yourself somewhere with good lighting and preferably a plain wall behind you. Avoid sitting with a window directly behind yourself.

- If your computer specs allow, download and enable the virtual background by following the instructions from the Presenter Resources page.

Prepare Recording

- Click on the **New Meeting** icon to create a new personal meeting.

- When joining, click **Test Speaker and Microphone** and follow the instructions to check that your audio settings are correct. Select **Join with Computer Audio** and double check that the microphone icon is not muted.
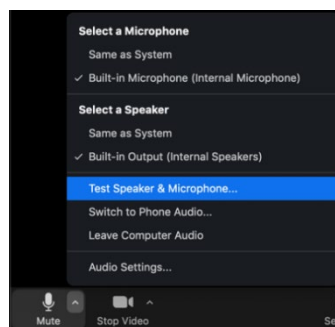

- If your camera is not already on, click the **Start Video** button in the lower left corner. If you do not see yourself, click the arrow next to the video camera icon to select a different video device.
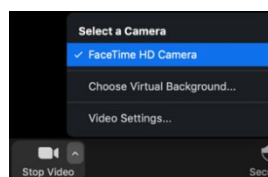
- Click on the arrow next to the video camera icon and select **Video Settings…**
  - On the side bar, select **Recording**.
  - Check the box for **Record Video during screen sharing**.
  - Next to **Store my recordings at**, choose a location to save your recording. By default, it places the recordings in the following location:
    - Windows OS users: **C:\Users\[*your username*]\Documents\Zoom**
    - macOS users: **/Users/[*your username*]/Documents/Zoom**.
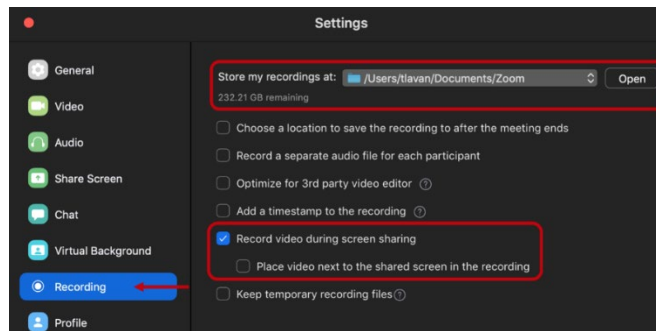
- On the sidebar, select **Video**. If your webcam supports HD video, check the box for **HD.**
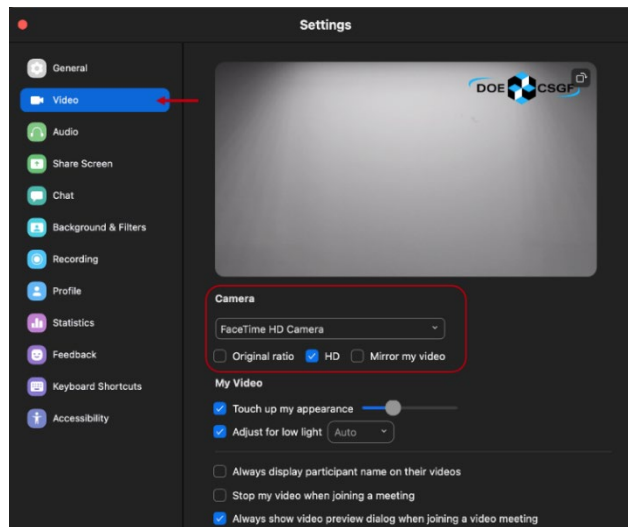

Tip: Select **Mirror my video** if your virtual background is flipped.

- Open the program(s) that have your presentation materials (e.g. Microsoft PowerPoint).

- In Zoom, click the **Share Screen** button near the middle of the menu bar.
  - Under the **Screens** tab, select the correct application window to share.
    - Make sure to select the application you are sharing, *not* the entire desktop view.
  - If you have audio in your presentation, check the **Share sound** in the lower left.
    - If you have music or high-quality audio, click the down arrow and check **Stereo (High-fidelity)**.
  - Uncheck **Optimize Screen Sharing for Video Clip**.
  - Click the **Share** button.
  - For more information on screen sharing in Zoom, click here.

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Begin Recording

- You may want to consider doing a practice recording before recording your entire presentation.

- To start the recording, select the **More** option in the menu bar, and select **Record**.
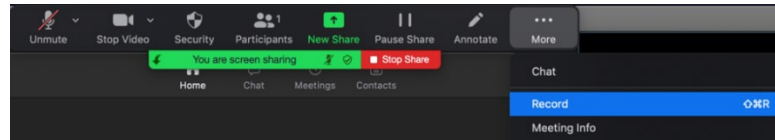
- At this point, you will want to navigate back to the screen you are sharing. If you are using an application such as Microsoft PowerPoint, you will want to put the application into presentation view (e.g. Microsoft PowerPoint -> Slide Show -> Play from Start).
  - If you have multiple monitors, you may need to start your presentation prior to clicking the **Share Screen** button.
  - If you have multiple applications to share, you can click **New Share** to select a new application screen. Remember to share using a full screen view.

- Begin your presentation.

Finish Recording

- When you are finished recording, select the **More** option in the menu bar, and select **Stop Recording**.
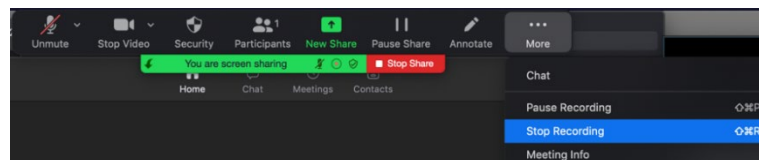
- Click on the **Stop Share** button.

- Click on **End** in the bottom right of the zoom window and then select **End Meeting for All**.

- At this point, Zoom will create the files needed for the recording. This process could take a few minutes.

- Once the files have been created, rename the mp4 file titled video########## to lastname-firstname.