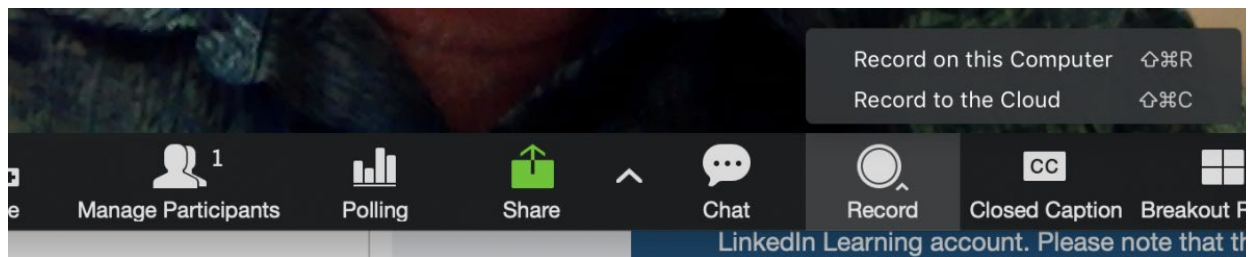## Recording

To begin a recording...

1. Click on the **Record** button in the toolbar on the bottom of the Zoom window.
    1. Selecting **Record to the Cloud** will store the recording in your MediaSpace account. This should be the default way you store videos. Not only does it save you the step of moving the video up manually, but it also keeps the videos from gobbling up precious hard drive space. We advise always recording to the cloud.
    2. Selecting **Record on this Computer** will store the video on your computer. These recordings are converted to MP4 files after the meeting closes and are stored in the Documents/Zoom folder. We do **not** advise this option.
2. **Record** changes to **Pause/Stop Recording** and serves as the controls for stopping the recording.


Sharing your recording

- If you **recorded to the cloud**, your video will appear in MediaSpace. The process might take several minutes – once completed, you will receive an email message saying your video has posted. Once your Zoom recording is in MediaSpace, you can share the link or embed the file in D2L.

- If you recorded to your computer, you will need to locate and upload it to MediaSpace before it can be shared. To locate Zoom recordings stored locally on your computer you will need to go into your Documents folder on your computer and locate the Zoom sub-folder. Within this folder will be session-folders (named by the date of your Zoom session). Within the session, a folder will be a file with the name **Zoom_#.mp4** and this is your video file.

Sharing your screen in a Zoom Meeting

While participating in a live Zoom meeting, follow the steps below to share your screen:

1. Click the Share Screen button located in your meeting controls (Fig 1).
2. Select the screen you want to share (Fig 2). You can choose to share your entire desktop, an individual application that is running on your computer, or a whiteboard (i.e., a blank page with drawing tools)

3. Check **Share computer sound** if you want any sound from your computer (e.g., audio from a YouTube clip) shared in the meeting.
4. Check **Optimize for full screen video clip** if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
5. Select Share. Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, select Exit Full Screen in the top-right corner or press the Esc key.
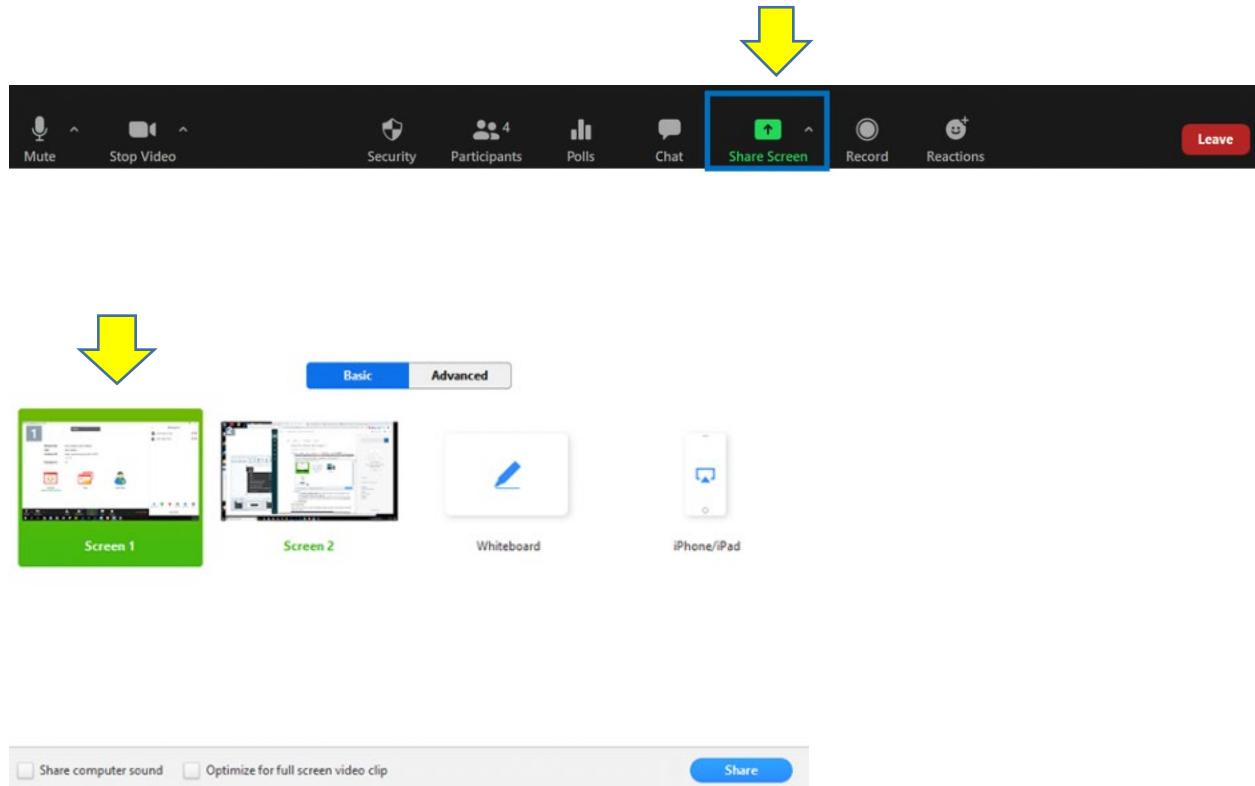
Meeting controls while sharing your screen

When you start sharing your screen, the meeting controls will appear in a toolbar (Fig 3). The toolbar has the following options:

- Mute/Unmute: Mute or unmute your microphone.
- Start/Stop Video: Start or stop your in-meeting video.
- Participants/Manage Participants: View or manage the participants (if the host).
- New Share: Start a new screen share. You will be prompted to select which screen you want to share again.
- Pause Share: Pause your current shared screen.
- Chat: Open the chat window.
- Record: Start recording locally or to the cloud.
- End Meeting: Leave the meeting or end the meeting for all participants.

Mute | Manage Participants | New Share | Pause Share | Whiteboard | More

ID: 338-799-160 | ■ Stop Share

More

Chat
Closed Caption
Breakout Rooms
Invite

Record on this Computer
Record to the Cloud