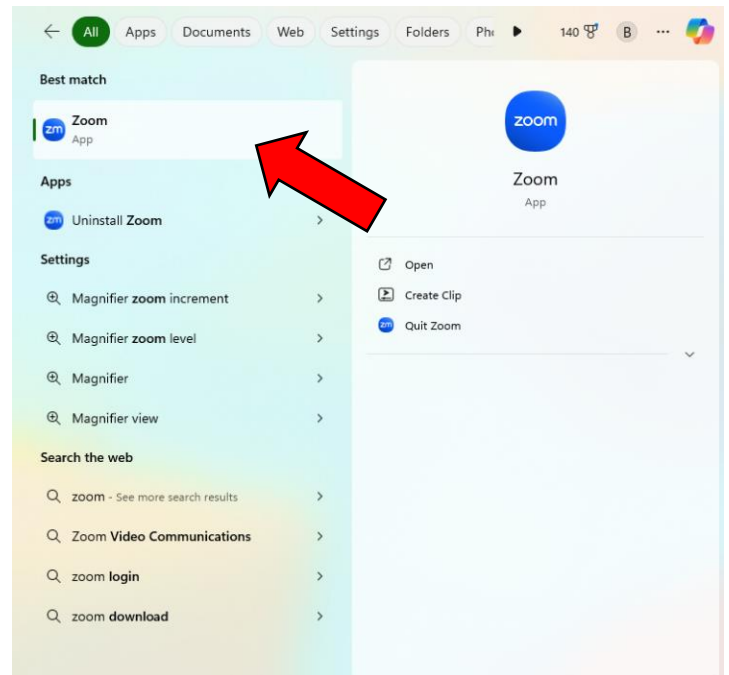


How to Record on Zoom for Video Projects (Windows)

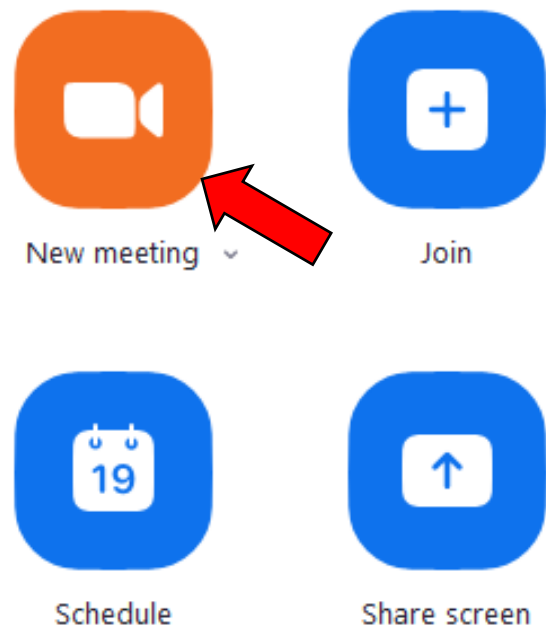
1. Open Zoom

Open Zoom by double clicking the Zoom icon or searching for “Zoom” in the Windows search bar and clicking on it there. If you are not logged in, you will need to log in or create an account using your school email.



2. Create a Solo Meeting

To start a new meeting click on the “New Meeting” button. There will be a pop up that says, “Join with computer audio”. This option will allow Zoom to use your default audio input and output options as they are set in your computer settings.

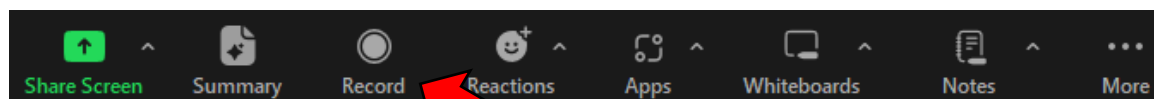
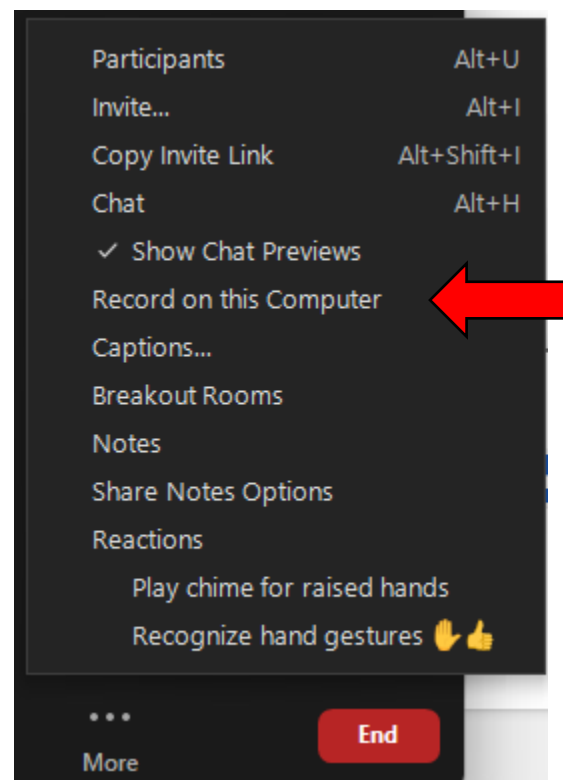


How to Record on Zoom for Video Projects (Windows)

3. Start Recording

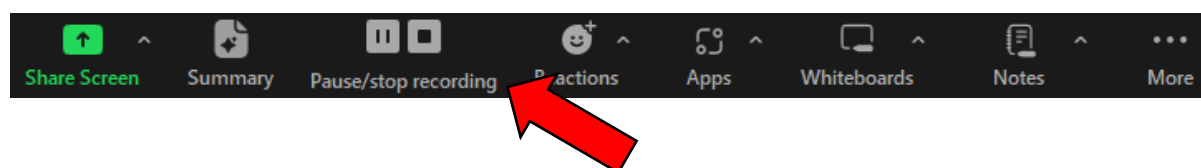
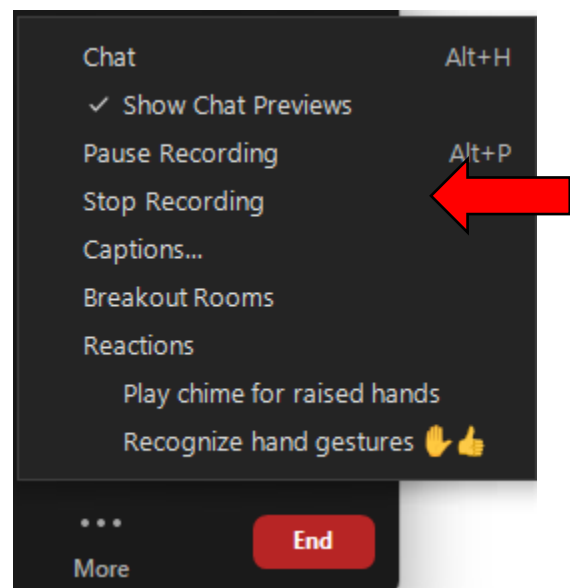
To start recording hit the “Record” button in the bottom panel of the Zoom window.

Once the recording has begun the button will change from the circle icon to a pause/stop icon. Be aware that the record button will not appear if the Zoom window is too small. If you cannot see the record button, make the window larger or find “Record on this computer” in the “More” section in the bottom panel.



4. Stop Recording

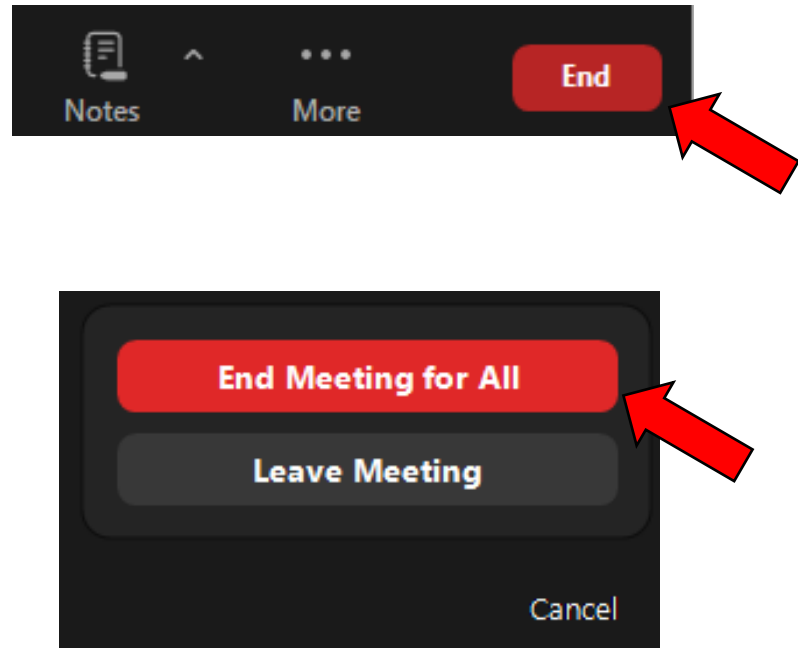
To stop the recording either click the stop recording button down below in the bottom panel or open the “More” section and select “Stop Recording”.



How to Record on Zoom for Video Projects (Windows)

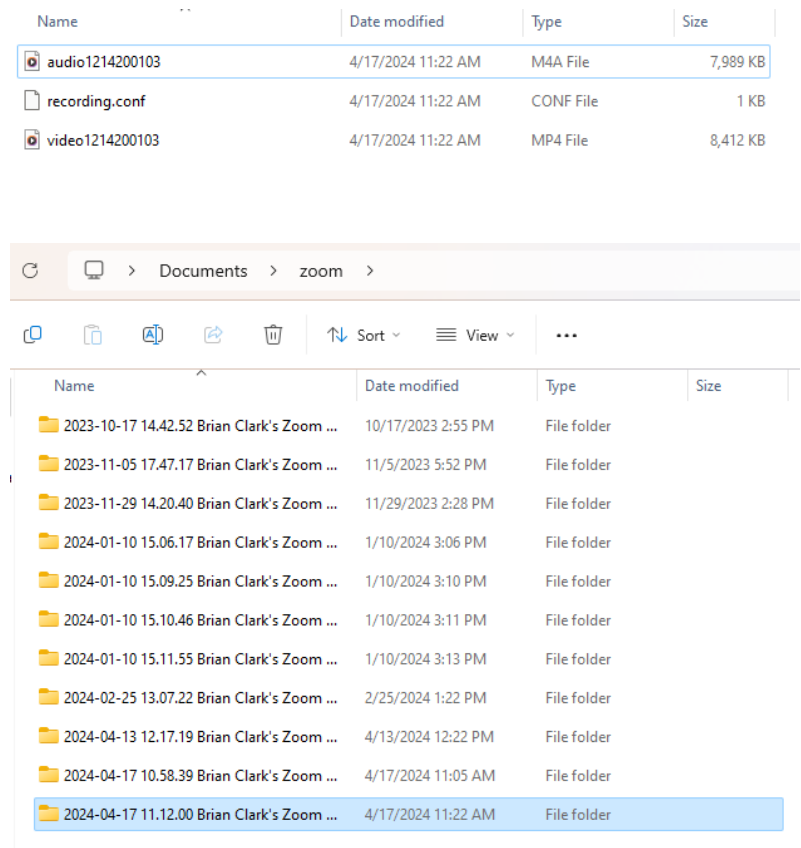
5. End the Meeting

Once the recording has been finished and the “End Recording” option has been clicked, it is safe to end the meeting by clicking the red “End” button in the bottom right of the Zoom window. Once clicked a small menu will appear and you will need to select “End Meeting for All”.



6. Find the Audio/Video Files

Once the meeting ends Zoom will convert your recording into an audio and video file and open the appropriate folder for you automatically. If the folder does not open automatically or you want to come back to this spot later, the default path to get to the folder is Documents → Zoom → Then find the folder with appropriate date.



How to Record on Zoom for Video Projects (Windows)

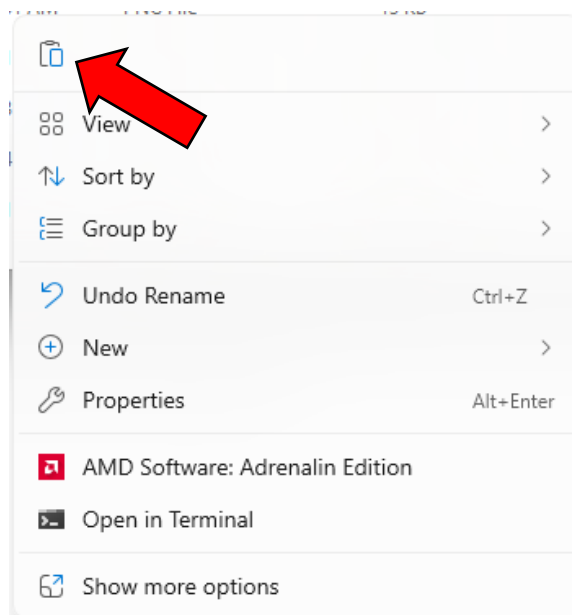
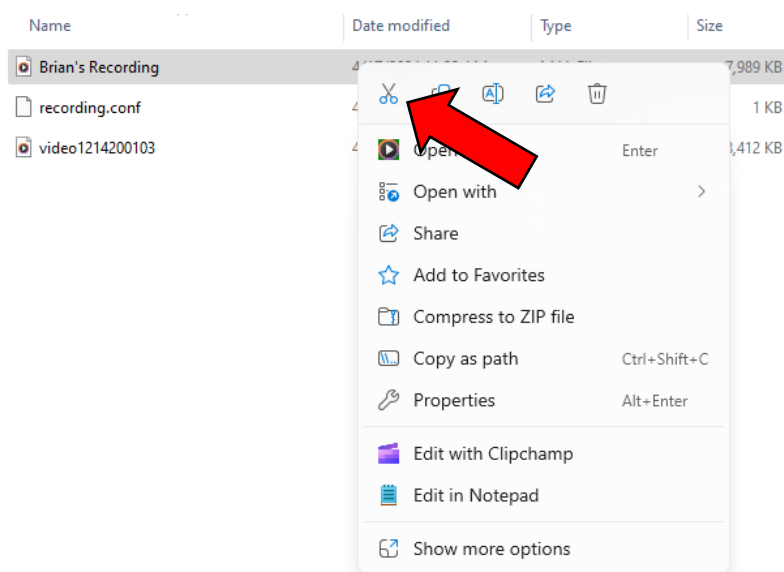
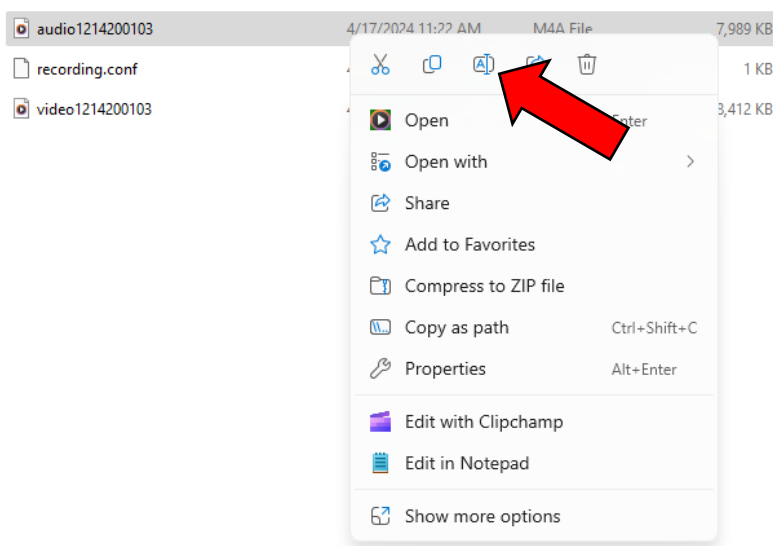
7. Rename and Move the Files

Once the folder is open that contains the files for the recordings, they can be renamed and moved for easier access.

To rename the file or files, click once on the file then right click to open the menu.

Click on the “Rename” symbol (first picture). This will allow you to rename the file. Once renamed right click on the file again and select the “Cut” symbol

(second picture). This will remove the file from this folder and have it ready to be moved somewhere else. Once a destination for this file is open, right click on open space within the folder and use the paste option (third picture) to finish moving the file.



How to Record on Zoom for Video Projects (Windows)

Why This Guide is Needed

I believe this guide is necessary because throughout high school most presentations are given in a face-to-face environment using Microsoft PowerPoint. However, a lot of college courses, especially online, require videos to be recorded for certain assignments. Learning how to create a video project was a struggle for me personally and I would like to share this with incoming students to lessen the burden and stress that video projects can cause in the beginning of their college careers. There are already guides on the Internet for recording in Zoom, but from what I have found they are always either too confusing or not concise enough and lack important steps. I plan for this guide to be concise and easy to follow for first time users or veterans of Zoom.

Links to Other Guides

[Zoom Official Guide on Recording](#): This is the official guide from Zoom on how to record. This guide covers many more of the features offered by the program that were not discussed during this guide.

[Castos Zoom Recording Guide](#): This guide shows how to change the default folder that Zoom automatically saves recordings to.

[Riverside Zoom Recording Guide](#): This guide explains how to record in Zoom on other devices or operating systems.