

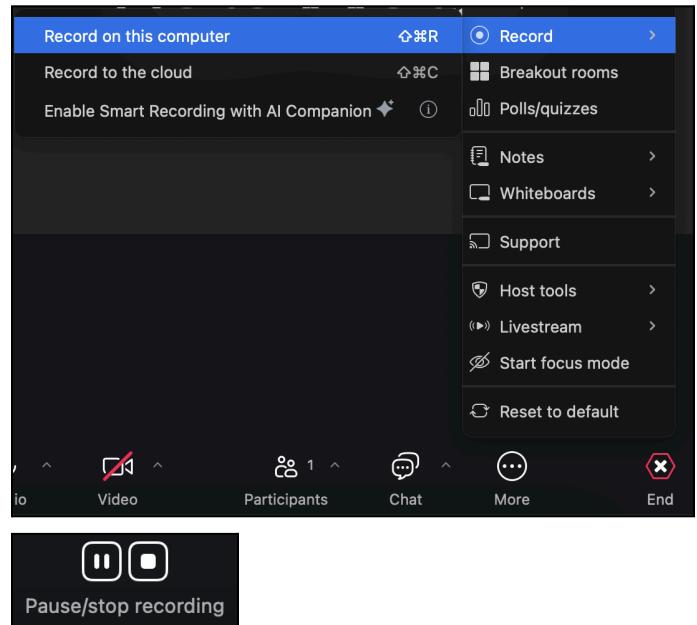


Interview Recording with Zoom

This handout provides instructions for recording an interview, and saving the transcript, using Zoom.

Recording a Zoom Meeting

- When you are in the Zoom meeting, select More > Record > Record on this computer
- Once you have started the recording, you can use the pause/stop recording buttons to temporarily pause or to stop the recording
- After you end your Zoom meeting, locate the Zoom folder on your computer and rename the recording



Saving a Zoom Meeting Transcript

- To save a meeting transcript, select Show captions > View Full Transcript at the beginning of the meeting
- After the interview, but before you end the meeting, select Save transcript. Once you end the meeting, you will not be able to save the transcript.
- After you end the meeting, locate the Zoom folder on your computer and rename the transcript file

