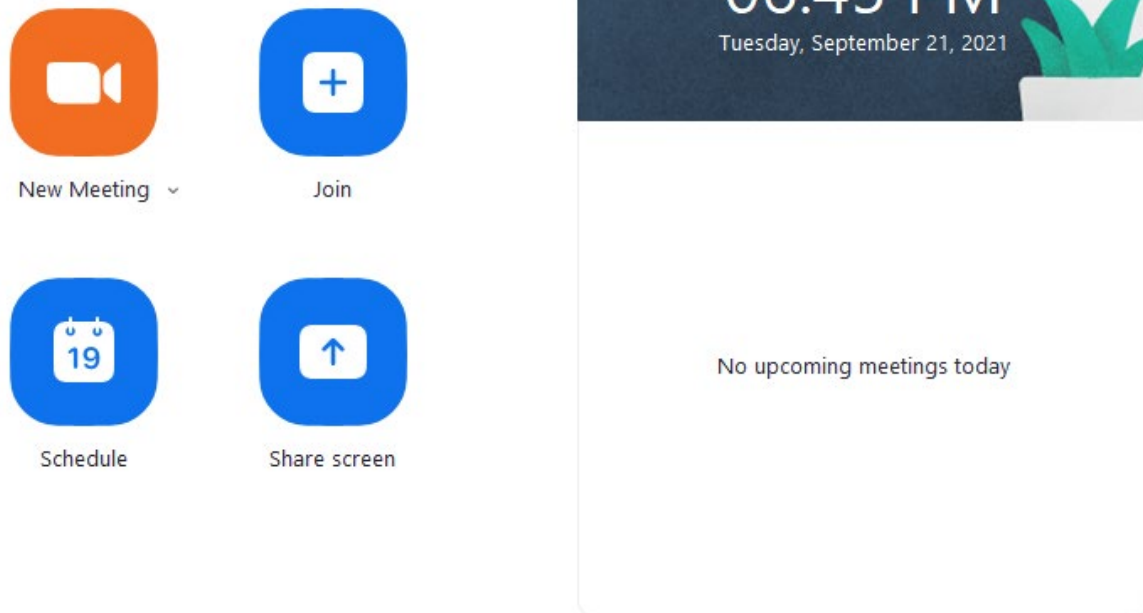
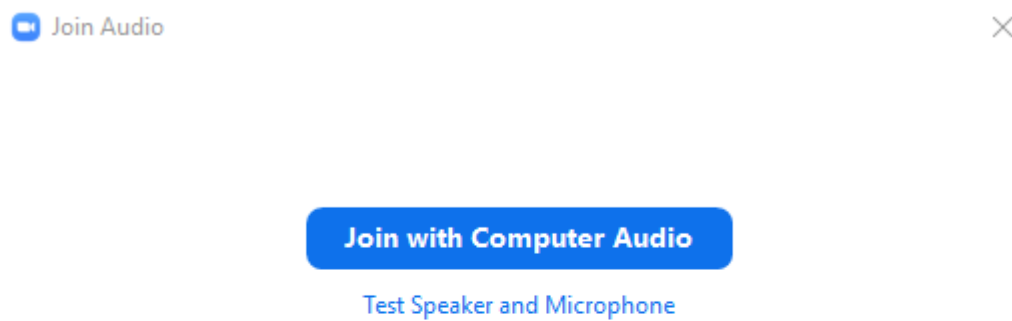


How to Record Audio in Zoom

- 1) Open Zoom and Select New Meeting

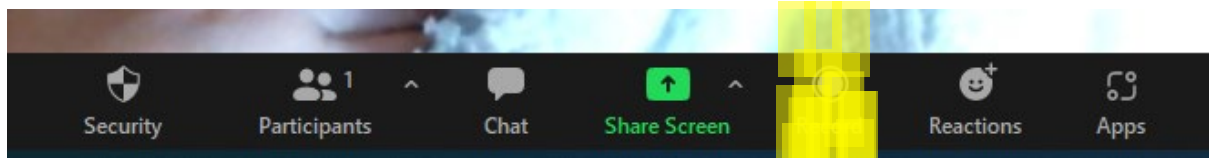


- 2) Select Join with Computer Audio to enter room.



☐ Automatically join audio by computer when joining a meeting

- 3) Select record from the bottom menu



- 4) Select Join Audio to add audio



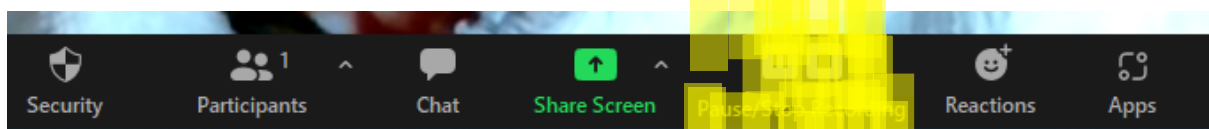
Recording will not include audio

To include audio in the recording, click "Join Audio"

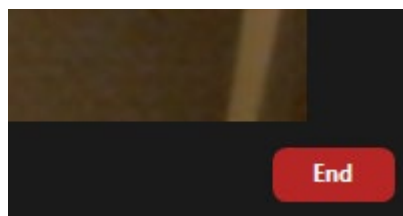
Join Audio

Continue without audio

- 5) To stop recording press pause/stop recording



- 6) Leave the meeting when you are done. By selecting End Meeting located on the bottom left hand corner.



- 7) Zoom will automatically convert the meeting into a recording where you can access the file in Documents – Zoom, or wherever you set your file location.

