

## Record a PowerPoint and voice meeting in room 481.

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1. Turn on the computer.
  2. Turn on the iPad.
  3. Turn on the projectors.
  4. Log into the computer as SMCpodium, or with your own name.
  5. On the iPad, press the Meet Now button.
  6. On the iPad click the Stop Video button.
  7. Note the meeting ID at the top of the iPad screen. You'll need to enter this into the computer.
  8. At the computer, start Zoom.
  9. At the computer, click the Join a Meeting button.
  10. In the Meeting ID or Personal Link Name box, type in the meeting ID you noted in step six.
  11. Click the Join button.
  12. Click the Join without Video window.
  13. Click the Red X at the top right hand side of the window to close the "Join with Computer Audio" window.
  14. Click the X at the top right hand side of the window to close the "Do you want to continue without audio?" window.
  15. Click the share screen button at the bottom.
  16. Click "Screen" and then click the blue "Share" button.
  17. On the iPad click the "Start Recording" button.
  18. Enter the complete email address that you want the recording to go to in the entry box.
  19. Click the OK button. The recording has now started.
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1. You can stop the recording one of two ways:
    - a. Click the stop recording button, and then click the stop button in the "Do you want to stop the recording?" window that comes up. This will stop the current video, but it will **not** start processing the video to deliver to your inbox until you actually leave the Zoom session.
    - b. Click the big red "Leave" button at the bottom of the screen, then click the big red "End" button. This option will immediately stop the Zoom session, and start the processing of the video.
  2. The recording may take some time to process. You could wait as much as an hour before it ends up in your email box.
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1. To finish up, close out your programs, log out and or shut down the computer, and turn off the two projectors.