

How to Use Zoom to Make Screen Recorded Videos

<https://youtu.be/Y3wIDjPrrGs>



Directions from Zoom

https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording#h_02ba96fb-85ef-4f43-ab17-a51e29b206cb

1. Sign in to the Zoom web portal and click My Meeting Settings (if you are an account administrator) or Meeting Settings (if you are an account member).
2. In the Recording tab, navigate to the Local Recording option and verify that the setting is enabled.
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

Meeting Recording Telephone

Recording

Features Status

Local recording

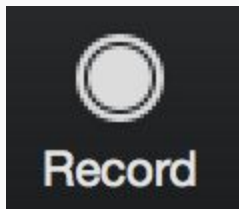
Allow hosts and participants to record the meeting to a local file

Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

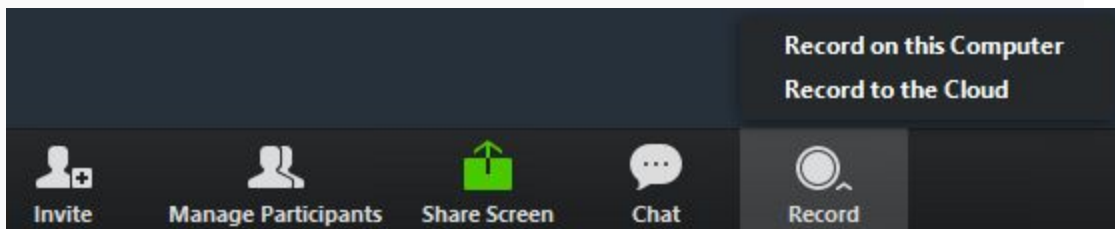
Starting a Local Recording

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to Record.



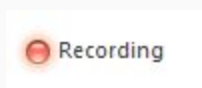
3. If there is a menu, select Record on this Computer.



Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.

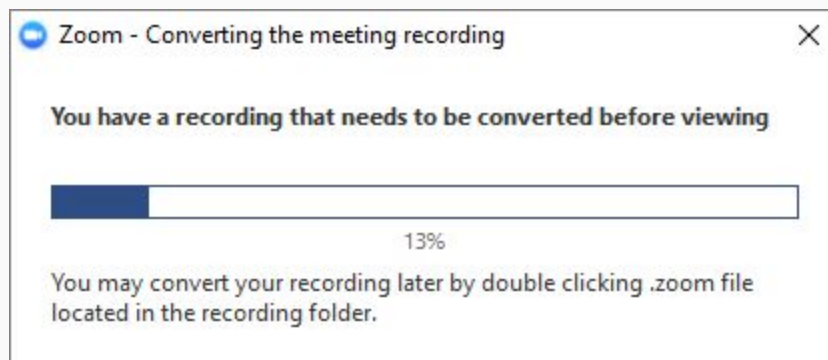


4. Click Participants to see which users are currently recording.



Note: [Dial-in participants](#) will hear a message informing them that the meeting is now being recorded unless disabled by the host.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.



6. Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named Zoom_0.mp4. The audio only file (M4A) is named audio_only.m4a.

Note:

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.
- You can record the meeting in different layouts including active speaker, gallery view, and shared screen. [Learn more about recording layouts.](#)

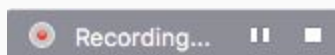
Stopping or Pausing a Local Recording

During a Zoom recording, a user can Stop or Pause the recording. If a user stops the recording and starts it again, a new video file will be created for the next recording segment. If a user pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



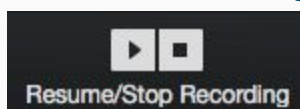
The recording can also be stopped or paused by clicking the indicator in the top left corner.



2. When a recording is paused, the following indicator will be displayed in the meeting.

Recording Paused

3. To resume the recording, click Resume Recording at the bottom



The recording can also be resumed by clicking the indicator in the top left corner.

