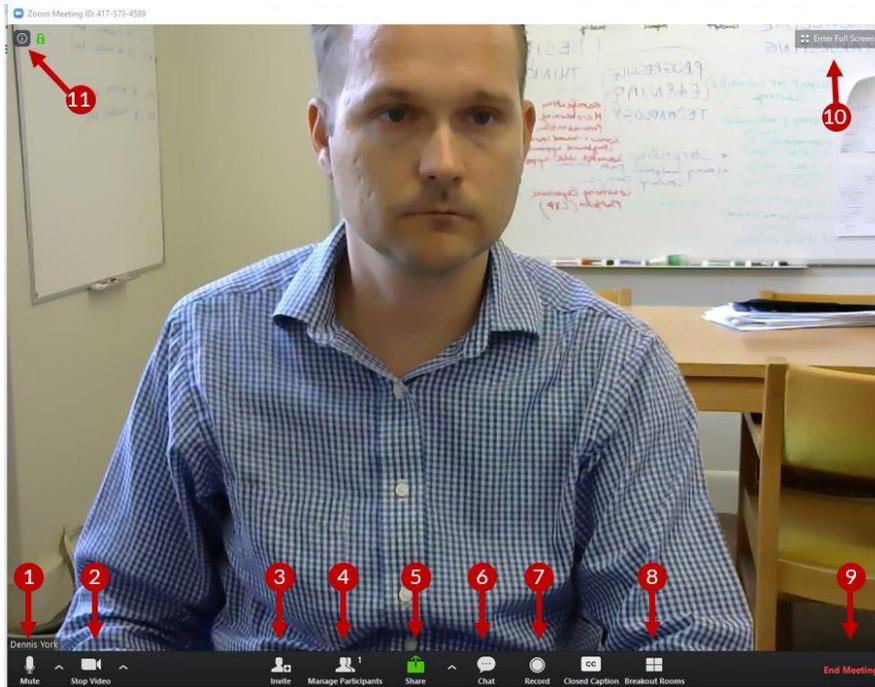# Host & Record a Zoom Meeting

ZOOM Interface

Before running your first Zoom class, familiarize yourself with the host tools available.

1. Mute/Unmute Microphone
   - Select the ^ to the right of the microphone to choose which microphone you'd like to use
2. Enable/Disable Webcam
   - Select the ^ to the right of the webcam to choose which camera you'd like to use
3. Invite people to the meeting
4. View and manage participants
   - Displays a list of participants where you can mute/unmute all or grant host privileges
5. Share screen
   - Can display entire computer screen, one specific program, or a plain whiteboard for annotation
6. View chat
7. Record meeting
8. Breakout rooms
9. End Meeting
10. Enter full screen
11. View meeting ID

Note: Additional participants' webcam video will be displayed in smaller boxes along the top of the meeting screen.
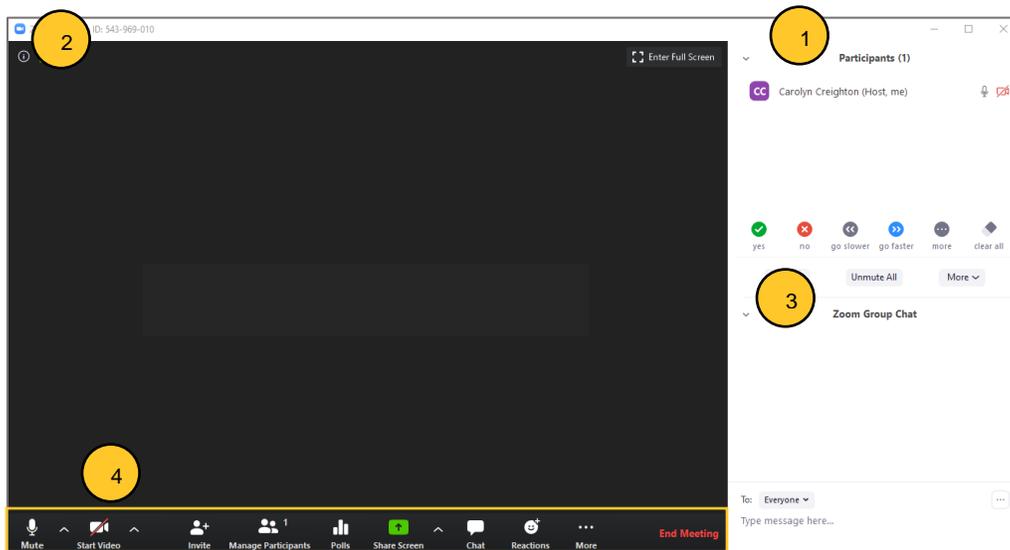
Host & Record a Zoom Meeting

Hosting Your Zoom Meeting – Before/as students are entering

1. From the 'Upcoming Meetings' list, find the class you are wanting to start. To start your meeting, click 'Start'.
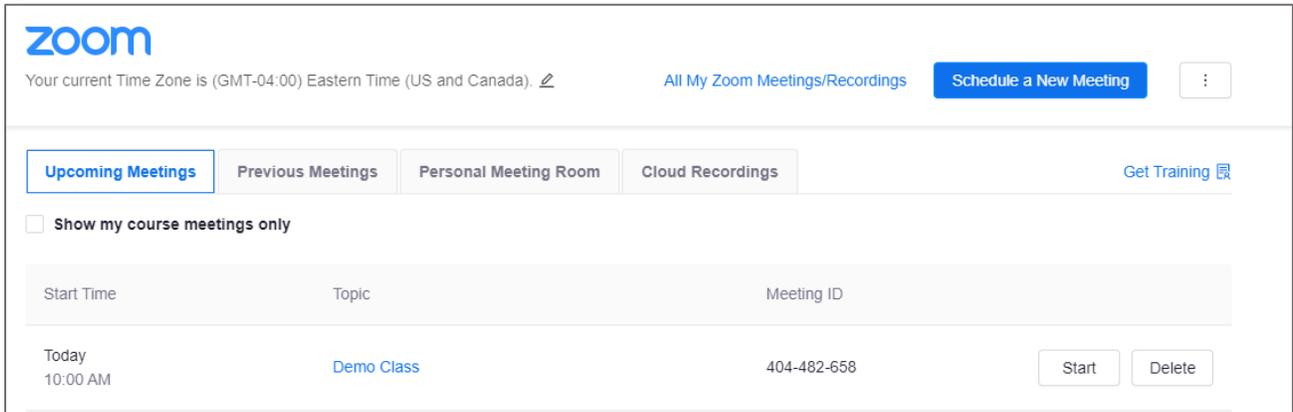
2. Join with Computer Audio (test speaker and microphone)

3. Once your meeting is open, you will see the main interface as shown below:

   1. In the right panel of the Zoom Meeting window, you will see a list of participants. This panel will show whose microphone/webcam is active.

   2. By clicking on the **i**-icon, you'll be able to access the details of the meeting.

   3. You are able to **Mute All** of the participants' microphones

   4. This is your control panel (refer to the Zoom Interface above for details)


4. Prior the meeting:

   • You may want to mute your mic and disable your camera until you are ready for class to begin.

Host & Record a Zoom Meeting

- Click **Record** on your toolbar to begin recording the class.
- Click **Chat** on your toolbar to show the chat pane.
- Close all unnecessary tabs, windows, and applications on your computer.
- Open any websites, presentations, documents, etc. that you plan to use during class.
- When you are ready to begin, enable your mic and camera (if desired).

Hosting Your Zoom Meeting – Teaching a live class
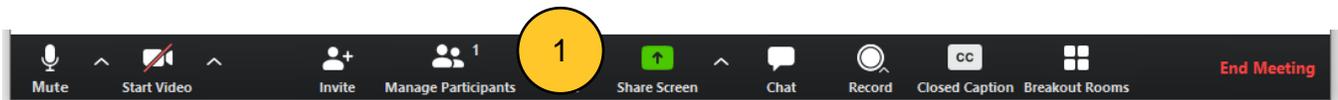
1. When you are ready, make sure that all participants are muted. This can be done by opening the "Manage Participants" tab.
2. Select "Mute All".
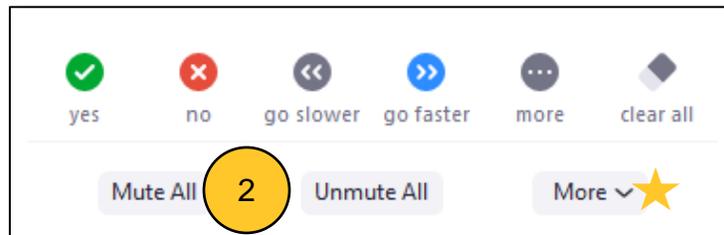
3. You will see the following window. If you do not want students to be able to unmute themselves, deselect "Allow Participants to Unmute Themselves". Click "Yes" to close the panel.
Note: Allowing participants to unmute themselves can also be managed through the "More" menu within the participants window. (see ⭐)
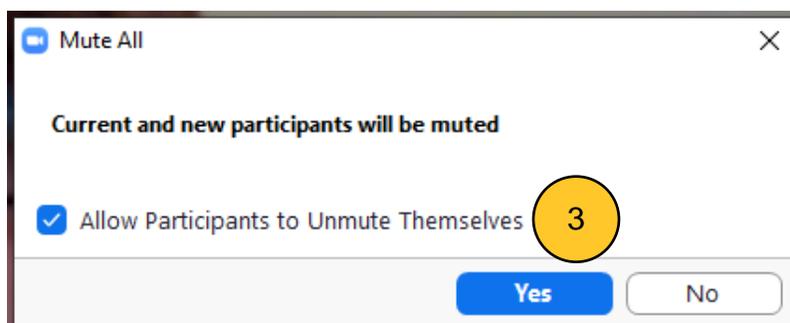
4. Enable your mic and begin speaking.

Note: It's a good idea to ask in the chat panel if students can hear you, and if the volume is suitable. **Allow time during your first session** to tweak your computer's input (mic) settings. Students may also need to adjust their own volume settings.

5. Click the **Share** button on your toolbar to share your screen.
6. You will be given the option to choose any window you have open, or to share your entire desktop. Make a selection and click **Share**.
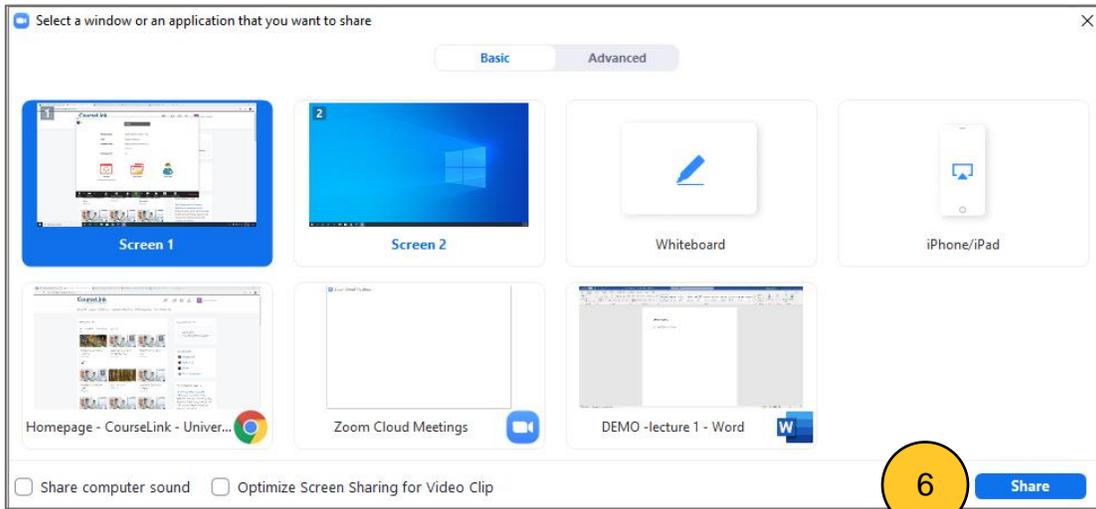
7. While you are sharing your screen, the shared area will have a thick green border. You will also have a new toolbar that appears on top (shown below).
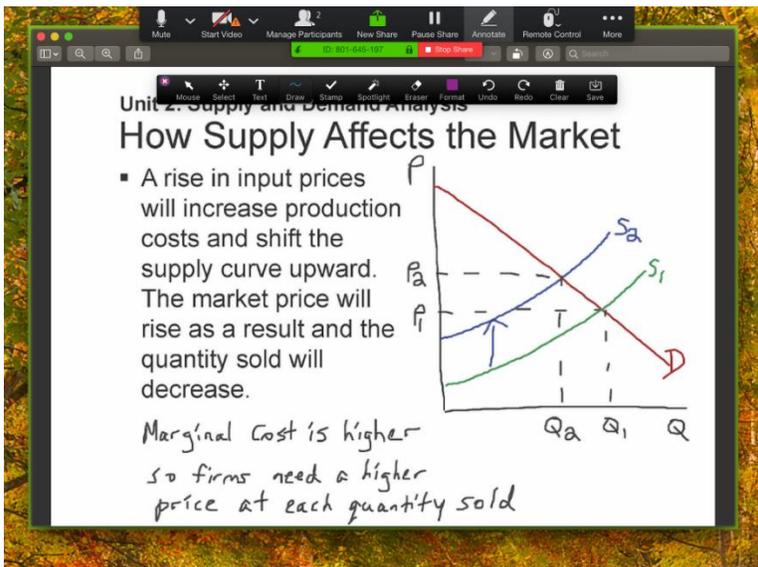
8. When you want to stop sharing your screen, click the red **Stop Share** button
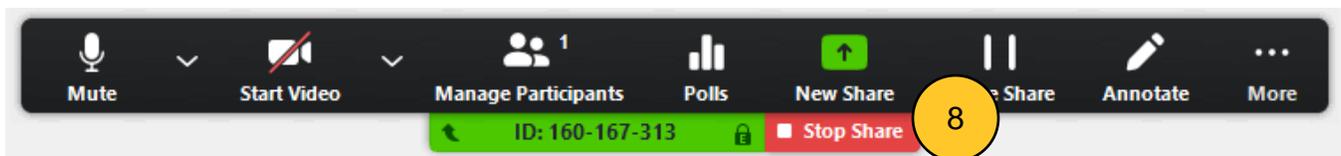
9. When you are finished with your class, click "End Meeting" at the bottom right of your Zoom window.

Host & Record a Zoom Meeting

Four Things You Need to Know Before Going Live on Zoom

1. **Get ready and log-in early.** Give yourself ample time to install any last-minute software updates and upload files and slide presentations (when presenting). It is recommended to log in at least 15 minutes prior to the published start time in the **Outline**.

2. Check that you have a **good and stable Internet connection**, and a **quiet and distraction-free environment** in a semi-professional setting (e.g., please avoid attending/presenting from a couch, a bed, or from a public place – check your background for anything that may distract you and other participants from the conversation).

3. [Check your audio and video connections](#) by clicking the Zoom Settings icon.

   a. Consider using the ["touch up" tool](#) in Zoom to soften your video image.

   b. Check your [video for proper lighting](#)

4. [Tips to look your best on video [PDF]](#)
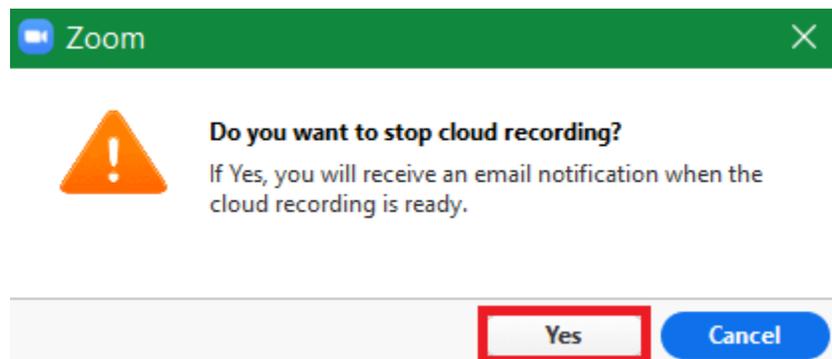
How to Record a Meeting

1. Begin your Zoom meeting and click the **Record** button in the toolbar. Select **Record to the cloud**. This will allow the recording to be processed and then become available to students in CourseLink.
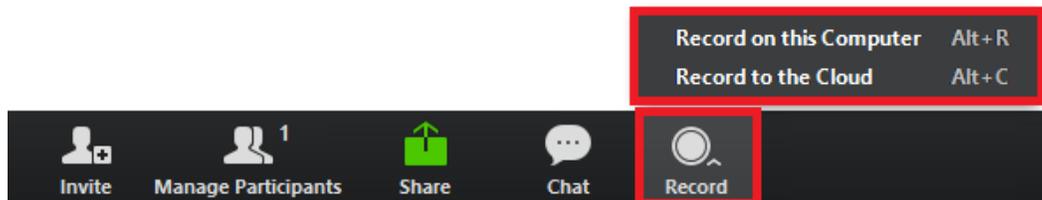
2. A **Recording** icon will show up in the top left corner of the meeting screen. This recording can be paused or stopped using the buttons next to the Recording icon.
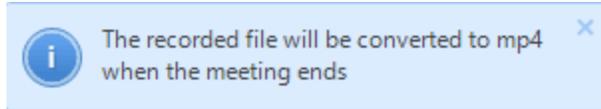

3. Press the **Stop** button when you are finished recording. If you have recorded to the cloud, you'll see the notification below. Press **Yes** to continue.

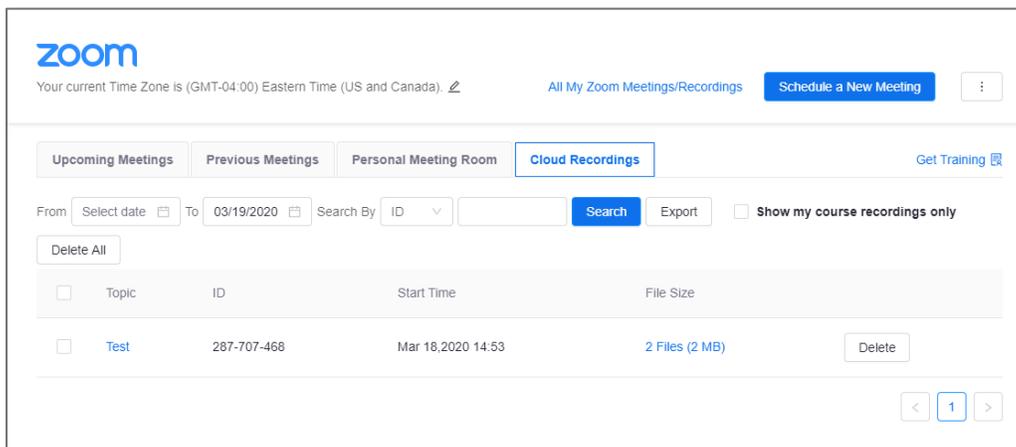If you have recorded to your computer, you'll see the notification below.

Host & Record a Zoom Meeting

The recorded file will be converted to mp4 when the meeting ends

How to Access Your Recorded Meeting

If you've recorded to the cloud (preferred method):

- You will receive an email once your cloud recording is processed with a link to the recordings. From this page you will be able to download your video.
- The recording will be shared in the Zoom integration under 'Cloud Recordings'. Once the video of the meeting is available, you (or your students) can click on the link to view the recording.

If you've recorded to your computer:

- When you end your meeting, a window will appear with several files. Zoom provides you with the audio file (audio-only) and a video file including audio (zoom_[file number])
- These files can be accessed later by navigating to Documents → Zoom on your computer

Using Other Zoom Features

Below is a list of resources that provide detailed guidance on the advanced features in a Zoom meeting.

- Host and Co-host controls
- How do I share my screen?
- Screen share a video clip
- Screen share a PowerPoint presentation
- Share a whiteboard (that allows annotations)
- Recording layouts

Host & Record a Zoom Meeting

- [Record meeting video and audio locally to a computer](#)

Visit [Zoom Help Center](#) to view all of the available articles and videos on Zoom features.

Troubleshooting

- [Wireless (Wi-Fi) Connection Issues](#)
- [Participant FAQs](#)