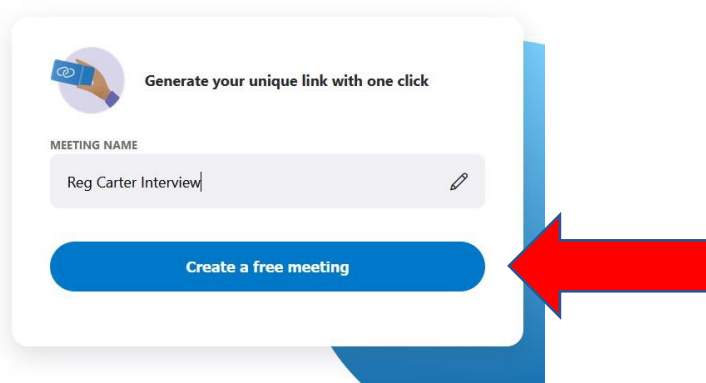


How to Record Interviews on Skype:

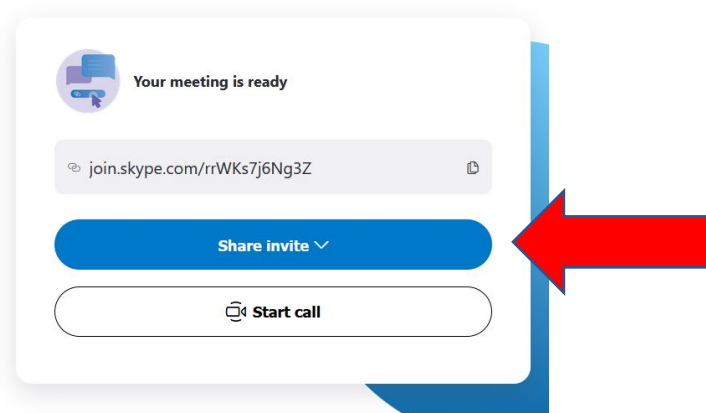
* If you do not have Skype downloaded to your computer and do not wish to do so, you can create an online Skype meeting via the following website:

<https://www.skype.com/en/>

1. To create a meeting, click on the blue “Create a Free Meeting” button on the website
2. Enter a name for your meeting (interview) in the box on the righthand side of the screen.
3. Click on the blue “Create a Free meeting” button to generate a meeting link.

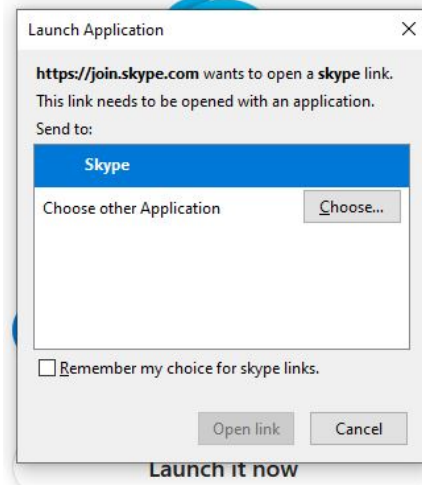


4. Click on the blue “share invite” button and then select copy link

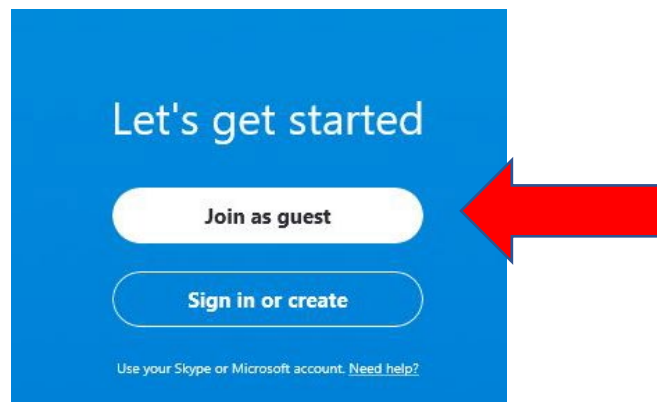


5. Email the link to both yourself and the interviewee.
6. Please keep in mind that the link is only good for 24 hours and thus must be generated and sent the morning of the interview.
7. To join the meeting, just click on the link to be directed to the virtual meeting page.

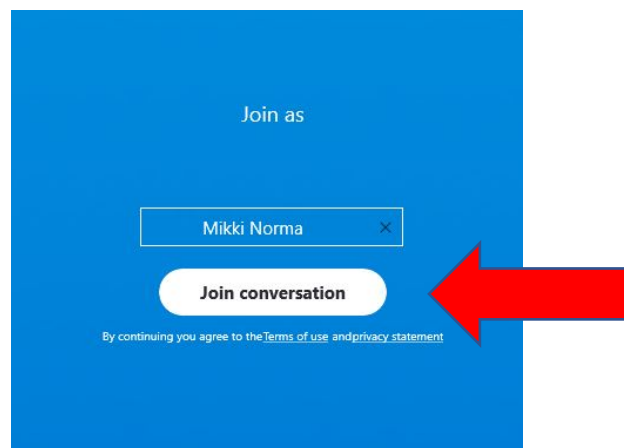
8. If you or the interviewee don't have the Skype program installed on your computer, you will be prompted to temporarily download the Skype Web Client.



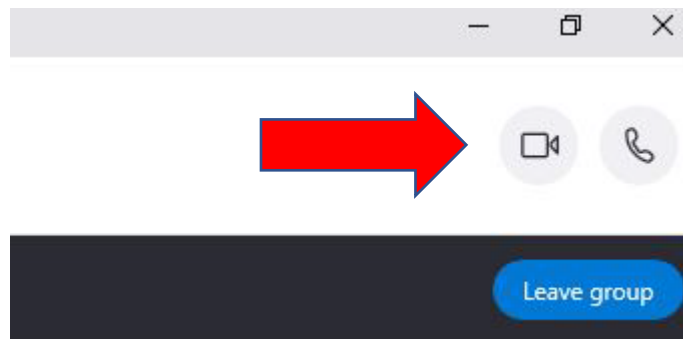
9. You will be prompted to “Join as guest” or “Sign in or create” an account. You may join as a guest if you don't want to create an account at this time. Please advise your interviewee that they may also join as a guest.



10. Enter your name when prompted to do so, then click on the “Join Conversation” button.

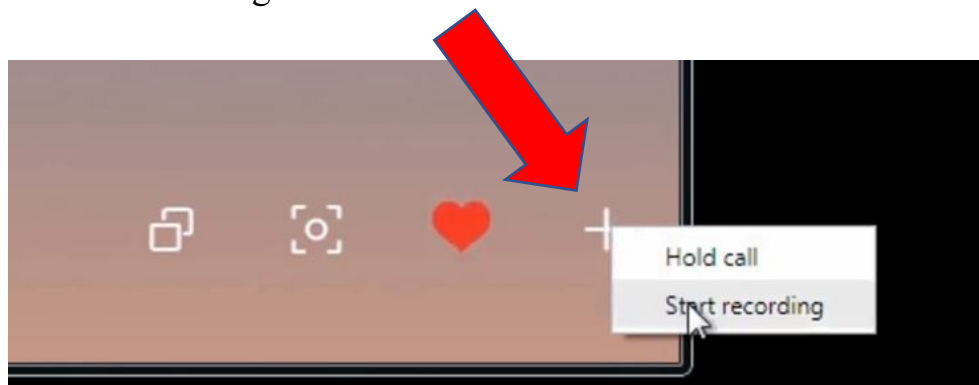


11. In the virtual meeting window, click on the camera icon in the top righthand corner to start your webcam. Please advise the interviewee to do the same.

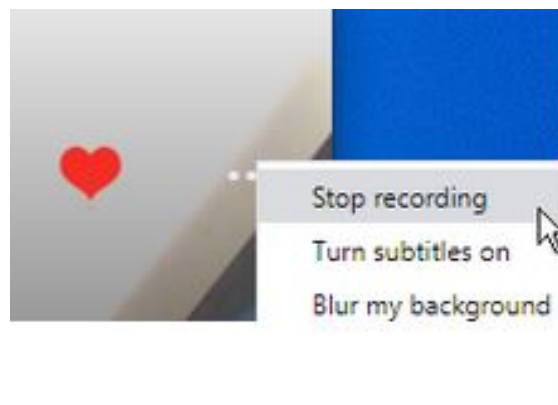


12. Once both the interviewer and interviewee are on the call, click on the + symbol in the lower right-hand corner.

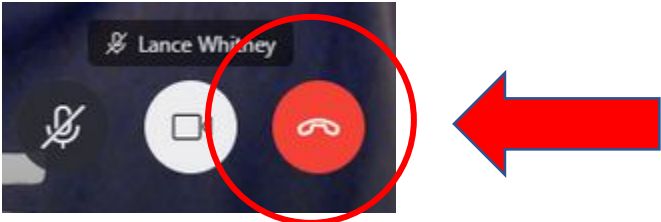
13. Select “Start recording”



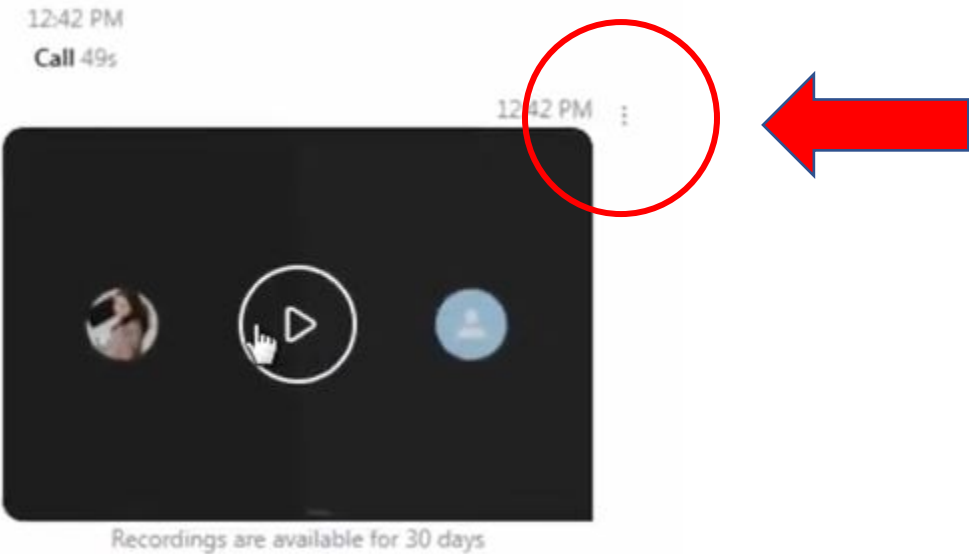
14. When the interview is over, stop the recording by clicking on the + symbol again and selecting “Stop Recording”. The recording will also automatically save if you forget to stop the recording and just close the meeting.



15. To stop the meeting, click on the red phone icon in the middle of the screen.



16. Once the recording has finished saving you will be given the chance to watch it on the website. To save it onto your computer, click on the dots in the upper righthand corner of the video clip.



17. Click on the "Save to Download" option

18. The file will be downloaded to your "Download" folder on your PC.