How to Record Zoom Video Calls:

- 1. Create a Zoom Account (they have a free account option): <u>https://zoom.us/</u>
 - Interviewee does not need a Zoom Account, only the "Host", in this case, the interviewer
- 2. Schedule a Meeting
 - Sign into your Zoom Account and go to "Meetings" tab on left side of screen

	ZOOM SOLUTIONS - PL	ANS & PRICING CONTACT SALES		
	PERSONAL	Upcoming Meetings	Pre	Personal Meeting Room
/	Meetings	Schedule a New Meeting	Join a meeting f	from an H.323/SIP room system
	Webinars Personal Audio Conference	Start Time :	Тор	ic =

• Click on "Schedule a New Meeting" button

- You will now the option to select a date and time for the Zoom Meeting/Interview
- You might want to uncheck "Require Meeting Password" option to make sign in process easier on both you and interviewee.

Meeting I	D Genera	te Automatically OPerson	al Meeting ID 466 144 2373
Meeting F	Password Require	meeting password	
Video	Host	ton €) off

- Once finished, click "Save" button at bottom of page
- On following webpage, copy invitation link and email it to interviewee

Meeting Password	× Require meeting password	
Invite Link	https://zoom.us/]/96775225013	Copy Instation

3. For Interviewee to join meeting, they only have to click on the link emailed to them at the scheduled date and time. Interviewer can sign into their account and join by clicking on Meeting tab and then on the scheduled meeting/interview

4. To record meeting/interview, press record button on bottom of screen.

5. There will be two options to choose from: Save to Computer or Save to Cloud; select Save to Computer



6. When you wish to stop recording, just press record button again.

7. After meeting is over and Zoom is closed, the recording file will convert to am mp4 file.

8. Press the Save button when prompted.



9. Recordings are automatically saved to "Documents" Folder in a sub-folder called "Zoom"

