

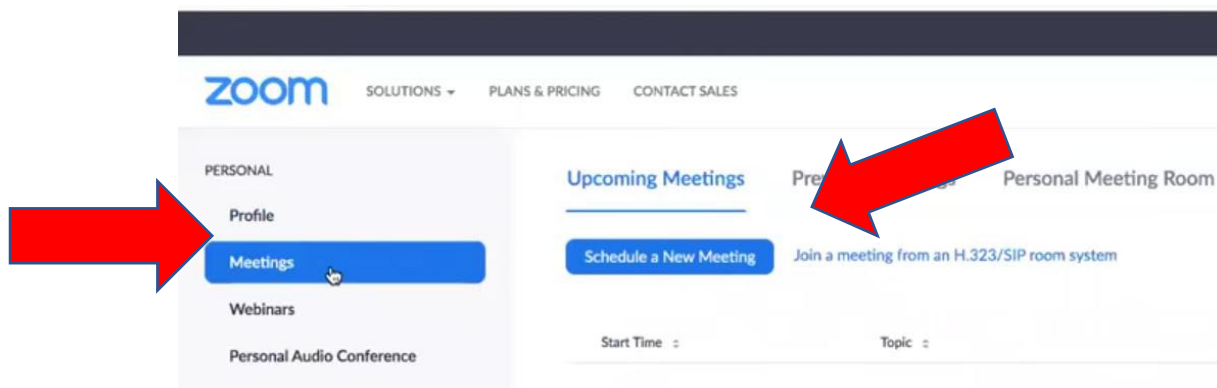
How to Record Zoom Video Calls:

1. Create a Zoom Account (they have a free account option): <https://zoom.us/>

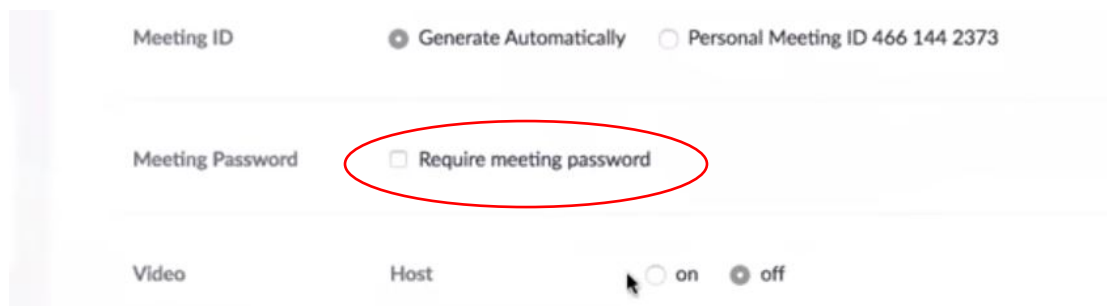
- Interviewee does not need a Zoom Account, only the “Host”, in this case, the interviewer

2. Schedule a Meeting

- Sign into your Zoom Account and go to “Meetings” tab on left side of screen
- Click on “Schedule a New Meeting” button



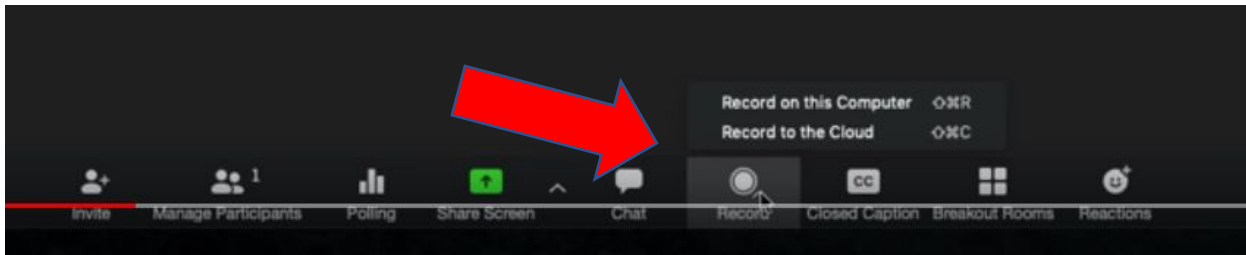
- You will now have the option to select a date and time for the Zoom Meeting/Interview
- You might want to uncheck “Require Meeting Password” option to make sign in process easier on both you and interviewee.



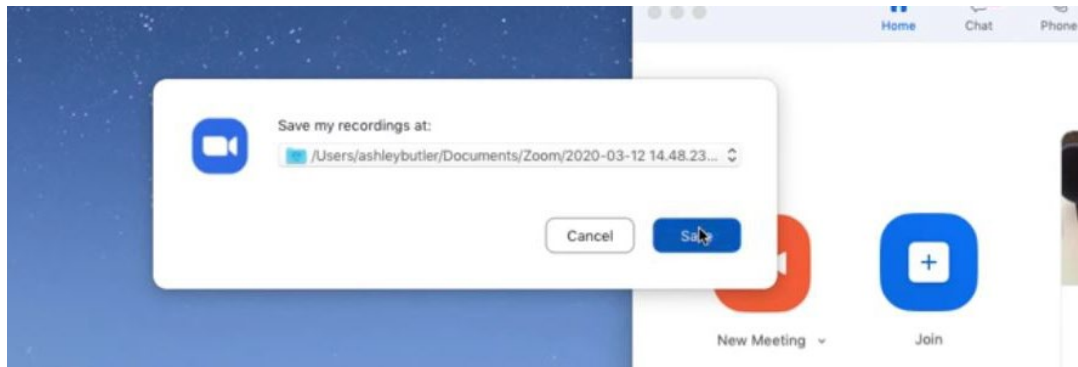
- Once finished, click “Save” button at bottom of page
- On following webpage, copy invitation link and email it to interviewee



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 an mp4 file.
8. Press the Save button when prompted.



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

