

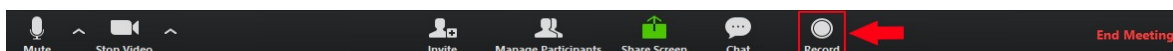
Recording your Zoom Meetings

Record Zoom meeting to your local computer

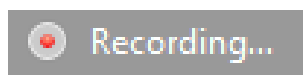
Note: You must join the meeting audio either through telephone or computer audio in order to record the meeting's audio.

By default, only the host can record meetings though recording rights can be assigned to participants. While you are in a Zoom meeting, move your mouse around the screen to toggle the menu bar.

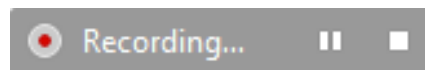
1. Select "Record"



2. All participants in meeting will see a recording indicator in the upper-left corner of their screen



Or, if you're the host, you will see this button appear in the upper left corner:



3. When your session is over, click the stop recording button. Completed recordings can be found in the Documents folder of your computer under Zoom. Each recording will include 4 files. The .MP4 file contains the complete audio/video capture that you should upload to Mediasite as outlined in the next step. **Note:** Chat is **not** included as part of the Zoom video recording. A separate text file containing a meeting chat transcript can be found in the Zoom recordings folder.

For a tutorial on the recording process and how to locate your Zoom recordings, [please watch this video](#):

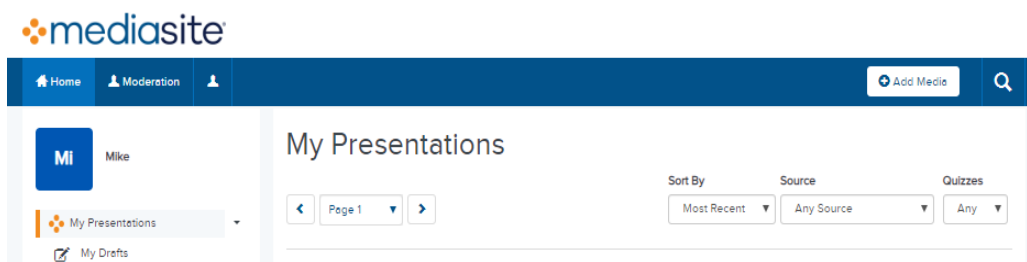
Archiving your Zoom Recording

If you need to simply keep the Zoom recording for your own archive, we encourage you to upload to a cloud storage service, like your Villanova Microsoft OneDrive account, available via [Office 365](https://office.villanova.edu) (<https://office.villanova.edu>)

Sharing your Zoom Recording

If you need to share your Zoom recording, you can upload that Zoom recording to Villanova’s MyMediasite system. In short, after uploading your Zoom recording to Villanova’s MyMediasite system, you will be provided a weblink that you can distribute for others to watch the recording.

1. Log in to Villanova University’s MyMediasite here: <https://vums-web.villanova.edu/Mediasite/mymediasite>
2. Click on the “Add Media” Button on the top-right of the banner:



3. Select the option on the right: “I want to upload a file from my computer”
4. You will be prompted to select the video file you would like to upload. Once you have selected the file, it will ask you to provide a name for the presentation and an optional description. These can be changed later at any time. Click “Create Presentation” when you are ready:

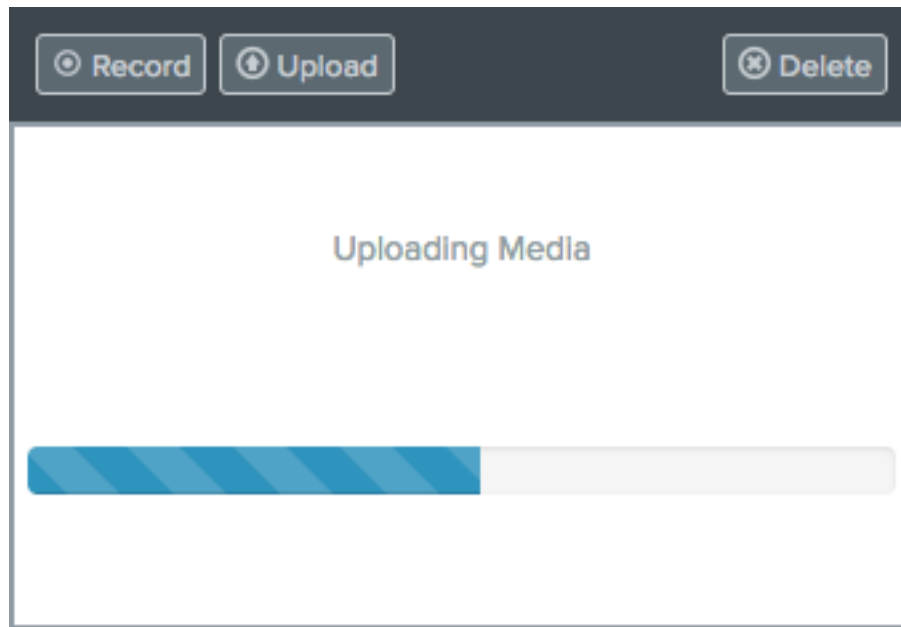
 A screenshot of the 'New Presentation Details' form. The form has a blue header with the title 'New Presentation Details'. It contains three main sections:

- Name:** A text input field with the placeholder text 'Presentation Name'.
- Description:** A larger text input field with the placeholder text 'Presentation Description'.
- Destination:** A radio button selection. The first option is 'My Drafts', which is selected. Below it is an empty text input field and a 'Change' button.

 At the bottom right of the form are two buttons: 'Create Presentation' (in blue) and 'Cancel' (in white).

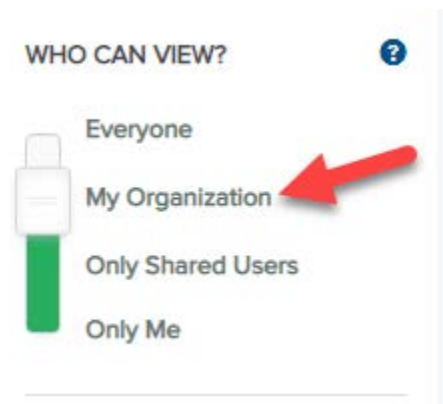
5. The video will begin uploading and a progress bar will let you know when it is complete. Larger files may take some time to complete uploading. You may use other browser tabs or windows while this is running, but do not close this window while the upload is in progress:

6. Once the upload is complete, the server will process the video and convert it into a Mediasite



presentation. (You do not need to keep the browser window open for this process.) Once the video has processed, reload or refresh the page in your browser.

7. New uploads are set to Private by default. Before sharing the video, its Visibility must be made Viewable. The easiest way to do this, is to goto the “Who Can View” section near the bottom of the right hand-column. Adjust the slider to the “My Organization” setting. This will make your video viewable.



8. Click “Share Presentation” below the Visibility options and copy the address in the “Quick Link” bar. This link can be shared via email or posted on Blackboard.