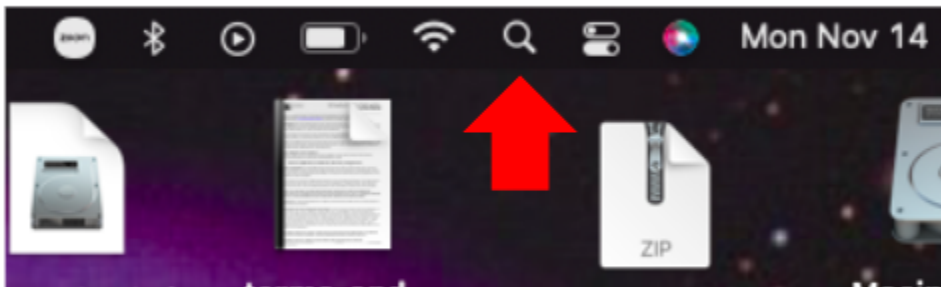


# How-to Guide: Recording Videos on Zoom (Mac)

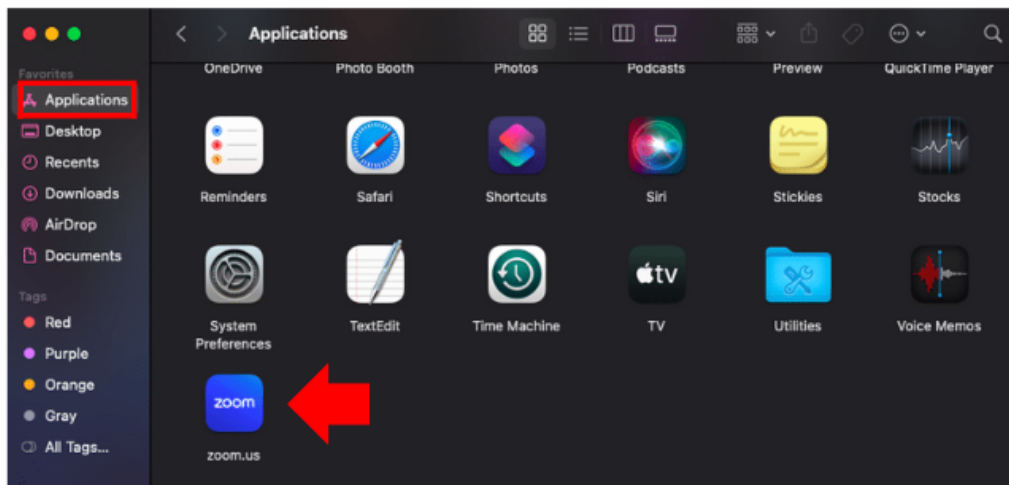
## Step 1: Opening Zoom

Open Zoom by either using the “Spotlight Search” [button??] at the top right of the screen to search for the application:



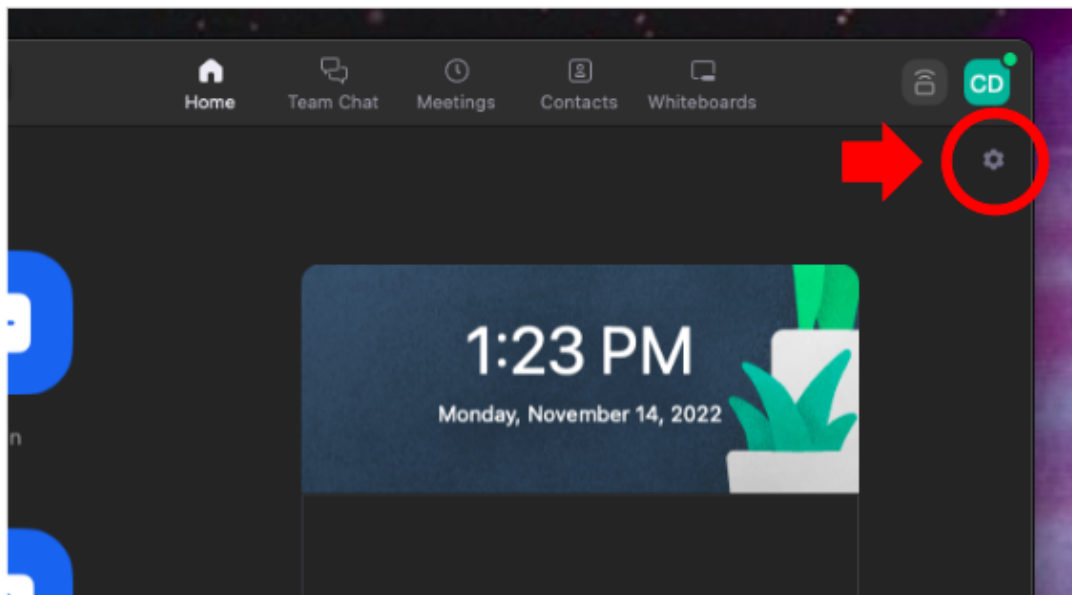
Or by clicking on the Finder window located at the bottom left of the screen and searching for Zoom in the Applications.



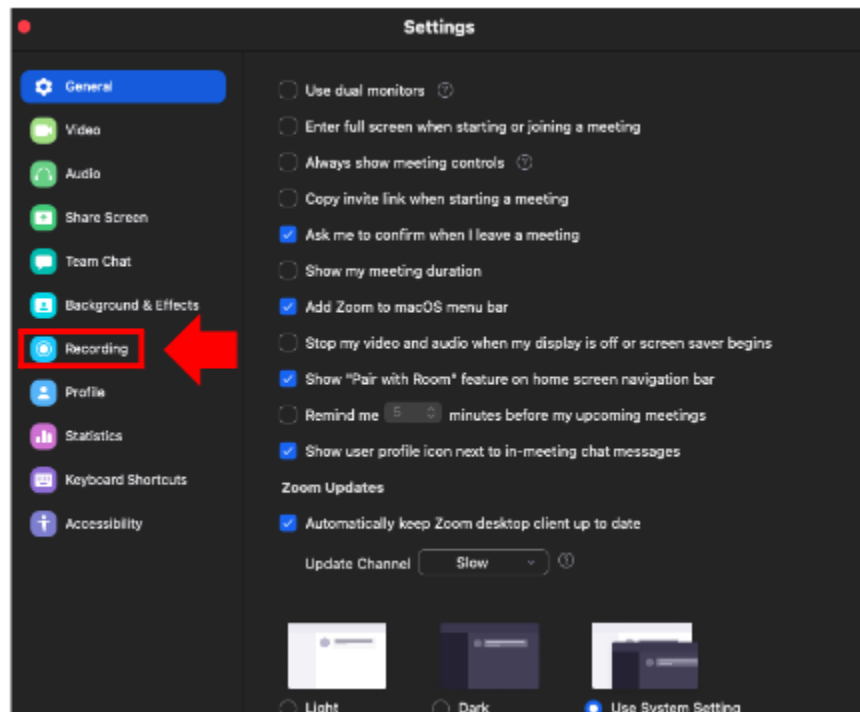


## Step 2: Account Settings

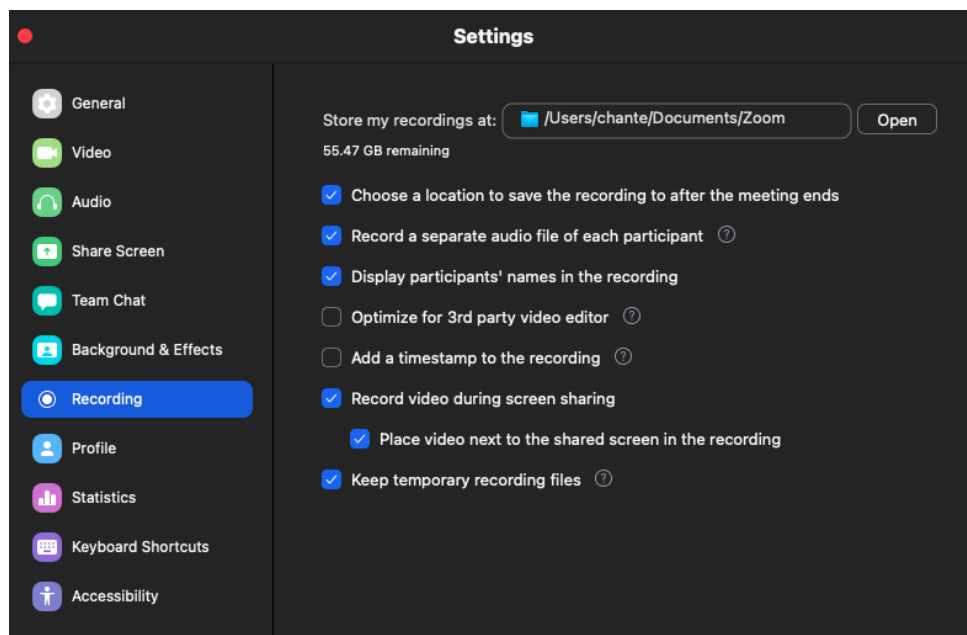
Once Zoom is opening, click on the “Settings” button located at the top right of the application:



Once in Settings, click on the “recording” tab:

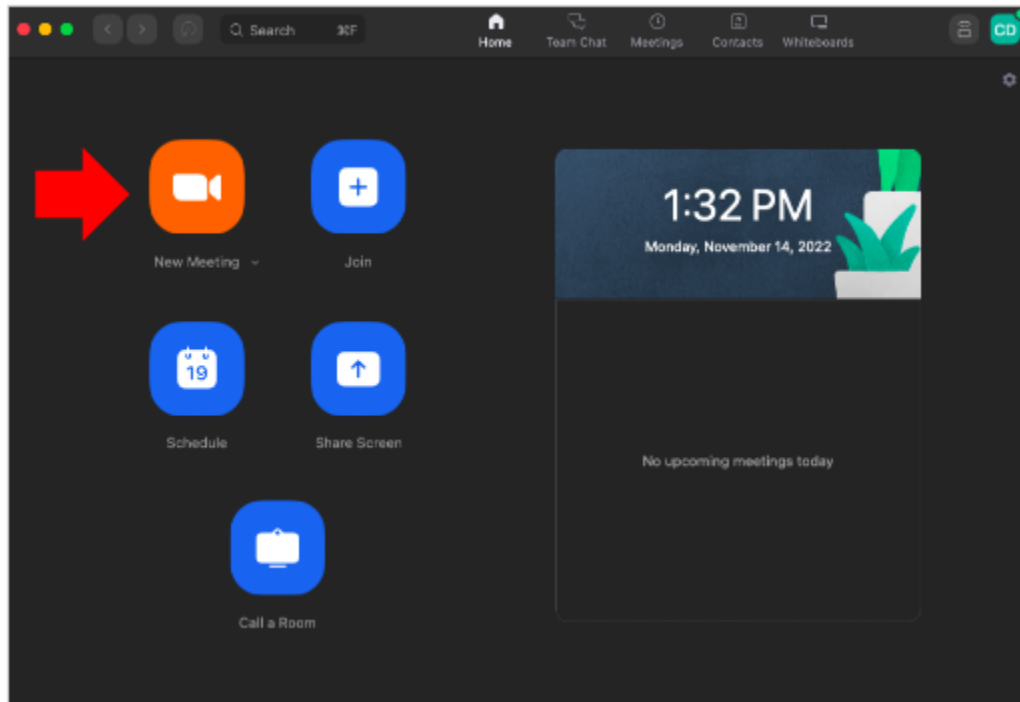


Once in the Recording tab, toggle the settings you wish to have active during your recording. Take note of where your recordings will be stored on your computer:



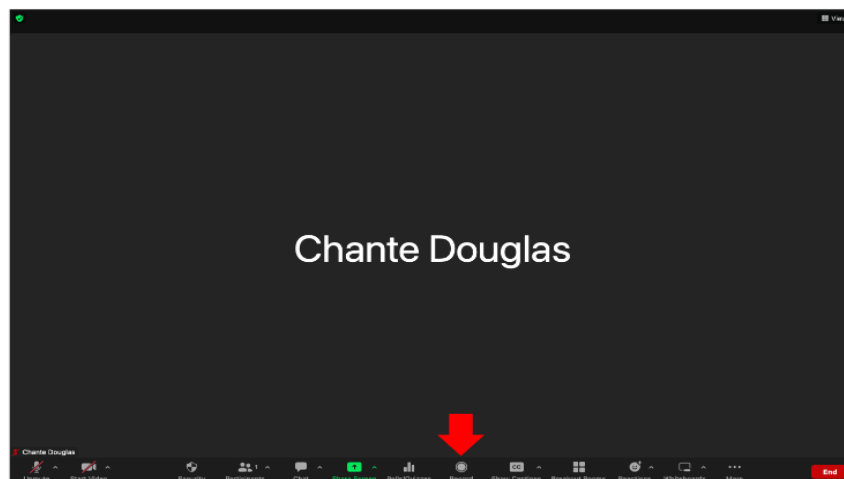
### Step 3: Starting a Meeting

Once you are satisfied with your Recording settings, to record your Zoom video return to Zoom's home menu, and start a meeting:



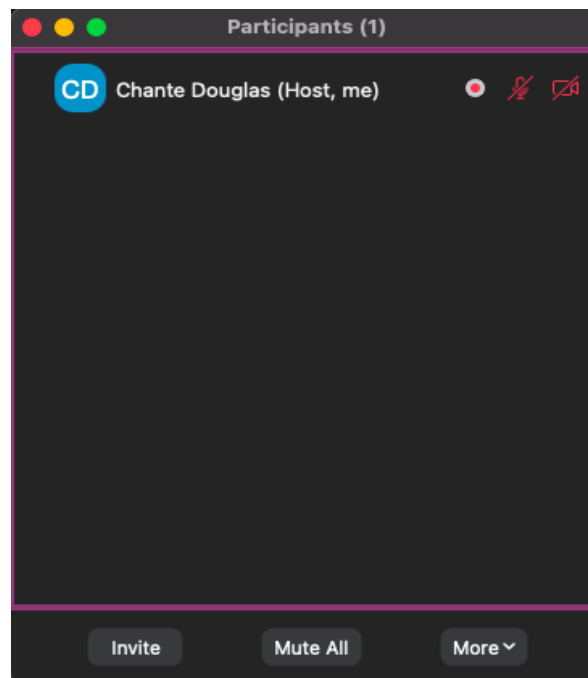
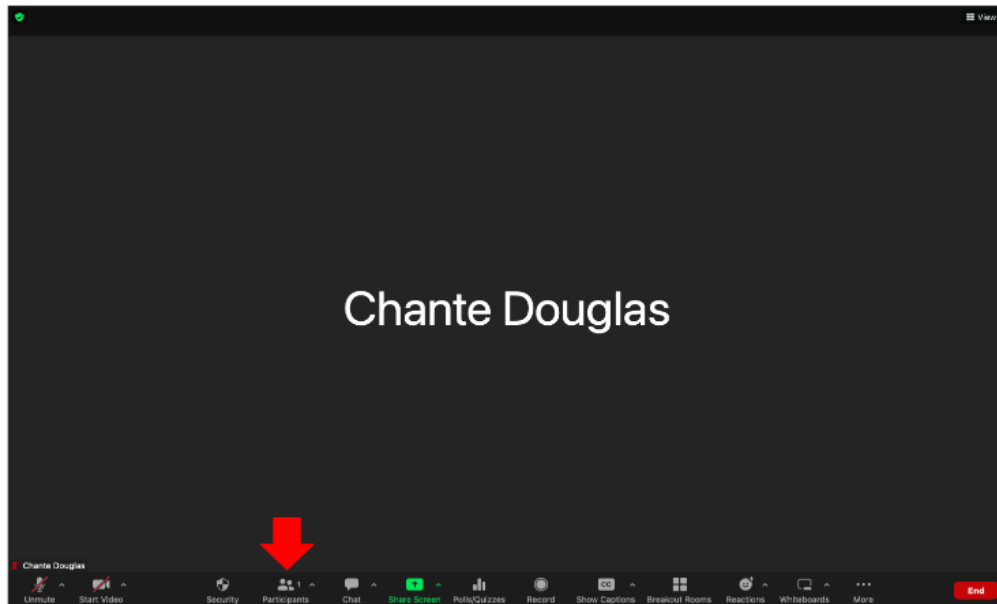
### Step 4: Recording the Meeting

Once the meeting has started, click the record button located at the bottom of the screen, on the meeting's menu:

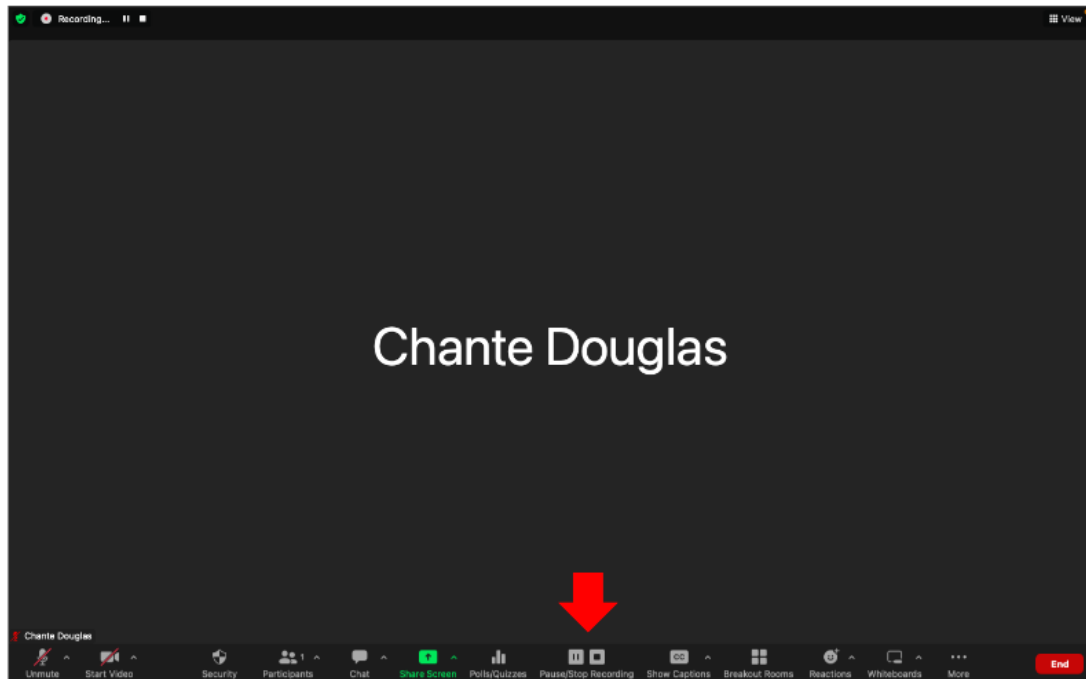


Recording will record both audio and video. Once you have clicked “Record” participants will be able to see that the recording function is active.

Click “Participants” to see which participants are being recorded:

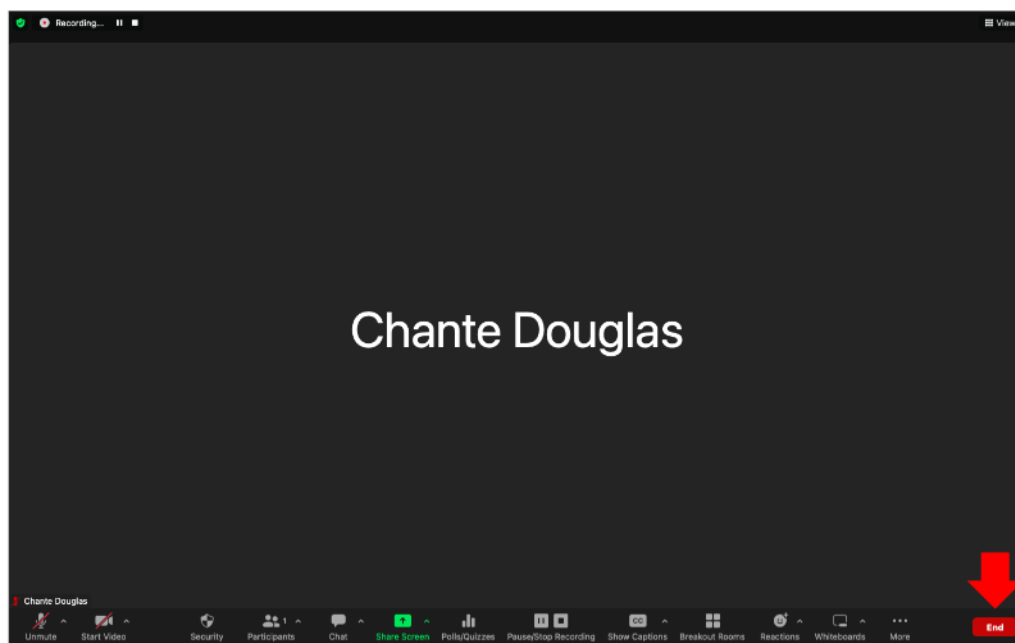


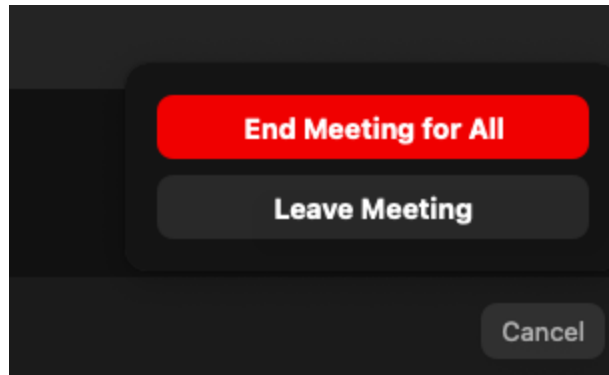
To pause or stop a recording, click either the “Pause” or “Stop” buttons located in the menu:



## Step 5: Ending the Recorded Meeting

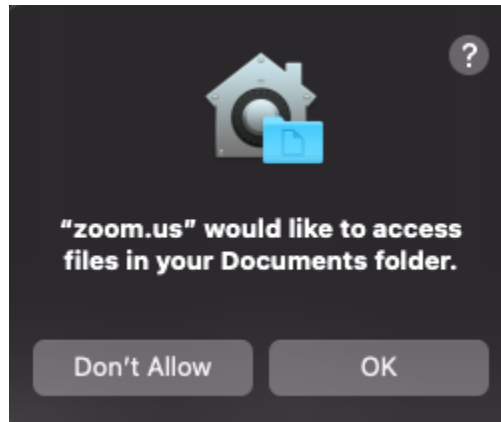
Once you are ready to end the meeting, click the “End” button located at the bottom right of the Zoom meeting window. “End Meeting for All” ends the meeting for all participants, and the video recording will be stopped as well.



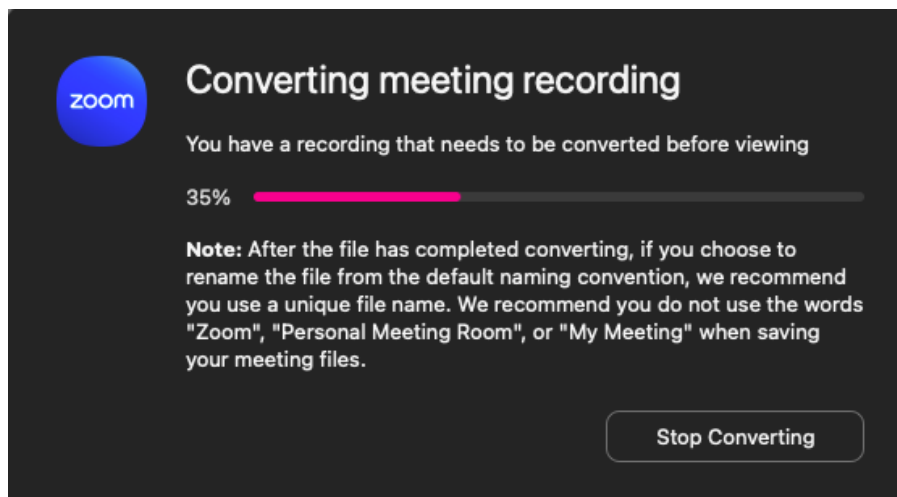


## Step 6: Saving and Storing the Recorded Meeting

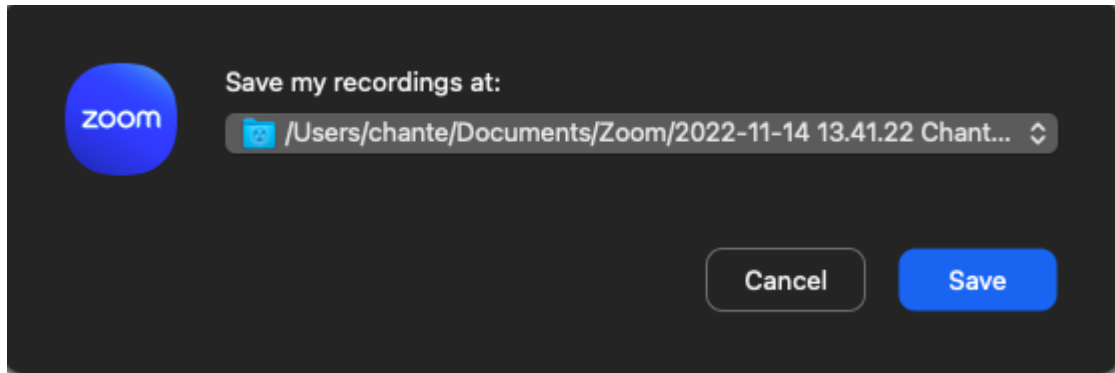
The recording will be saved once the meeting ends. If the following window pops up, click "OK" to let Zoom save the video recording in your computer files.



Zoom will then begin to process your video:



Once the video is processed, choose a location in your computer files to save it:



Go to the folder in which your recording has been saved. All components from your recording, including audio and video, will be saved as separate files.

