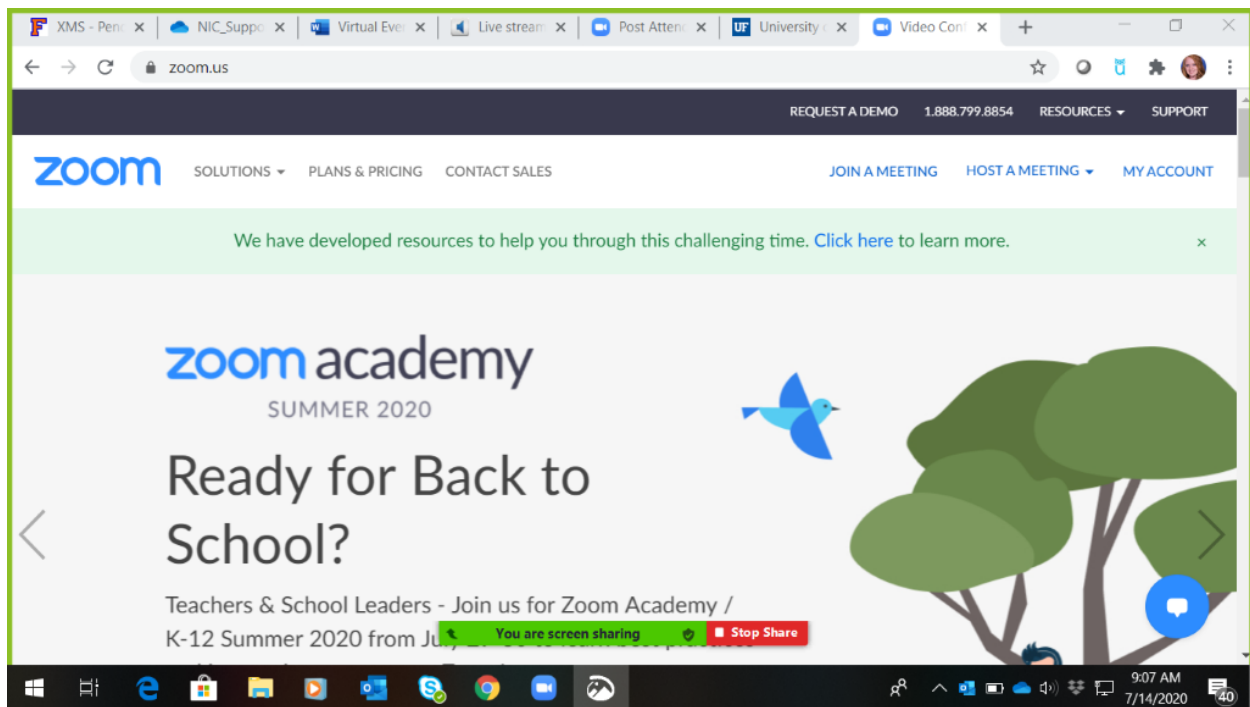CONFERENCE DEPARTMENT

UNIVERSITY OF FLORIDA

Zoom Guide

Log-in or set up a free account on Zoom https://zoom.us/ . Please note that Zoom is free if you are doing a 1-1 meeting or just recording yourself.

When you are logged into UF Zoom, the first tab on the left-hand side will show your **Profile.** This is where you will find all your **Account Information** related to account picture, personal meeting ID, sign-in email, language type, and date and time zone. There are also other features available for user type and meeting capacity.
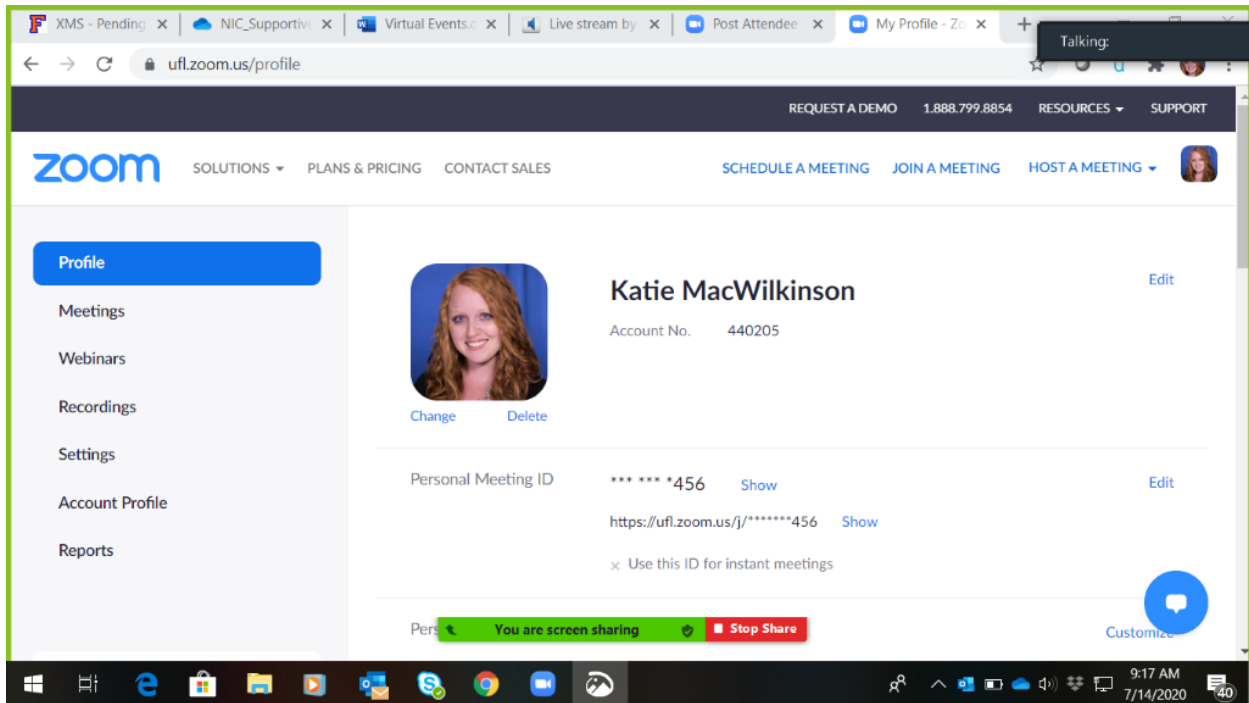
In order to **Host a Meeting,** select the option in the right-hand corner of the page and you will see options for hosting a meeting **With Video Off, With Video On**, or with **Screen Share Only**. Select the option that will work best for your meeting. Once an option is selected, a screen will pop up prompting to **Open Zoom Meetings**. Select Open Zoom Meetings to start the meeting.
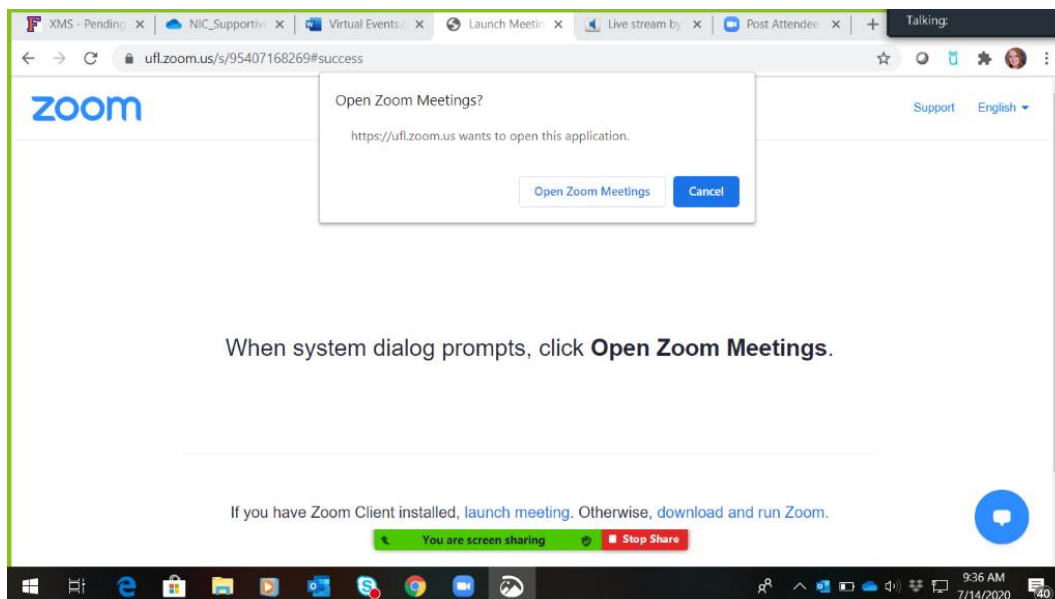

Follow the prompts, click on **Open Zoom**, then **Join with Computer Audio**. If you haven't used Zoom before, you will want to Select **Test Speaker and Microphone.** You do not need to have a second person in the meeting in order to record yourself as a speaker/presenter.

When your Zoom meeting opens up, you will see either your profile image or name appear on the screen, if the video is off. The Image below has the Video Off, as you can see by the red line through Start Video in the bottom left hand corner:
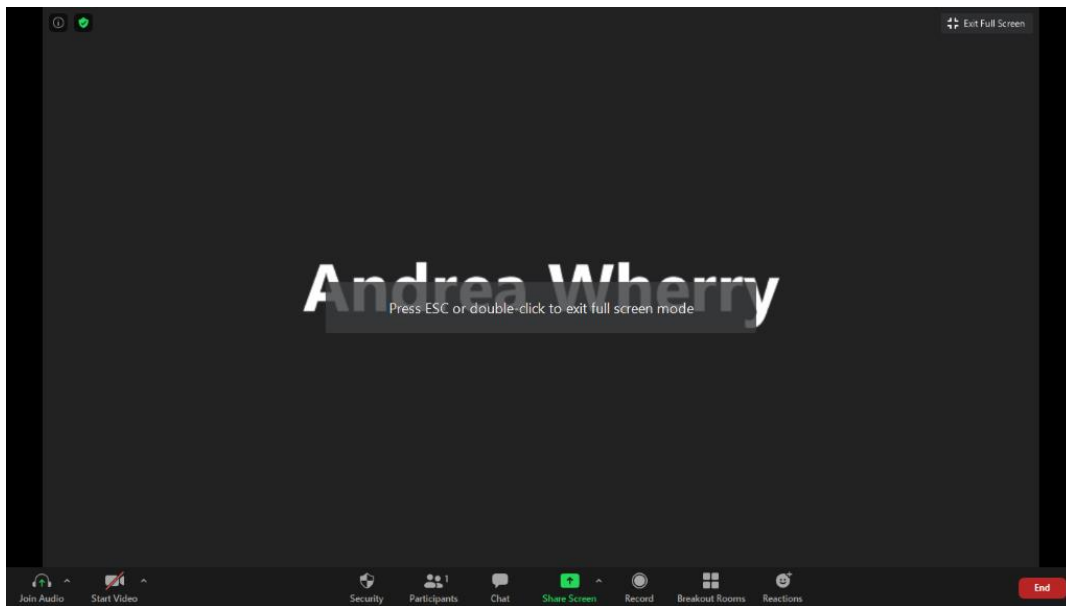

If the video is on, you will see yourself on the screen. The image below shows the view of what it looks like if the video is on. There will be no red line through the stop video option on the tool bar that appears on your screen:
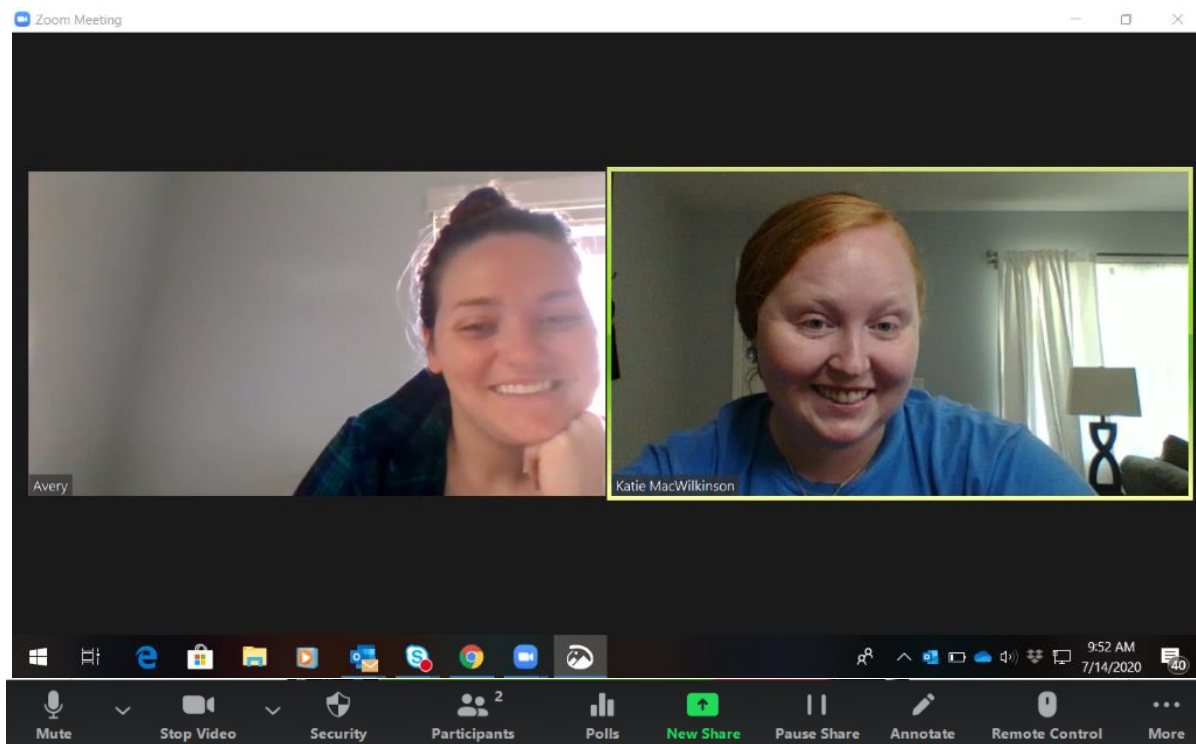
Once you have tested your audio and video connections, you can start recording your screen by clicking on the **Record** button at the bottom of the screen, next to the screen share option:
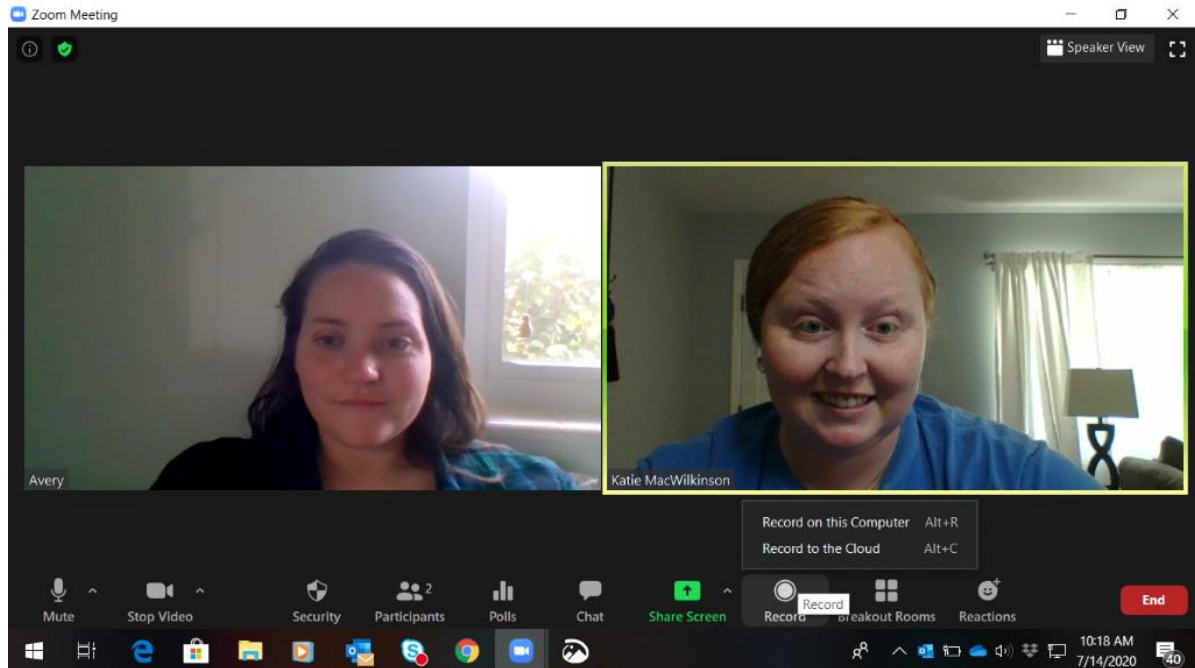

Once you have clicked on the **Record** button, two options will appear for **Record on This Computer** or **Record to Cloud**. Select the **Record to Cloud** option. Once you have selected the option for recording, at the top left-hand corner of the screen, a tool bar will appear that shows a round circle with a red dot with the display of **Recording...** This indicates that the video is being recorded:
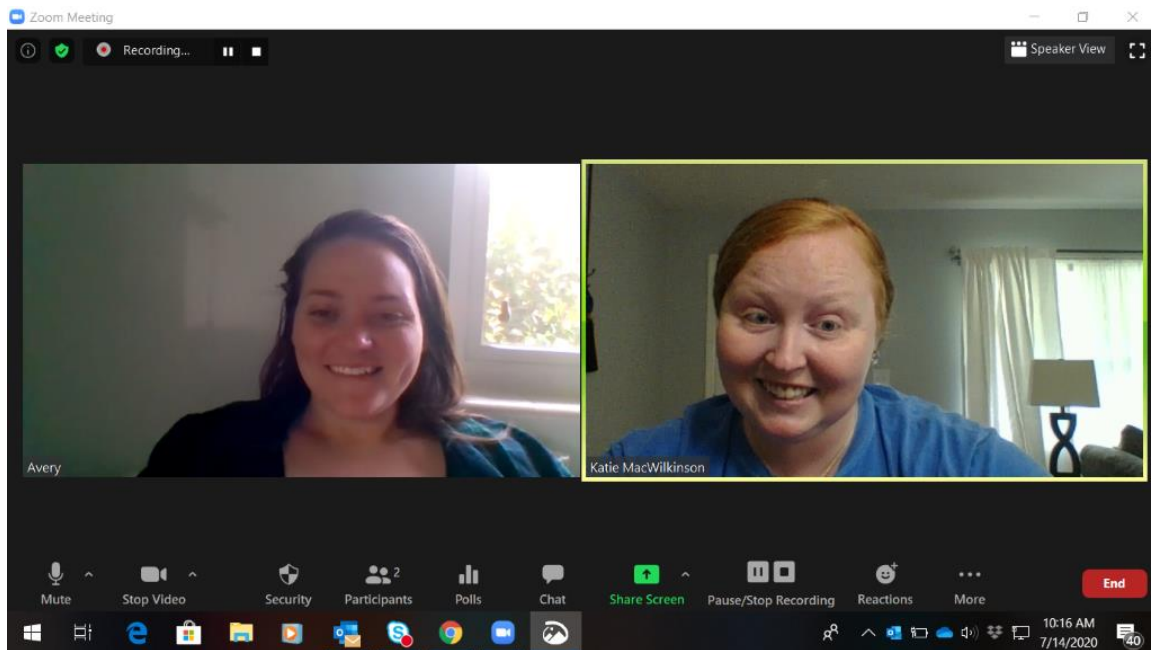
When the video is being recorded, you have the option to **Pause** the recording, which will show a red bar at the top left-hand corner of the screen saying **Recording Paused.** When you are ready to continue recording, select the **Resume Recording** option at the bottom of the tool bar:
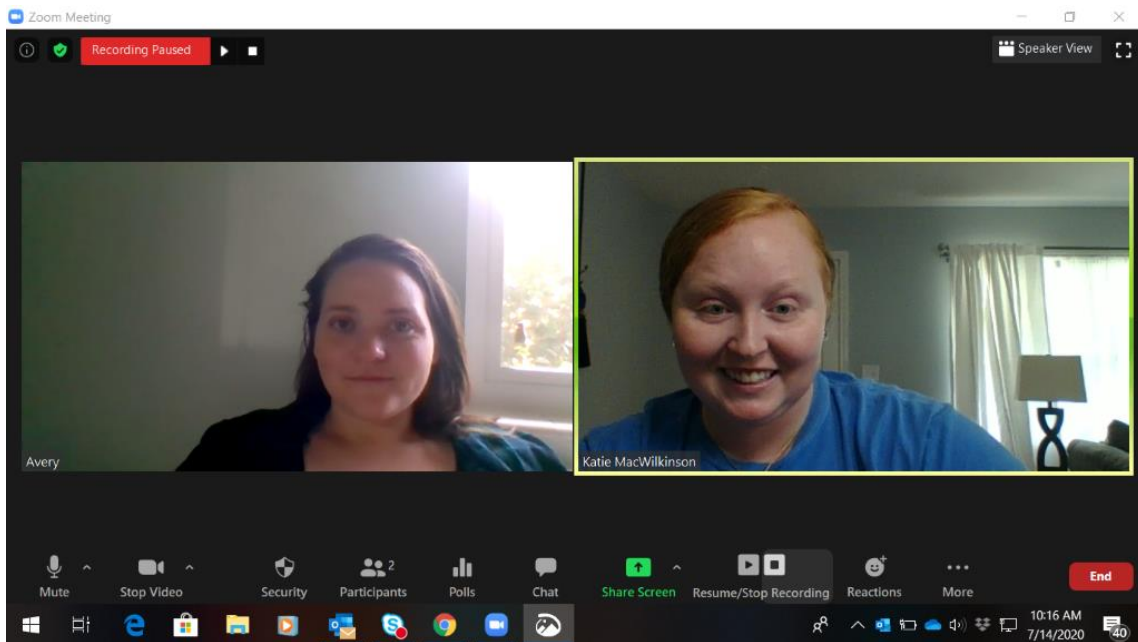

When you are done with your presentation, you can select the **Stop Recording** option at the bottom of the tool bar. When this option has been selected, a pop up will display on the right-hand corner of the screen notifying you of how your video file will be shared. For this example, the **Record on This Computer** option was selected, so the notice indicated that the recorded video would be converted to an mp4 file when the meeting has ended:
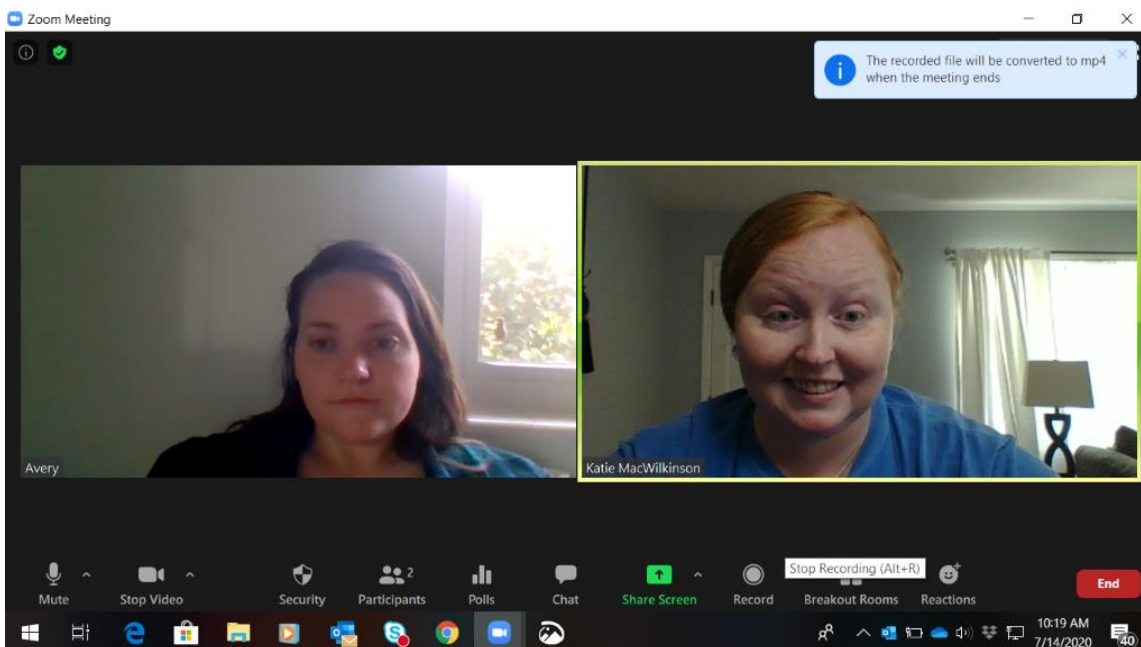
For **Record to Cloud**, when you are ready to end the recording, **Stop Recording** option at the bottom of the tool bar. When this option has been selected, a message will display asking, **"Do you want to stop cloud recording?"** Select **Yes** and an email will be sent to your account on file with Zoom sending the recording once ready:
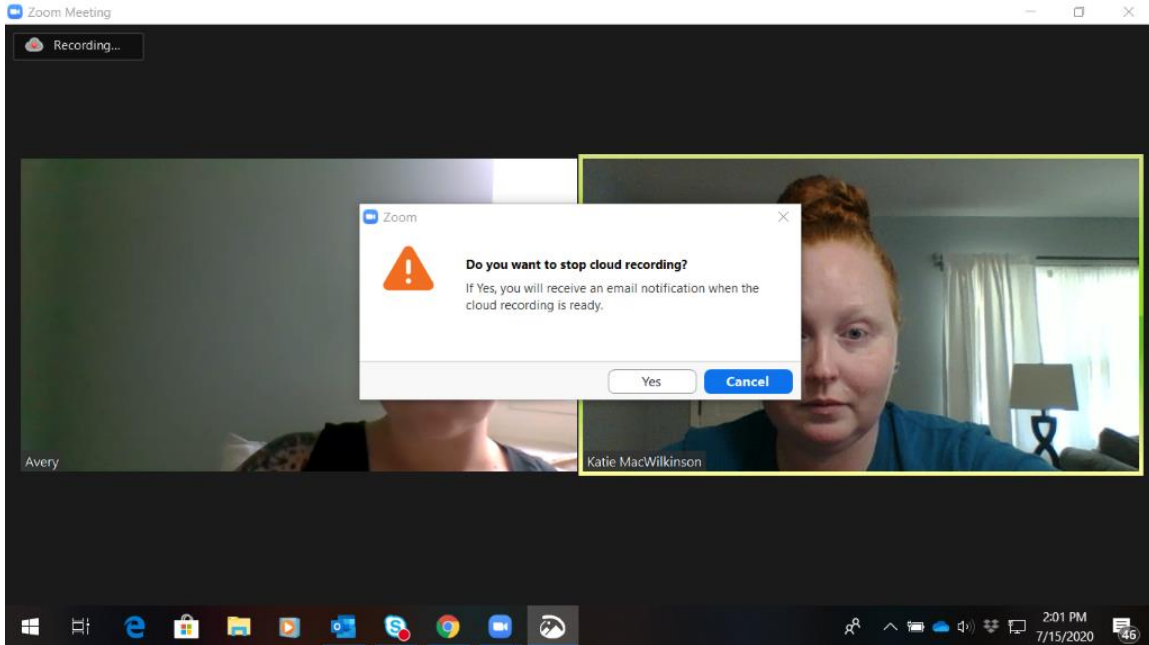

A pop up will display on the right-hand corner of the screen notifying the presenter that, **You will receive an email when cloud recording is available:**
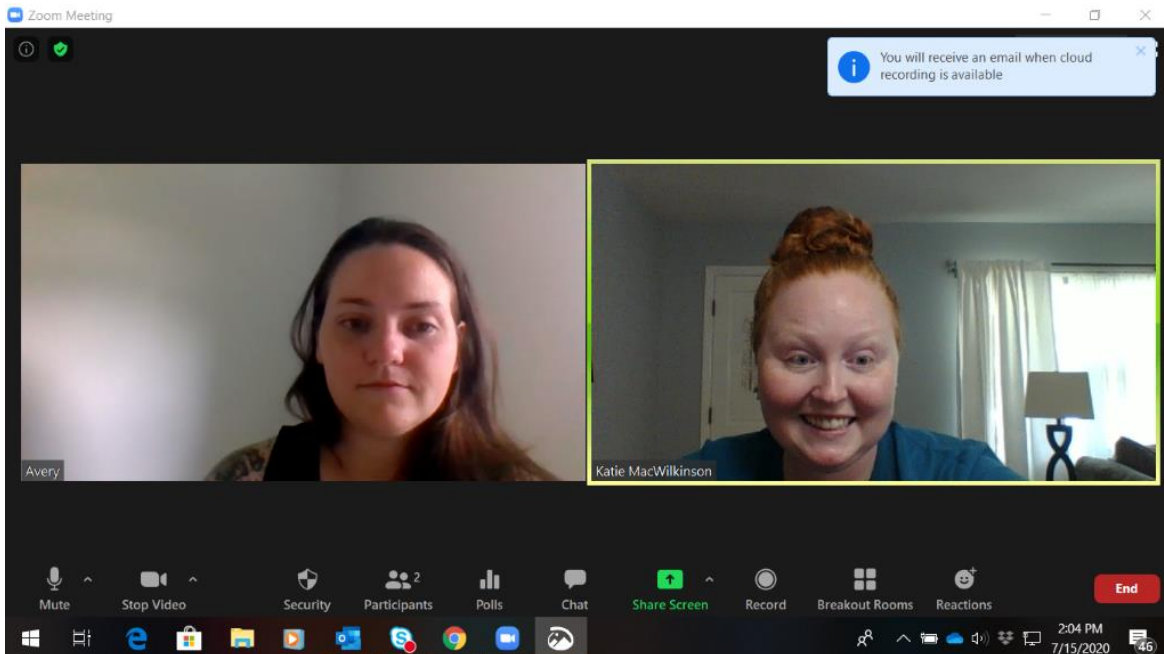
This can also be accessed under your zoom account under **Meetings > Recordings.** This recording will be stored under the **Cloud Recordings** tab at the top of the page.
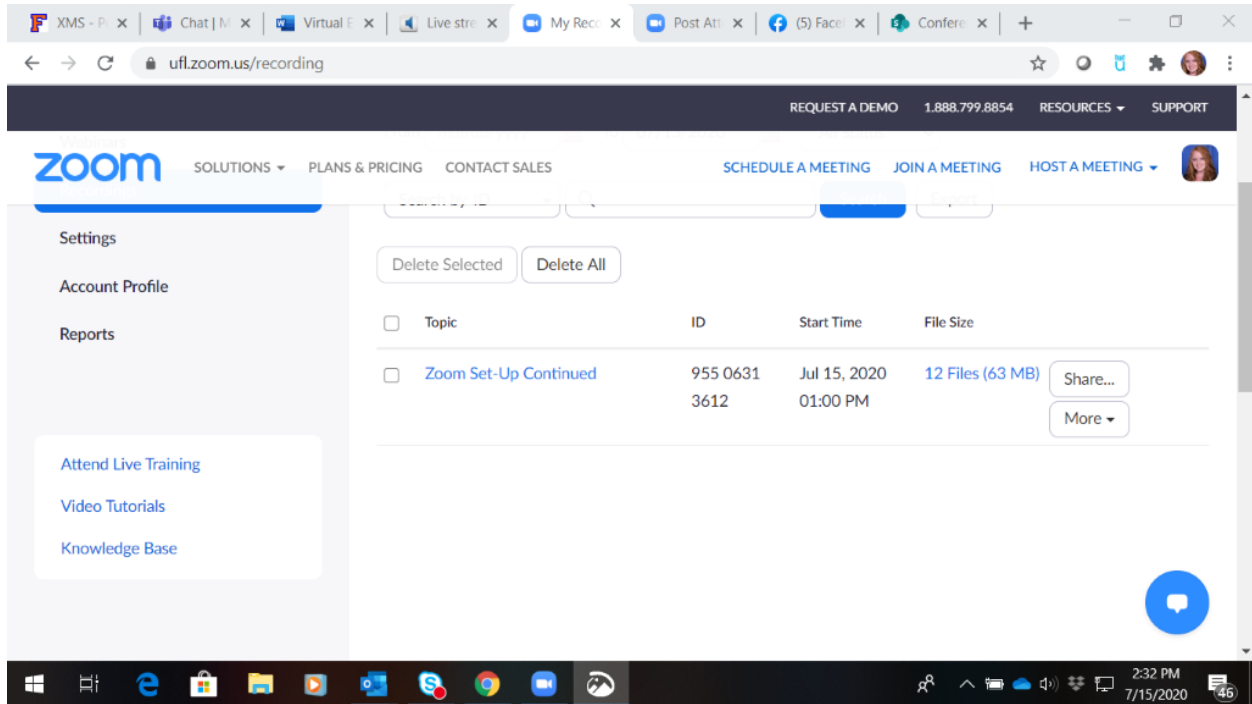

From the Recording tab in Zoom, you can also **Download**, **Share**, or **Delete** the recording. If you recorded multiple videos during the Zoom meeting, these will be downloaded as individual files:
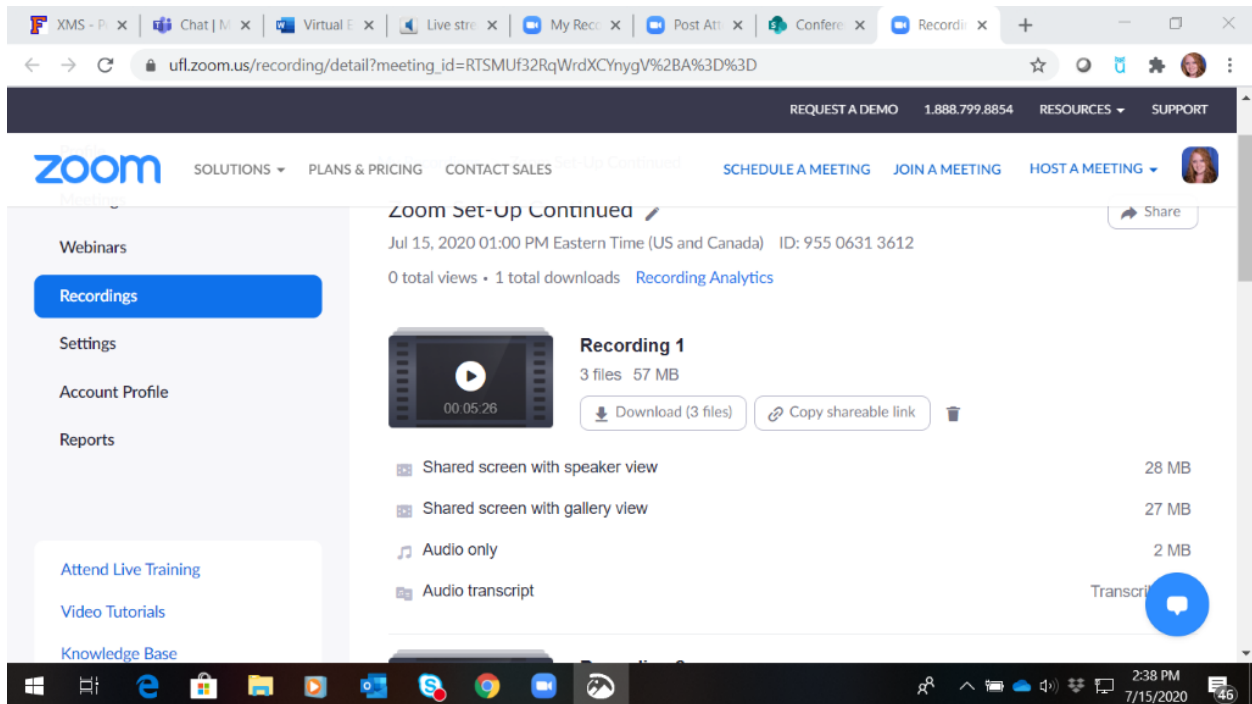
Once the video file has processed, an email will be sent to your email on file with Zoom with a link to access the recording. The file will be available once the Zoom meeting has ended:
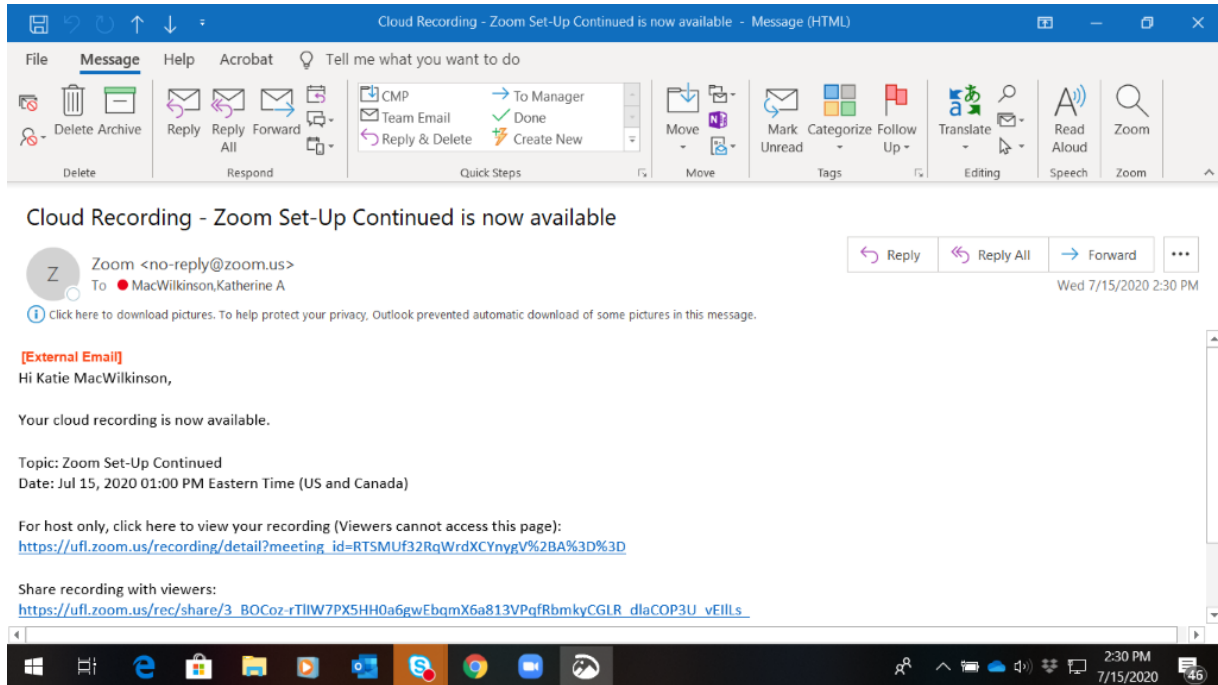
Once the video file has processed, a second email will be sent to your email on file with Zoom with a link to access the **Audio Transcript** of the recording. The file will be available once the Zoom audio transcript is ready:
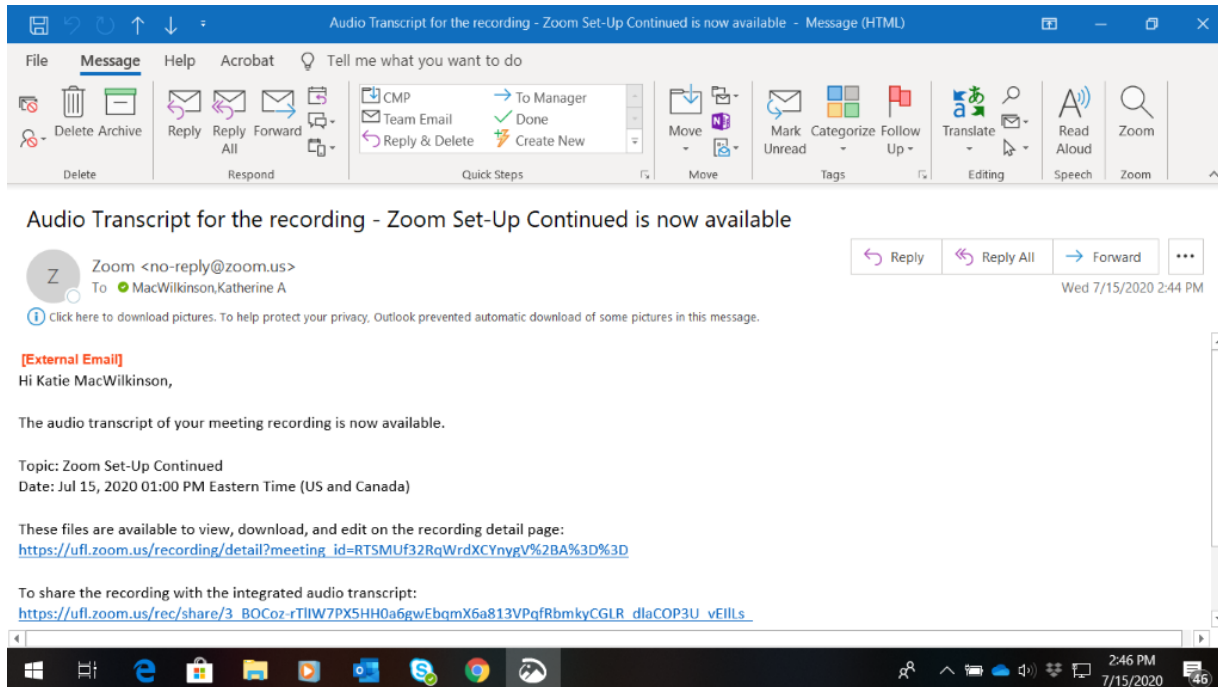
When you are ready to end the meeting and access your recording, select the **End** button at the bottom right-hand corner of the tool bar an option will show up to either **End Meeting for All** or **Leave Meeting**. **Select End Meeting for All.** Once the meeting has ended, the screen will close out to your normal desktop view:
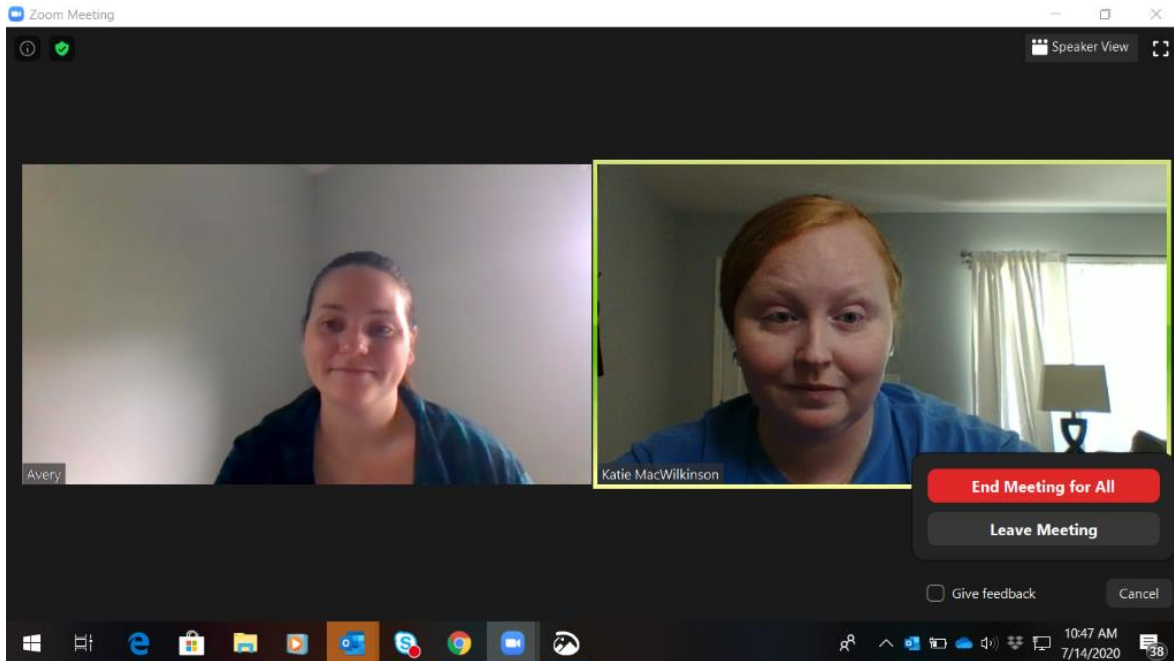
If any questions or issues that arise, please feel free to reach out to our team at the UF Conference Department, who will be more than happy to assist you! We are here to help make your virtual meeting a success.