Recording a Zoom Meeting

1. If you wish to record your meeting, click the **Record** button in the bottom menu while the meeting is live and this will begin to record the meeting.
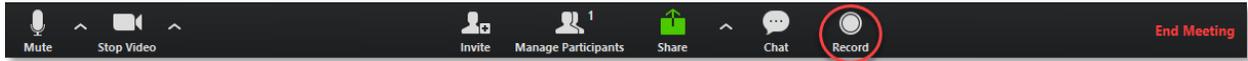

2. The **Record** button will change to a **Pause/Stop Recording** button.
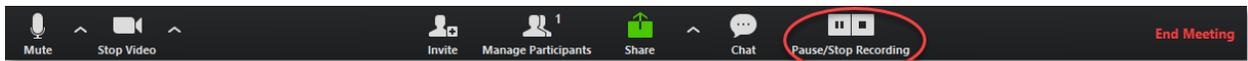
3. If you click the **Pause** button, it will pause the recording and the button will change to a **Resume** button. Click this button to resume the recording. Using the pause button will result in only one video file being created at the end.

4. If you click the **Stop Recording** button, the recording will stop and you will receive a message letting you know that the recorded file will be converted to mp4 when the meeting ends.

The recorded file will be converted to mp4 when the meeting ends
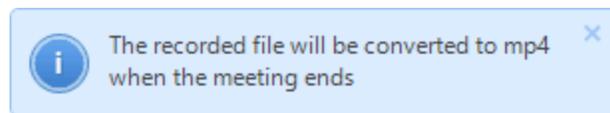
After you've stopped a recording you can click the record button again to begin another recording which will result in another video file being created at the end.

5. When the meeting is over, click **End Meeting** at the bottom right of your screen.
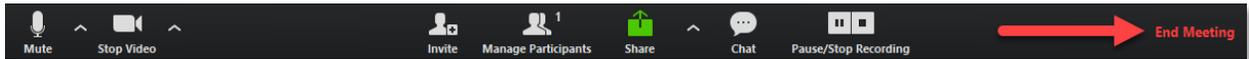

6. After you click **End Meeting,** a box will pop up with a progress bar as Zoom converts the video file from a Zoom-based file to mp4.
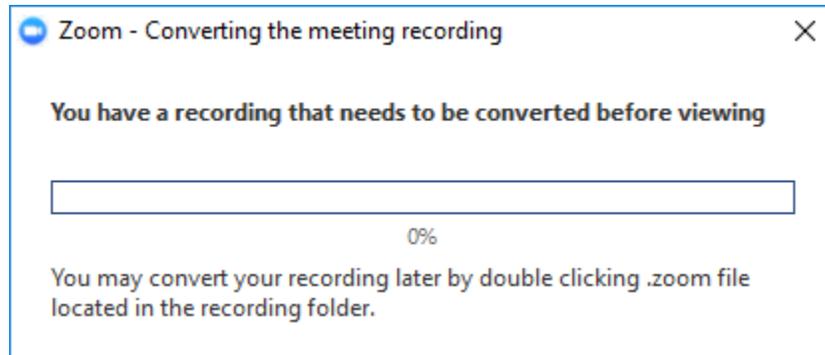

7. Once converted, Zoom will open the folder where the files are contained. The file **zoom_x** will be the mp4 recording of the meeting.

8. The conversion process can take several minutes. If you would prefer to not wait and convert the video at a later time, you may do so by clicking the **X** at the top of the progress window.
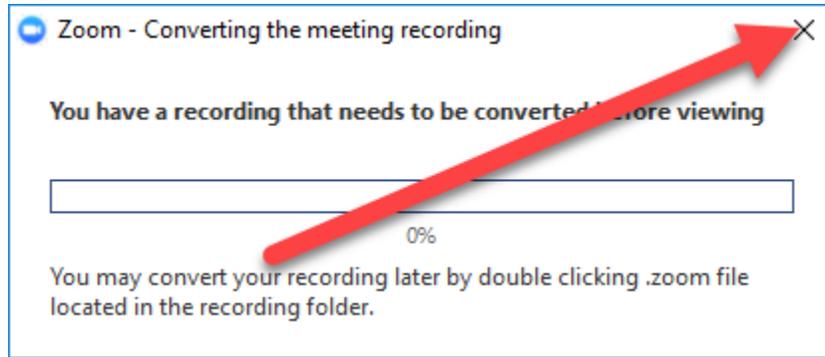
9. Zoom will then open the folder where the Zoom-based files are stored. **It is important that if you are copying the files onto an external hard drive or USB drive that you navigate to the folder that these files are stored in and copy the folder itself to the drive.** If you only copy the files, this will result in the conversion process failing.

Name	Date modified	Type	Size
audio_only.m4a.tmp	7/20/2018 3:11 PM	TMP File	457 KB
double_click_to_convert_01	7/20/2018 3:11 PM	Zoom Recording ...	15,119 KB
double_click_to_convert_02	7/20/2018 3:11 PM	Zoom Recording ...	2 KB
zoom_0.mp4.tmp	7/20/2018 3:11 PM	TMP File	7,735 KB

10. When you are ready to convert, two of the files will be named **double_click_to_convert_xx**. Click either of these files and the conversion process will resume.
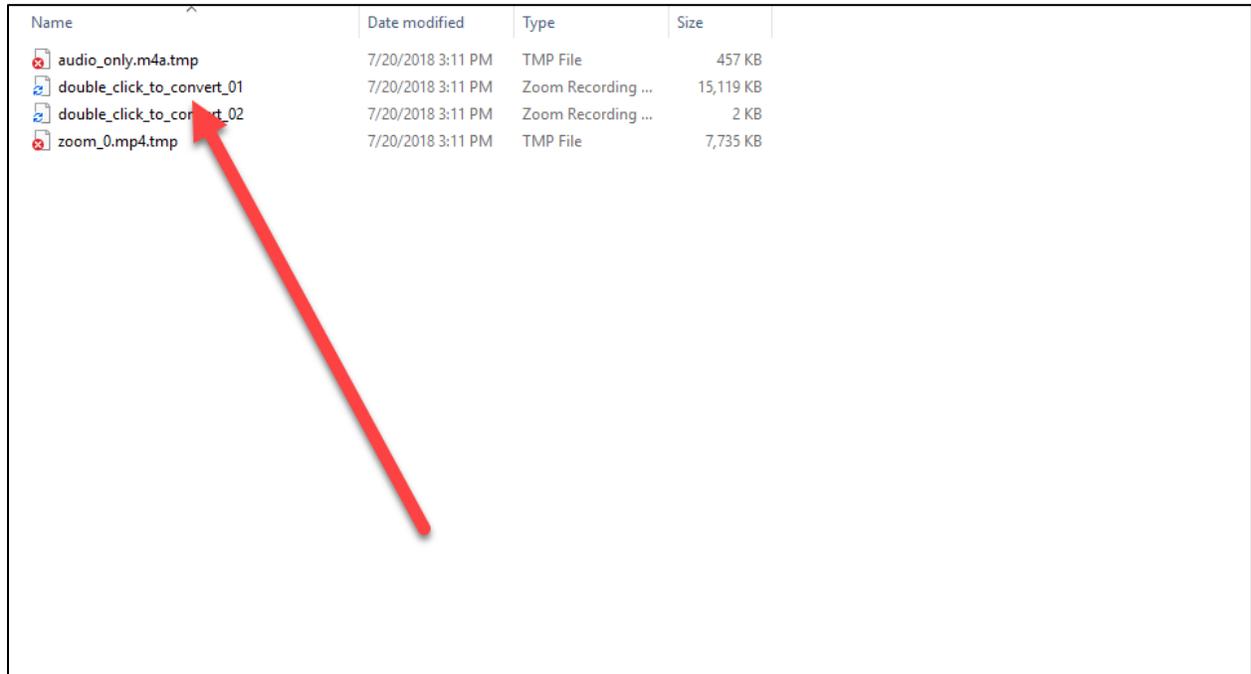
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Need further assistance?

Contact Campus Technology at (817) 921-8555 or campustechnology@swbts.edu