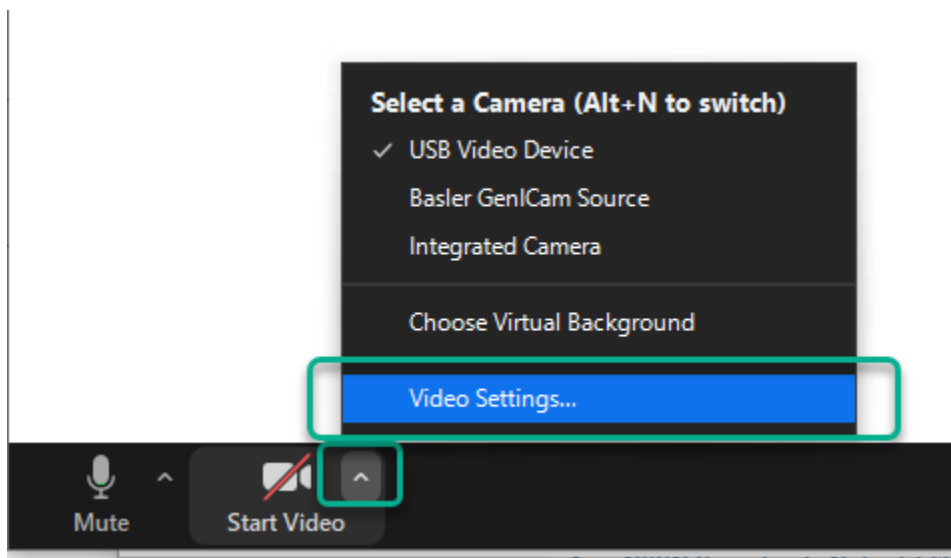


Recording a Zoom Meeting

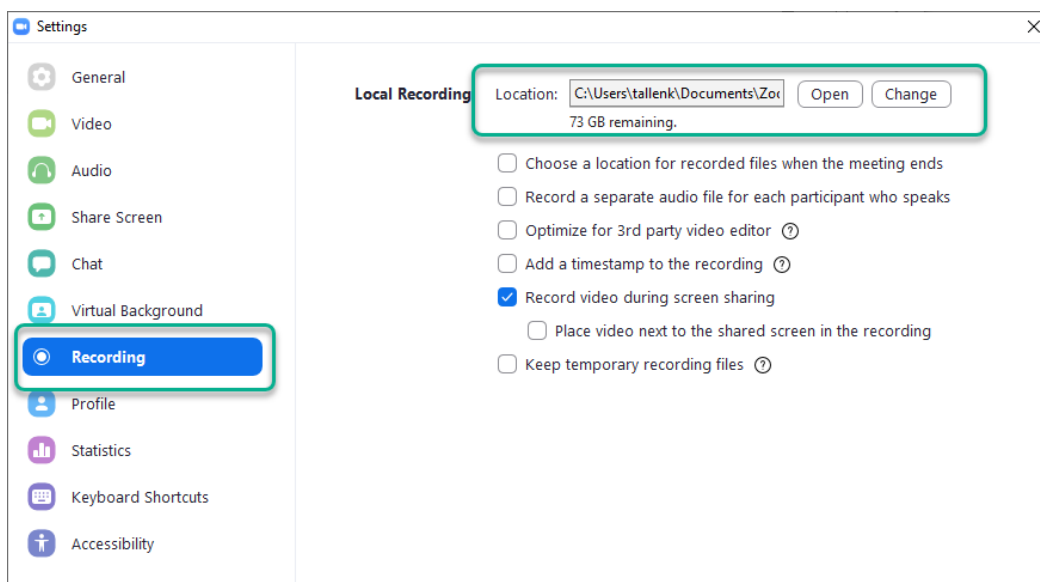
Once you have claimed the meeting and have become the Host, you can record the session.

Zoom Recording Settings

To see / set the various Recording properties, this includes the location the videos will be stored, when in a video meeting, **click** the “**caret**” next to the **Start Video** icon, then **click Video Settings**.



When the **Video Settings** are displayed, **click** on the **Recording** section. This will display the various Recording settings that can be set. To change the **Local Recording Save Location** of the Recording, **click Change**.



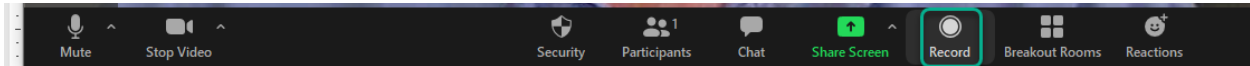


Recording the Meeting

Once the meeting has been started and there is a Host to approve the recording or you are the Host, it can be recorded.

Click the **Record** icon to start recording.

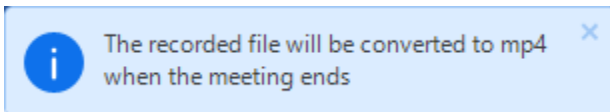
Note: There does not have to be any other Participants in the meeting to record the session.



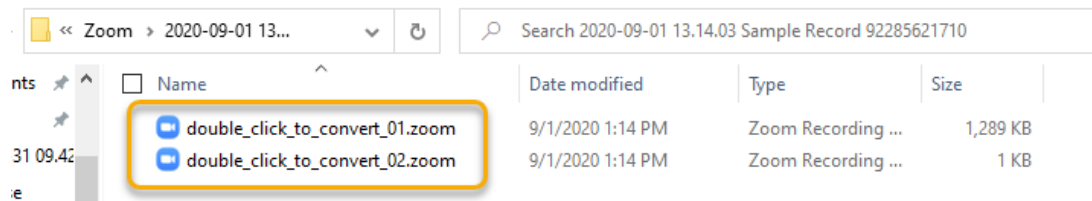
While the meeting is being recorded, the recording can be paused, by **clicking** the **Pause** button. When finished, **click** the **Stop** button to stop the recording.



Once the recording has been stopped, a message will be displayed saying the recording will be saved as an mp4 once the meeting has ended.

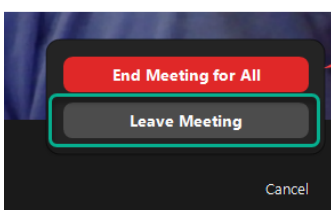
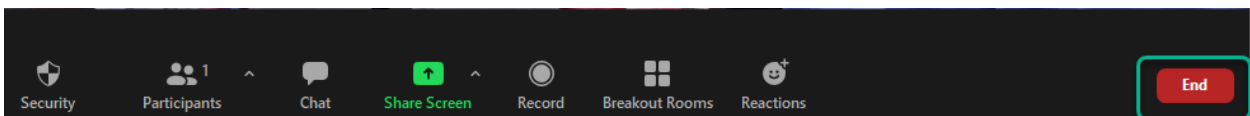


Note: Before the recorded file is converted to mp4, it is saved on the computer as a Zoom raw video file with a .zoom extension.



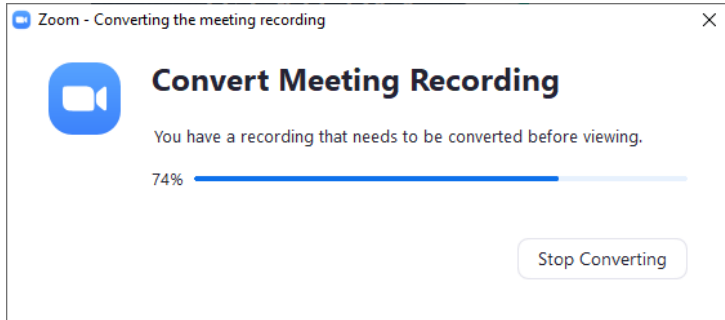
Ending the Meeting – Converting the Recorded File

When the meeting is over, **click End**, then **click Leave Meeting**, this will cause the recorded file to be converted to the .mp4 video format.

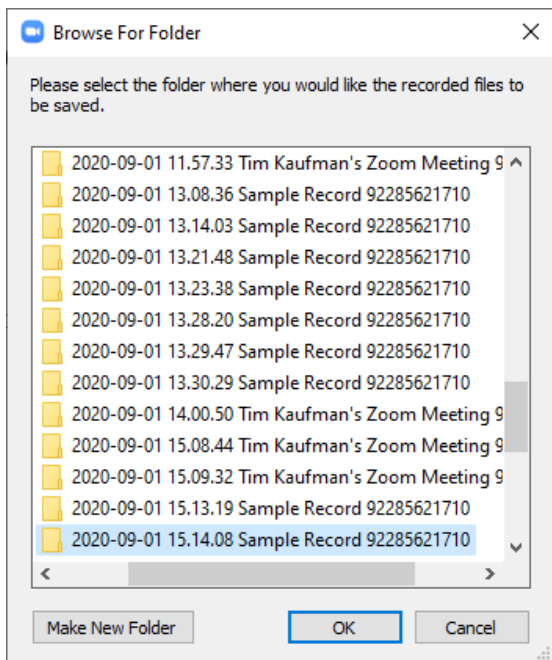


DO NOT Click End Meeting for All
The recorded video file will not convert

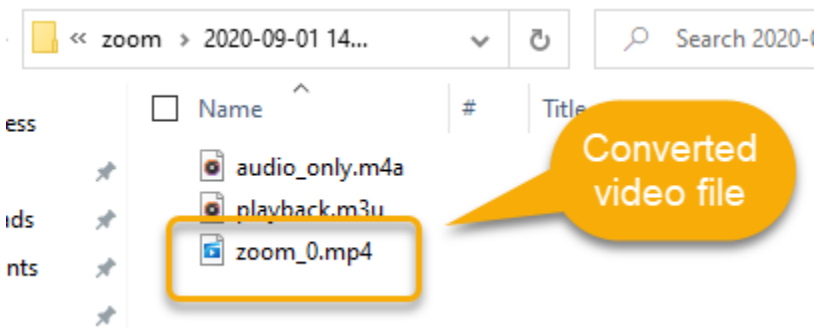
Click Leave Meeting
The recorded video file will convert



Once the video file has been converted, a new Save location can be selected or created.



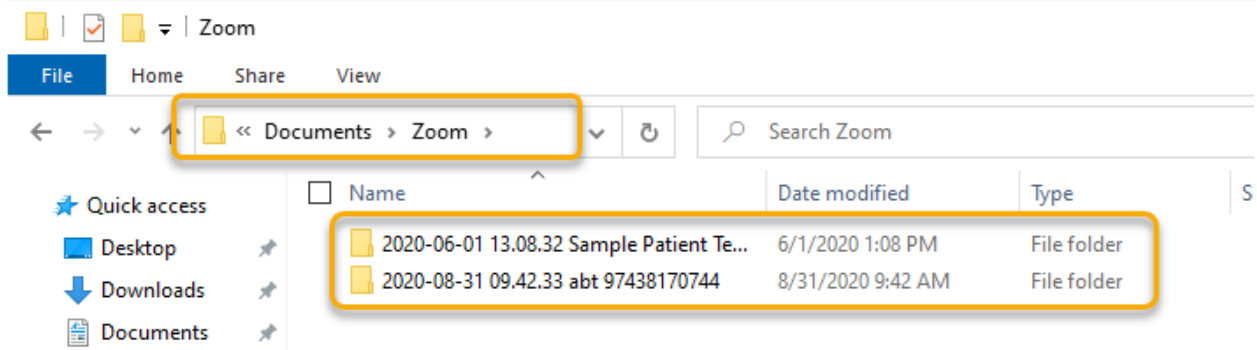
The mp4 file can be renamed to reflect the content of the recording, played with various video players and can be used in other programs, independent of Zoom.





Recording Location

The recordings of the meetings will be saved in the location set in the **Recording Settings** section of the meeting. The default location is **Documents\Zoom**. Each Recording is stored in a directory starting with the Date and Time of the recording.



For More Info or Technical Support Give Us a Call

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