ASMIRT Pre-recording using Zoom
QuickStart Guide

Zoom Webinar and Meeting Functions

Zoom enables you to hold online meetings or webinars where designated users can present to an audience. Zoom and its functions are typically used for meetings or events between groups of people in which attendees and hosts can share their camera, audio, and screen with other attendees collaboratively.

For the purpose of pre-recording your presentation, you may use Zoom's functions to record your presentation.

Installing and Logging in to Zoom

We recommend recording your presentation on a computer desktop or laptop to ensure quality video, audio and screen share capabilities.

Installing Zoom on a personal computer

1. Visit https://zoom.us/
2. Choose 'Download' under 'Zoom Client for Meetings' to download the Zoom installer. Save the file and run the installer.
3. Zoom should open automatically once the installation is complete. If not, you can start it from the 'All Programs' menu on a PC, or the 'Applications' folder on a Mac.

Creating your Zoom Account

If you do not have an existing Zoom account, you will need to sign up for your own free account.

1. Visit zoom.us/signup
2. Enter your email address. You will then receive an email from Zoom (no-reply@zoom.us)
3. Open this email in your inbox and click **Activate Account** and you will be directed to your Zoom account page

Signing in to your Zoom account

You can sign in to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

How to Start a Zoom Meeting

You will need to start a Zoom Meeting in order to record your presentation.

Starting a test meeting

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before recording your presentation. Visit zoom.us/test and click **Join**.

Starting a video meeting

You will first need to schedule a meeting. This allows you to name your recording before you start. Follow the below instructions to schedule a meeting and correctly set it up ready to record your presentation. To watch a video on how to schedule a meeting, click here.

1. Select '**Schedule'** or '**Schedule A Meeting'**.
2. You will then need to setup details of your meeting as below:
   - **Topic**: Enter a topic or name for your meeting.
   - **Date & Time**: Enter any future date and time for the meeting, and we recommend setting the duration to *at least 1 hour* to allow you sufficient time to record your meeting to include any trial or rehearsal runs.
   - **Meeting ID:** Not required, leave selection as **'Generate Automatically'.**
   - **Security:** Not required, leave selection as **' Passcode'.**
   - **Video:** Select '**On'** for both **Host** and **Participants.**
   - **Audio**: Select '**Both'** or **'Telephone and Computer Audio'.**
   - **Calendar**: Not required, leave selection as **'Outlook'**.
   - **Meeting Options** *or* **Advanced Options**: It is best to untick **'Automatically record meeting'** so that you can begin the recording as soon as you are ready to reduce the need for editing. Then, select the applicable saving method:
     i. **Locally**: Select this if you want to record this to a specific folder to your computer device.
     ii. **In the cloud**: Select this if you want the recording to be saved to the Zoom cloud where a recording will be sent to you via email.
3. Once you have set up the meeting details, click '**Save'**.
4. This meeting will now be listed under your '**Meetings'** tab of your Zoom account.
5. Select the meeting you have just created and click '**Start'** beside the meeting name. You can also start your meetings from the Zoom web portal. After starting your meeting, you should then launch automatically to your camera view.

Screen Sharing

To ensure your presentation slides are displayed whist recording your presentation, you will need to share your screen at the meeting. The toolbar located on the bottom of the meeting window allows you to see several control options including screen share.

To share your screen:

1. Open your presentation files or applications you want to share your slides on (ie. PowerPoint, Prezi, Canva, etc.).
2. Click the green '**Share Screen'** icon in your tool bar in Zoom.
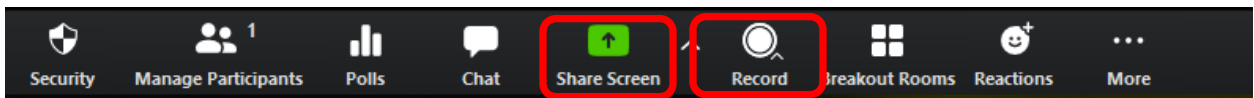
3. You can then choose to share your whole screen, specific applications, on-screen whiteboard, desktop, whiteboard or camera feed. Select your specific presentation screen.
4. To learn more, view How to share a screen on Zoom
5. Once your screen is shared correctly, you will see your presentation appear on the screen with your camera view in the top corner. You may move this to a different corner but it is **a requirement that you also appear with your presentation**. Commence your slide show and click the *Record* button when you are ready.

Record your Zoom Meeting

You can record your meeting once it is in progress. To ensure your meeting is being recorded, follow the below check points:

o If you have set the meeting to **Automatically Record**, once your meeting has launched, your meeting should automatically start recording. You will know your meeting is being recorded if you see the below '**Recording**…' icon on the top left-hand corner of your meeting window.
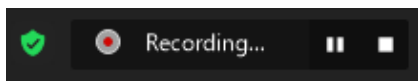
o If your meeting is not set to Auto record, simply click the Record button on the toolbar on the bottom of the screen (see above image) when you are ready and select either **'Record to this Computer'** or **'Record to the Cloud'** to immediately start recording.
o You can stop and start recording multiple times in a meeting by selecting '**Pause**' and '**Resume**'. If you make a mistake and wish to start again, select **'Stop'** and begin again.
o Select 'Stop' to end your recording.

Once the meeting has ended, Zoom may take some time to generate the video file, depending on the length of your recording.

If you've recorded to your device, Zoom will generate an MP4 video file and store it in the Zoom folder selected in your documents.

If you've recorded to the cloud, you'll receive an email with a link to your recording once the recording has been processed.

Recording links can also be found under **Recordings** on the right-hand side of your screen.

Ending a Zoom meeting

As the host of the meeting, you have options to keep the Zoom meeting active and can select the 'Leave' option on the bottom menu of the Zoom meeting interface. The meeting will remain active until the host ends the meeting for all.

- 'leaving' a meeting means you log out, but the meeting can continue without you.
- 'ending' a meeting means that a host can close the meeting for all participants.

Option 1: End Meeting for All
This option will end a Zoom meeting for all participants and alternative hosts.

1. Select 'End' from the bottom menu of the Zoom meeting interface.
2. Select 'End Meeting for All' to end the meeting for all participants and alternative hosts.

Option 2: Leave Meeting
If the Zoom meeting contains multiple hosts, the meeting will remain active after the host has left the meeting.

1. Select 'End' from the bottom menu of the Zoom meeting interface.
2. Select 'Leave Meeting'.

If the meeting contains only one host, the host will be asked to assign a new host before leaving the meeting.

1. Select 'End' from the bottom menu of the Zoom meeting interface.
2. Select 'Leave Meeting'.
3. Use the drop down menu to choose a meeting participant as the new host.
4. Select 'Assign and Leave' to leave the meeting.

To leave a Zoom meeting **from a room-based videoconferencing system**, select 'End Call' or the hang up button on your touch panel or remote control.

To leave a meeting **from Zoom on your desktop**, select 'End' then 'Leave Meeting'.

To leave a meeting **from Zoom on your mobile device**, select 'End' then 'Leave Meeting'.