



The University commonly uses Zoom for videoconferencing. Zoom enables users to record video, audio and screen sharing at anytime and anywhere.

Please note that if a Zoom connection is lost unexpectedly while recording, your entire recording will be lost.

Follow these steps to start hosting a Zoom meeting (Please note that sign in steps may vary):

1. Go to uws.zoom.us and select Host a Meeting and select either With Video On or Off.

If you do not have the Zoom App installed, you will be prompted to download the app and start installation. If this does not occur, the Zoom app is also available via uws.zoom.us/support/download.

2. If you are already signed in to Zoom, the meeting will automatically launch. If you are already signed in, skip ahead to step 5.

You may see a prompt asking Do you want to allow this page to open “zoom.us”. Click ‘Allow’.

If you have not logged in to Zoom beforehand, you will be prompted to log in by entering your University email and password (Western Account) and click ‘Sign In’. (Image 1)

You can also Sign In with SSO (Single Sign On). (Image 2)

3. Launch Zoom. (Image 3)
4. Select ‘New Meeting’.

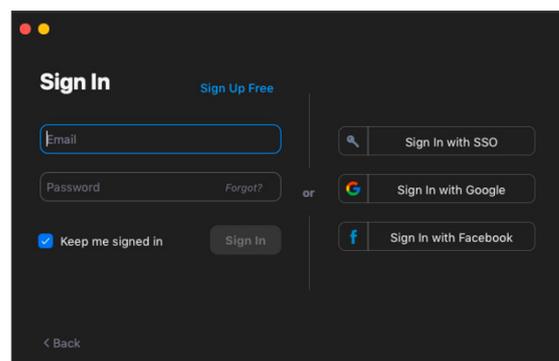


Image 1 - The Zoom App sign in window.

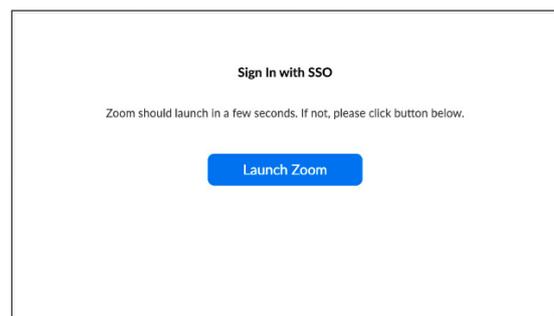


Image 2 - You have the option to sign in using SSO.

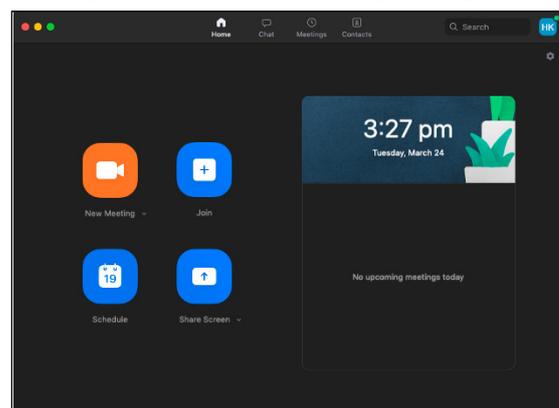


Image 3 - The Zoom Desktop App screen.

RECORDING A ZOOM MEETING WITH A MAC

- Zoom will launch, select 'Join with Computer Audio' (Image 4).
 - At the bottom left of the screen, you have options to mute/enable your microphone and video as needed.
 - From the zoom.us dropdown menu in the top left corner, select Preferences > Recording. Here you can select where the video file will be stored in 'Store my recordings' menu. Select 'Optimize for 3rd party video editor'. You can select Record video during screen sharing, if you would like to use your web camera during screen sharing. (Image 5)
 - To share slides or video during the presentation, select Share Screen situated at the bottom of the video window. Then select the desired screen and check 'Share Computer Sound' and 'Optimise Screen Share for Video Clip' located at the bottom of the window. This can be done during the presentation or before the start of recording. (Image 6)
 - Press Record located on the bottom zoom video window. If using 'Share Screen', this is in the 'More' menu on the top of the screen.
- Active recording is indicated by a red light in the upper left corner.
- To stop sharing your screen, press 'Stop Share' at the top of the screen. (Image 7)

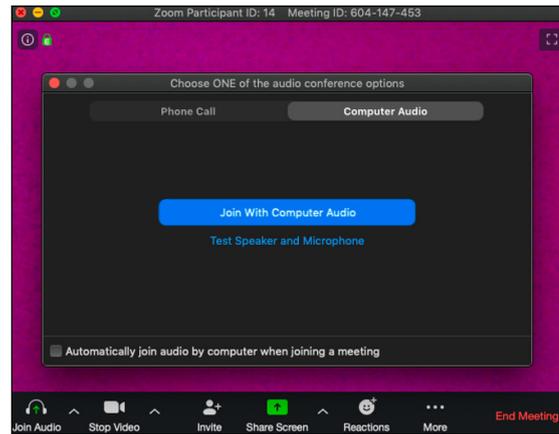


Image 4 - Select 'Join with Computer Audio'.

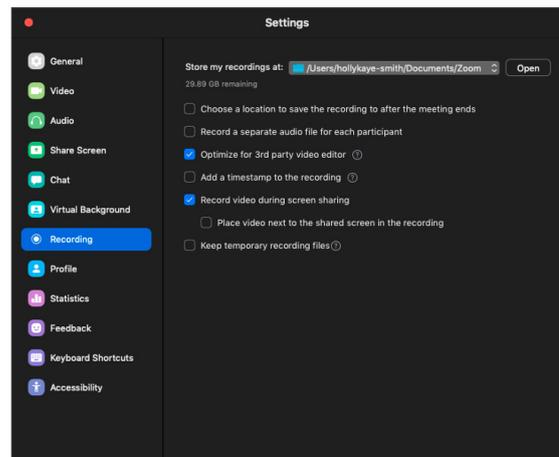


Image 5 - The Preferences>Recording menu.

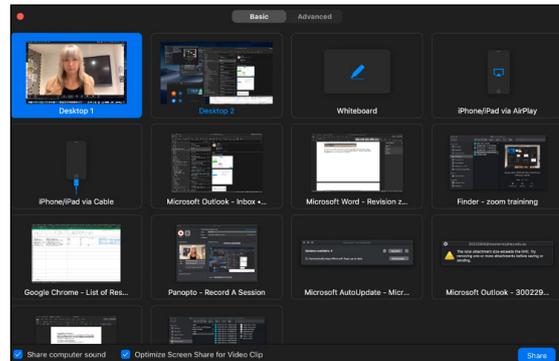


Image 6 - 'Share Screen' allows you to select which screen or application window you want to record.



Image 7 - Click the 'Stop Share' button to end screen sharing.

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11. To pause or end the recording, click the pause or stop button (Image 8). To end the meeting, select 'End Meeting', located at the bottom of the screen followed by 'End Meeting for All'. (Image 9)
12. Zoom will convert your meeting into a MP4 video file and MP3 audio file and save it in the recording folder you specified in 'Store my recordings at' menu (step 7). You can then upload the MP4 and/or MP3 audio and video file to Panopto or vUWS or edit it with any desktop media editing software.

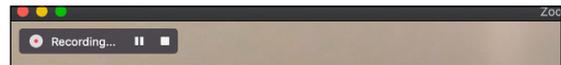


Image 8 - The recording can be paused or stopped by using the buttons above.

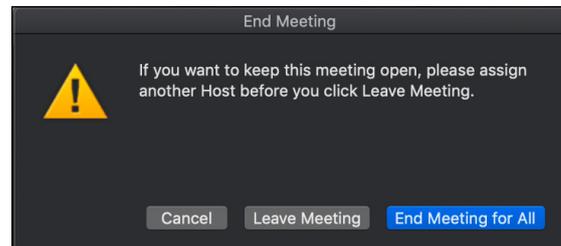


Image 9 - Click 'End Meeting' for All once your recording is complete.