



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 1)

3. Enter uws.zoom.us and click 'Continue'. (Image 2)
4. Enter your University ID number and password (Western Account) then click Log In. (Image 3)

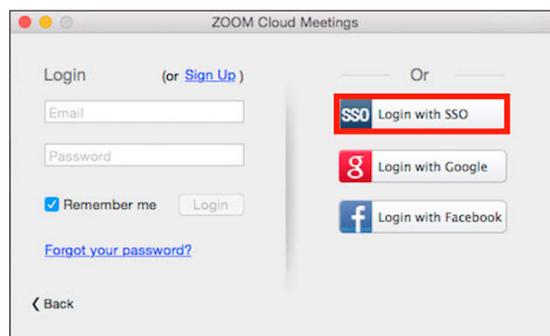


Image 1 - The Zoom App sign in window.



Image 2 - Enter uws.zoom.us inside the SSO URL text box.

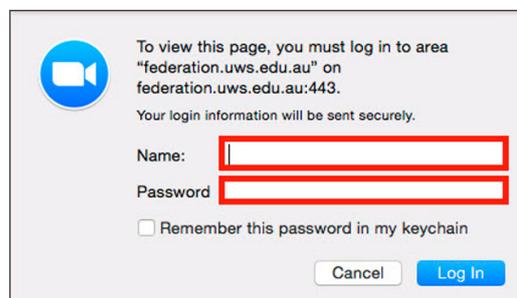


Image 3 - Sign in using your staff ID and password.

RECORDING A ZOOM MEETING WITH A PC

- Zoom will automatically launch your meeting. Mute/enable your video and mic as needed. (Image 4)

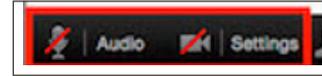


Image 4 - These buttons allow you to mute/enable your web camera and microphone.

- To check/change where your recordings will be stored, select the top right user 'Settings' menu.

Select the recording tab. By default Zoom saves recordings to Documents/Zoom. You can change the folder and location in 'Local Recording'. 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.

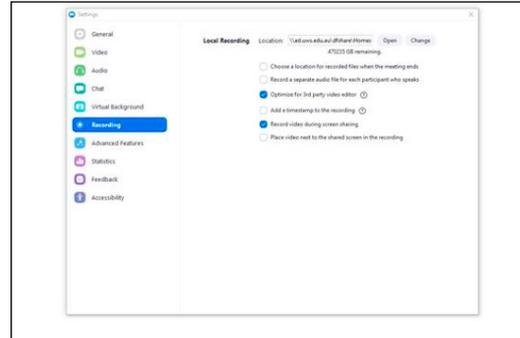


Image 5 - The user settings menu allows you to set the video storage location and other settings.

- Select 'Share Screen' to begin desktop screen capture. (Image 6)

- Select a screen or individual application to share. If you are playing a video during the presentation check 'Share computer sound', then click 'Share Screen' at the point you wish to record this.

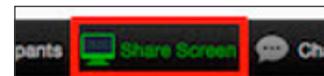


Image 6 - The 'Share Screen' button allows you to capture your screen.

- Select 'Record' from the 'More' menu at the top to start recording. (Image 7)

Recording is indicated by a flashing red light in the share screen control bar.

- Select 'End Meeting' from the 'More' menu, or at the bottom right of the screen, and then End 'Meeting for All' when you have finished your presentation.

Zoom will convert your meeting into a MP4 video file and MP3 audio file and save it in the recording folder you specified in Local Recording (step 6).

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.

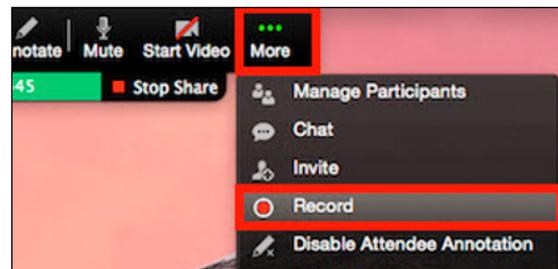


Image 7 - Select the 'More' menu and click 'Record' to begin recording.