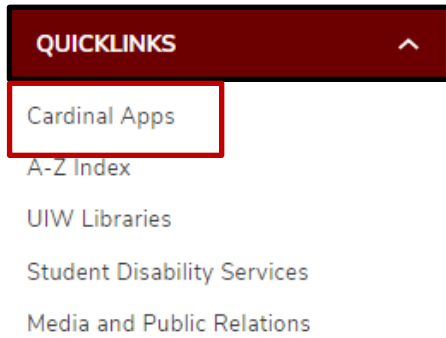


# Host a Zoom Meeting with an Option to Record



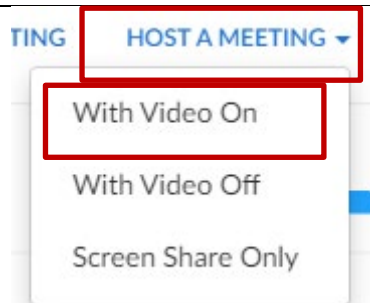
1. Go to [www.uiw.edu](http://www.uiw.edu) and click **MENU** (located on the top-left of the screen)



2. Click **Quick Links**
3. Click **Cardinal Apps**



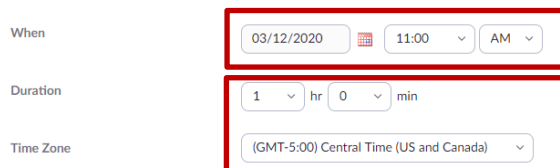
4. Locate the **Zoom App** and click it



5. In the upper right, click **HOST A MEETING**
6. Choose a **Video Option** – we suggest *With Video On*

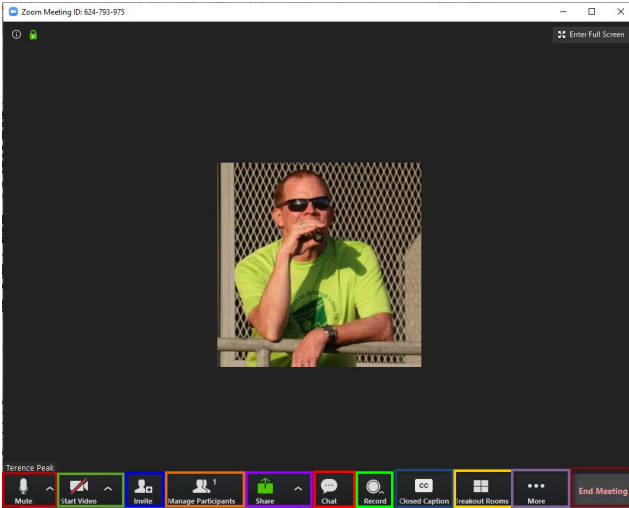


7. You may also schedule a meeting for a future date. Click **SCHEDULE A MEETING**



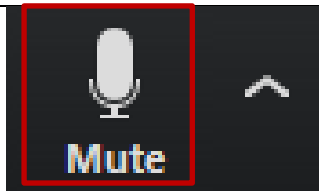
8. Set the **date and time**
9. **Duration and time zone** are pre-set at defaults and *do not need to be changed*
10. Click **Save** to schedule the meeting.

*You will receive notification before the scheduled meeting start time that the meeting will begin soon.*



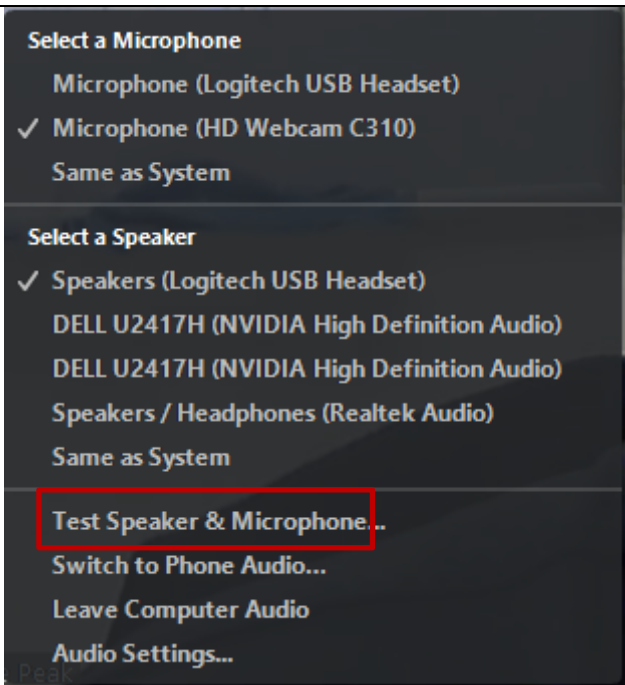
The *Zoom meeting screen opens* There are several options available at the bottom of the screen. The following should be reviewed before continuing


- **Mute**
- **Video**
- **Invite**
- **Manage Participants**
- **Share**
- **Chat**
- **Record**
- **End Meeting**

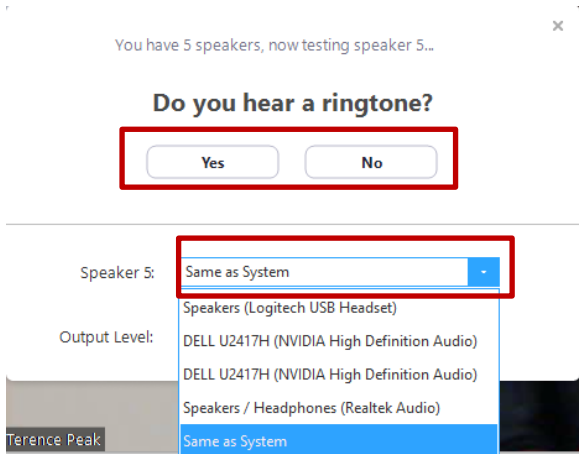


**Mute:**

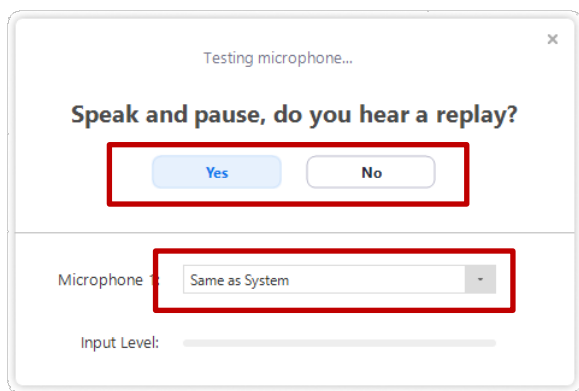
If the button reads **Mute**, then the audio is on. If the button reads **UnMute**, the audio is off.



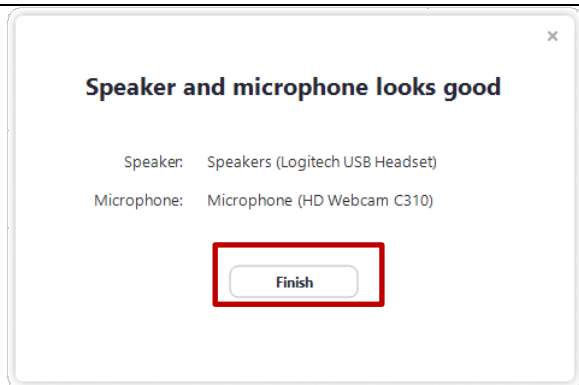
1. Testing the speaker and Microphone (Test before each meeting)
2. Click the **edit button** 
3. Click **Test Speakers & Microphone**



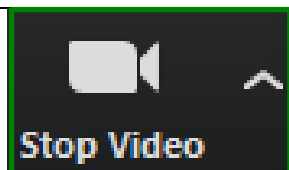
4. A *ringtone* will play if you hear it click **yes**
5. If you don't hear it, click **No**, then check to see if the speaker is set to *Same as System*.
6. If it is set to Same as System and *does not work*, **please contact the help desk at 2721**
7. If it is not set to Same as System, click the **drop-down list**
8. Change the setting to **Same as System**
9. *Run the test again*



10. *Speak and pause.*
11. In a few seconds, your voice will playback. If you hear it click **Yes**
12. If you don't hear it, click **No**, then check to see if the speaker is set to *Same as System*.
13. If it is set to Same as System and *does not work*, **please contact the help desk at 2721**
14. If it is not set to Same as System, click the **drop-down list**
15. Change the setting to **Same as System**
16. *Run the test again*



17. Click **Finish**



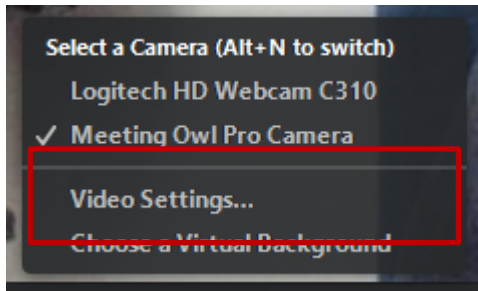
### **Video and Gallery View**


If the button reads **Stop Video**, video is running

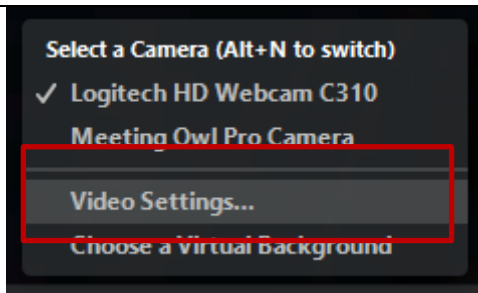
If the button reads **Start Video**, then the video is not running

A key feature of Zoom is the *Gallery View*. Gallery View allows up to 49 participants' images to be displayed on the screen at one time

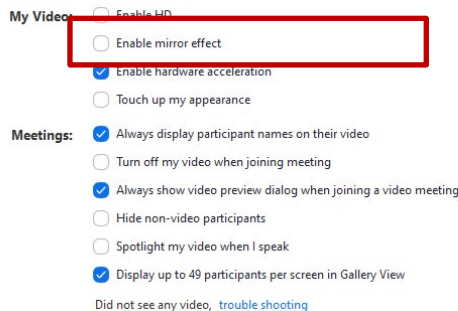
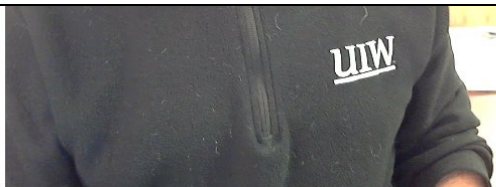
*The Gallery View is only available if video is turned on*



1. Next to Video, click the **Edit** button 
2. **Select a camera.** (use the built-in camera or your external camera)

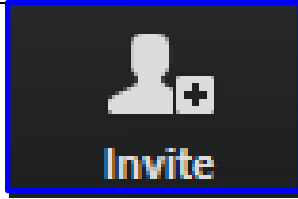


3. If your camera is recording text (such as text written on a whiteboard in the background, or text on a poster, you will need to turn off the **Mirror Effect** option.
4. Click **Video Settings**



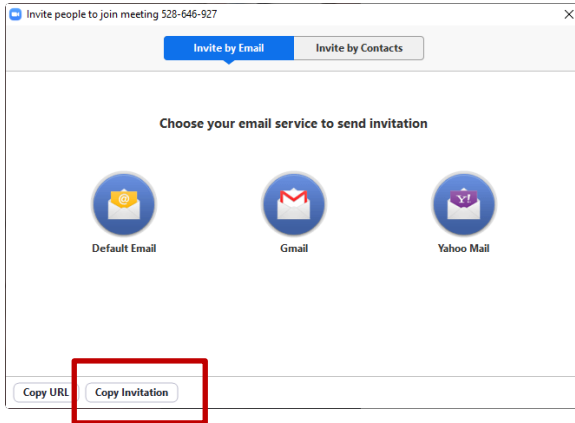
5. Uncheck the **Enable mirror effect** box.

6.

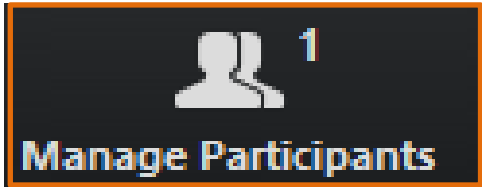


### Invite

To invite participants after the meeting begins, click **Invite**



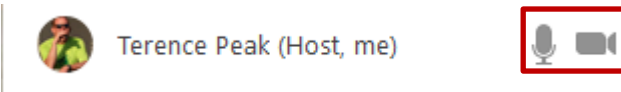
7. On the next menu, click **Copy Invitation**
8. Open your email and **paste** the invitation into the body of the email
9. Address and send the email to the intended participants (*better yet, use the email option in Blackboard*)



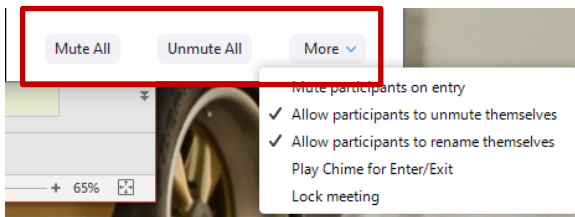
### Manage Participants

Click **Manage Participants** to open up a window to the left of the Zoom screen. This window lists the meeting's participants

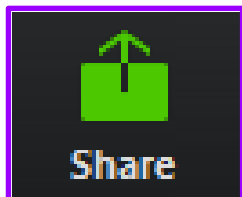
The names of the *host* and the *meeting attendees* appear on the attendees' list



1. Click the **microphone** to *mute and unmute* the attendees
2. Click the **camera** to turn attendees *video camera on or off*



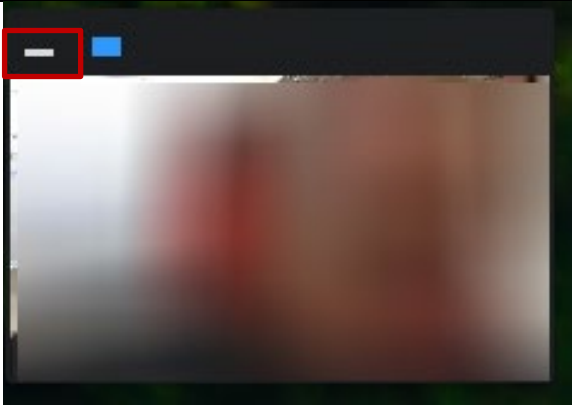
3. At the bottom of the screen, there are controls to **mute, unmute**, among other settings
4. Attendees have a slightly different set of options including the ability to *raise their hand*



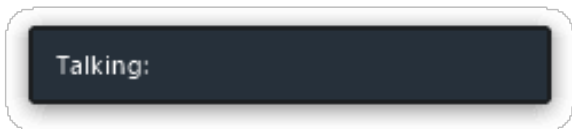
### Share

Share allows the meeting organizer to share their computer screen. Once in the share mode, the window minimized and the menu appears at the top of the screen

The host can share any content on a shared screen, including a presentation, website, or the integrated whiteboard



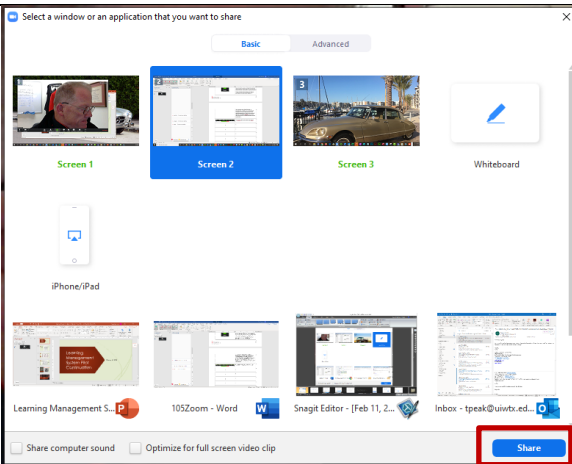
Host screen when sharing (maximum size)



Host screen when sharing (minimum size)

### Screen size settings

- When sharing is active, the host video screen is reduced in size and is viewable in the upper right-hand corner of your monitor
- This smaller screen icon can be moved so that it is less obtrusive
- The screen only shows the speaker when the gallery view is on
- This view can be further minimized to show only who is speaking
- This option is only available *if the video option is turned on*

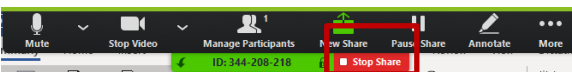


To share the screen

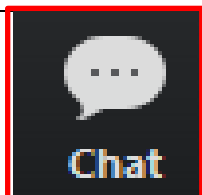
1. Click **Share**
2. Choose a **display (screen)** to share
3. Click **Share**

Note that the share screen controls are moved to the top of the screen

The shared screen is denoted by a *green border*



4. To stop sharing, click **stop share**



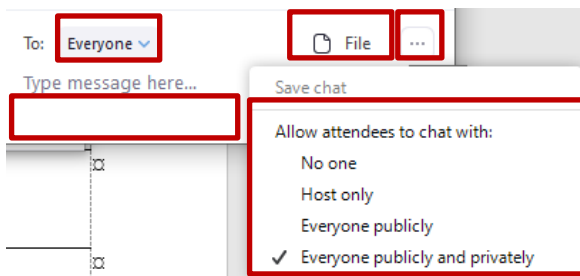
### Chat


Chat allows users to text with the meeting host or other meeting participants

Click **Chat** to open up a window to the left of the Zoom screen. This window lists the meeting's participants

All of the event participants will be listed within the window

At the bottom of the chat window are the *chat options*:



- Type your message in the space labeled **Type message here**
- Click **To:** to choose who to chat with, based on the options selected by the host
- Click **File** to attach a file in the chat window
- Click the **Ellipsis**  to determine who attendees may chat with

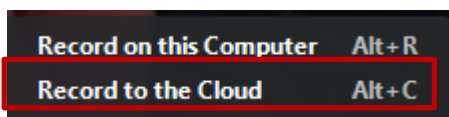


### **Record**

Click Record to record the session

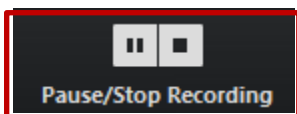
There are two options:

- *Record on this Computer*
- *Record to Cloud*



We recommend **Record to cloud**. As soon as the recording is available, *you will receive an email with a link to download i*

**Note that the link to the recorded meeting will be available for 30 days**

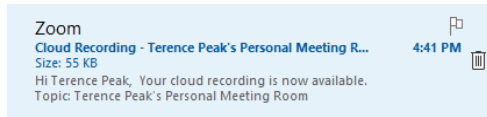


- After clicking record, the button changes allowing the host to *pause or stop* the recording.



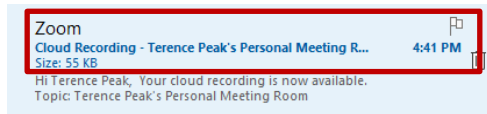
### **End Meeting**

Click **End Meeting** to end the meeting



When the meeting ends, you will receive an *email regarding the availability of your recording*

## Share and Save a Zoom Recording

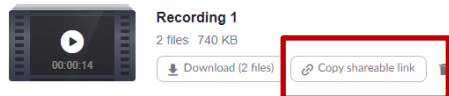


Your cloud recording is now available.

Topic: Terence Peak's Personal Meeting Room  
Date: Mar 10, 2020 04:29 PM Central Time (US and Canada)

For host only, click here to view your recording detail (viewers cannot access this page):  
[https://uiw.zoom.us/recording/detail?meeting\\_id=JR88VevhQdq47R9HdQjVRw%63D%3E](https://uiw.zoom.us/recording/detail?meeting_id=JR88VevhQdq47R9HdQjVRw%63D%3E)

Mar 10, 2020 04:29 PM Central Time (US and Canada) ID: 210-218-8795  
0 total views · 0 total downloads [Recording Analytics](#)

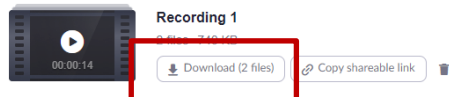


Shared screen with speaker view

Audio only

Audio transcript

Mar 10, 2020 04:29 PM Central Time (US and Canada) ID: 210-218-8795  
0 total views · 0 total downloads [Recording Analytics](#)



Shared screen with speaker view

Audio only

Audio transcript

1. Open the email
2. Click the **recording link**
3. There are two options; *Download and Share*.
4. Click **Copy shareable link**, and email it to students through Blackboard
5. You can also post the link in a **Blackboard Announcement**. See the *Announcement tutorial for details*
6. Click **Download** to download and save the recording to your desktop. You can then upload the link to Blackboard like any other video, or you can upload the link to Office 365 Stream.

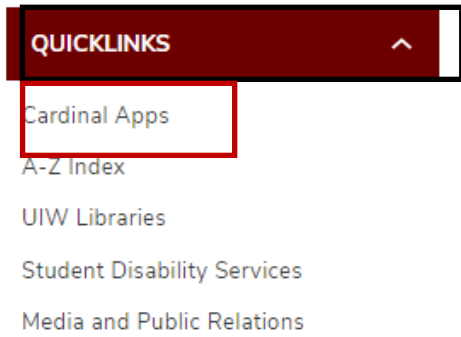
## Upload Video to Stream

Microsoft Stream allows you to upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration.



1. Go to [www.uiw.edu](http://www.uiw.edu) and click **MENU** (located on the top-left of the screen)

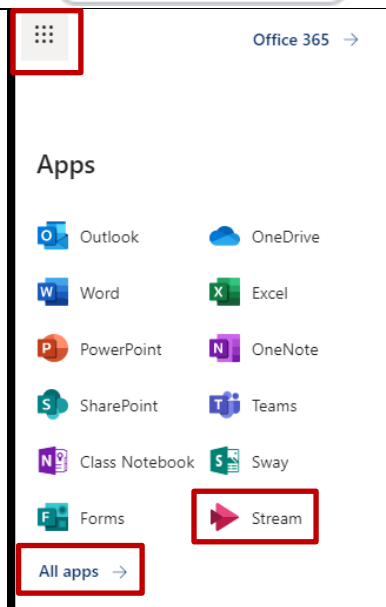




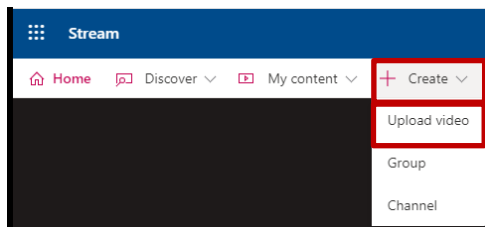
1. Click **Quick Links**
2. Click **Cardinal Apps**



3. Locate the **Outlook App** and click it



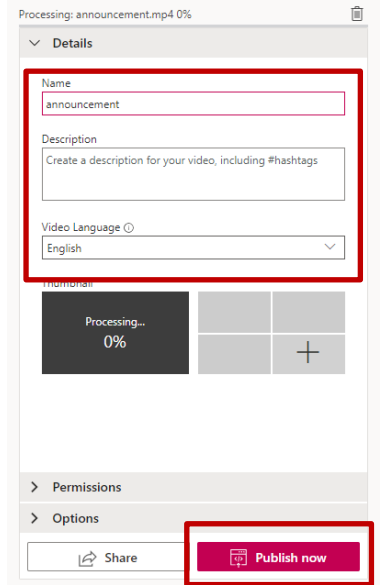
4. Open your mail account and click the **“Waffle”** to open the O365 **Apps directory** and click **Stream**
5. If you don't see Stream under the *Apps List*, click **All Apps** and Stream will be listed there, alphabetically



6. Click **Create**
7. Click **Upload Video**



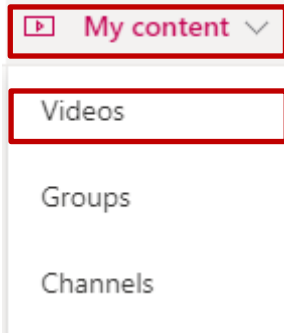
8. Click **Browse** to locate the video you want to upload
9. Double-click the **video** to upload it



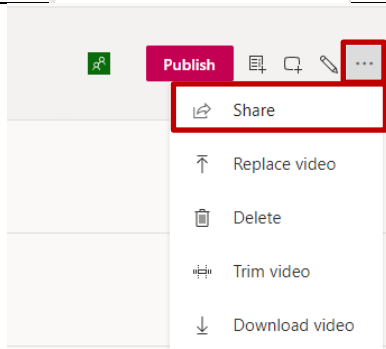
10. Add a *name, description and choose a language*
11. Click **Publish Now**. In a few minutes, your video will upload and ready to share.

*Note that your meeting will remain private – that is, it won't be available to other users until it has been shared.*

## Share a video



1. Locate and click **My content**
2. Choose **Videos** from the list



3. Click the **Elipsis**
4. Click **Share** from the list

Direct link to video

<https://web.microsoftstream.com/video/20c272ac-4212-4739-a330-b7bc3db30866>

Full link



5. Click **Copy** to *copy the link*
6. **Email** the shared link to users.

*Note that the link can be shared to both [uiw.edu](http://uiw.edu) and [non-uiw.edu](http://non-uiw.edu) users*