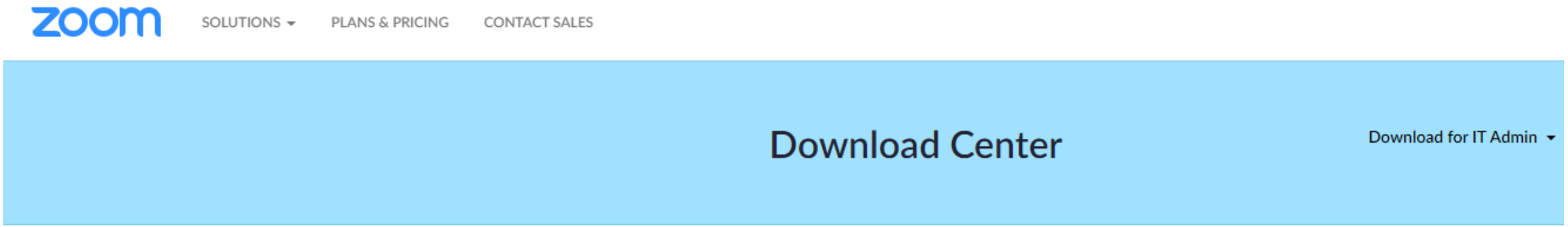
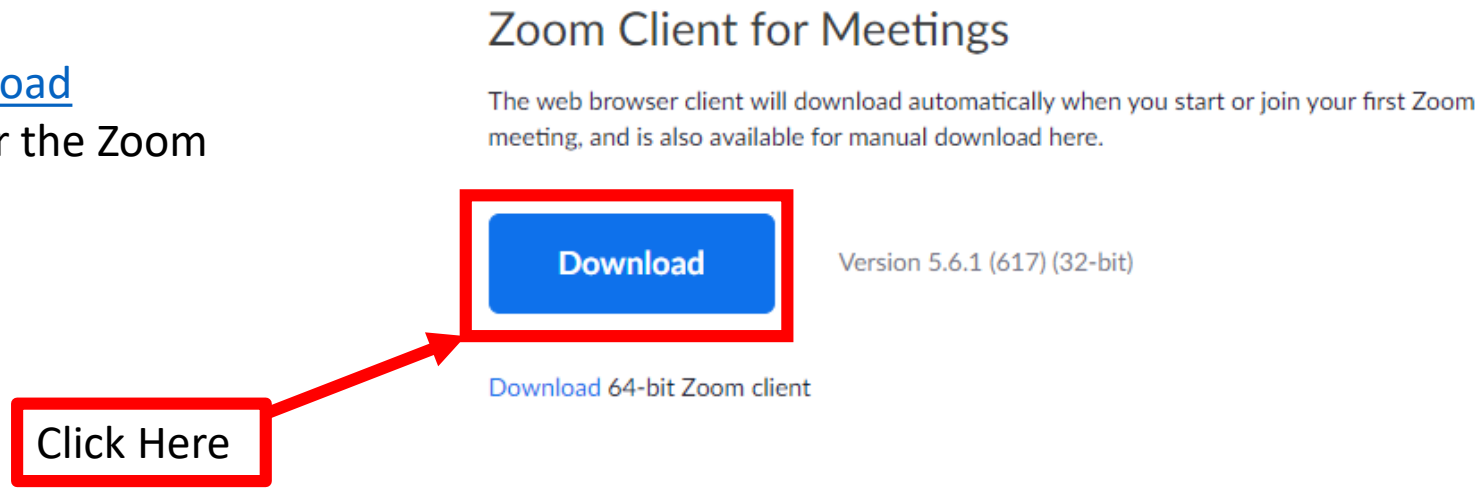
How to record speech using Zoom

If you do not already have the Zoom App

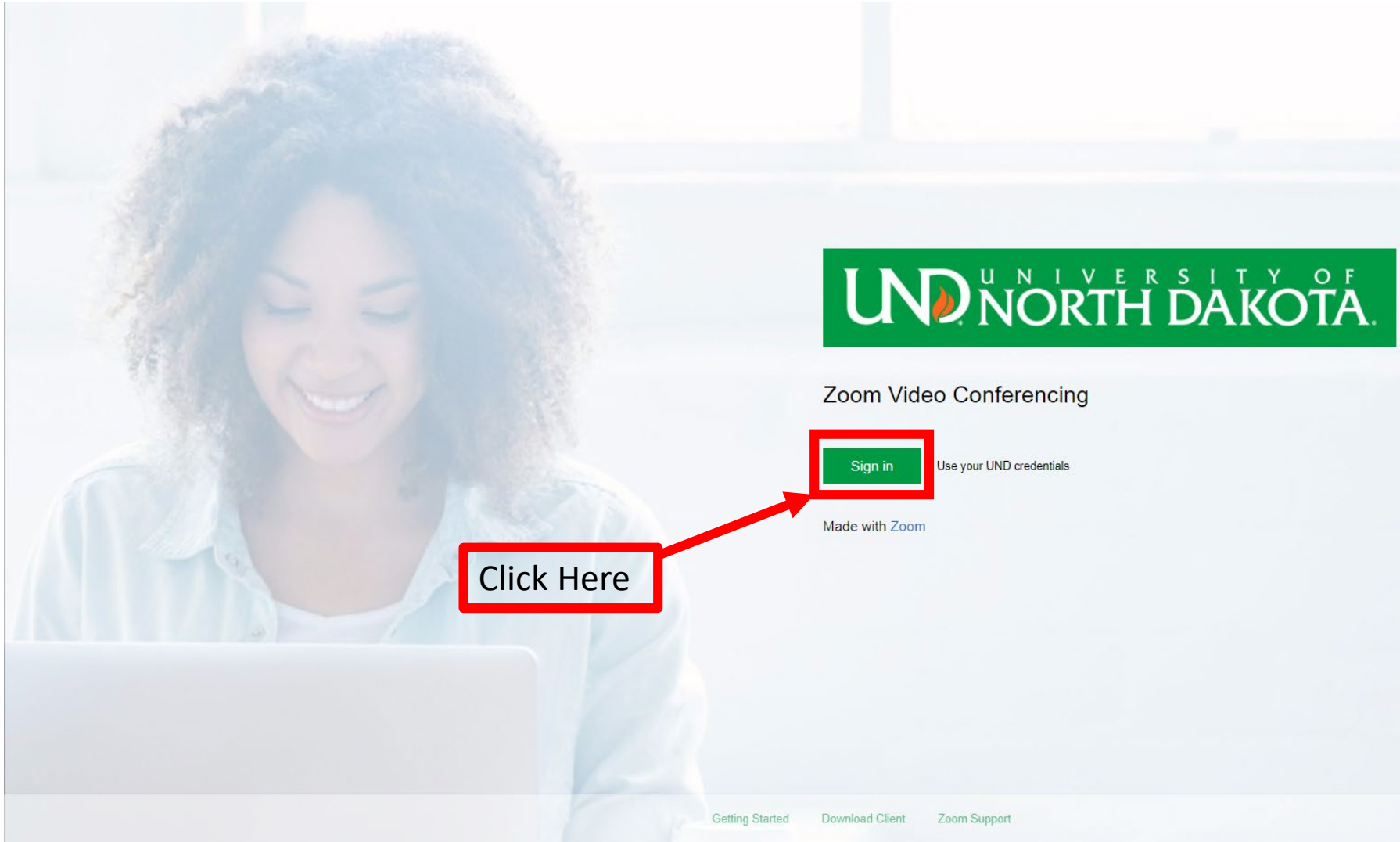


1. Go to https://zoom.us/download
2. Click the download button for the Zoom Client for Meetings



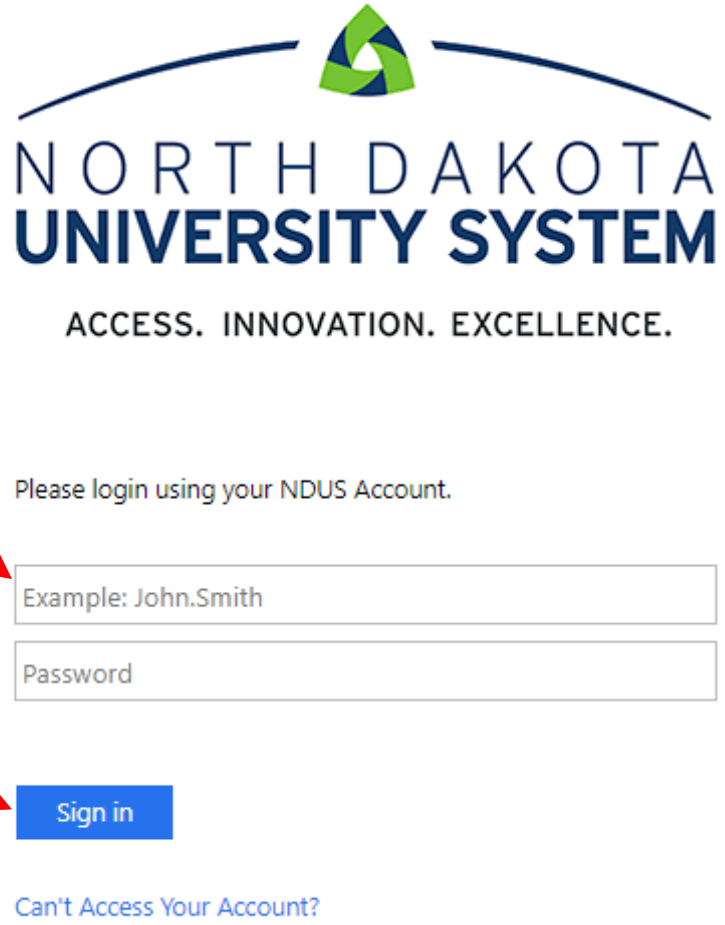
Logging into Zoom

1. Go to https://und.zoom.us/
2. Click on Sign In

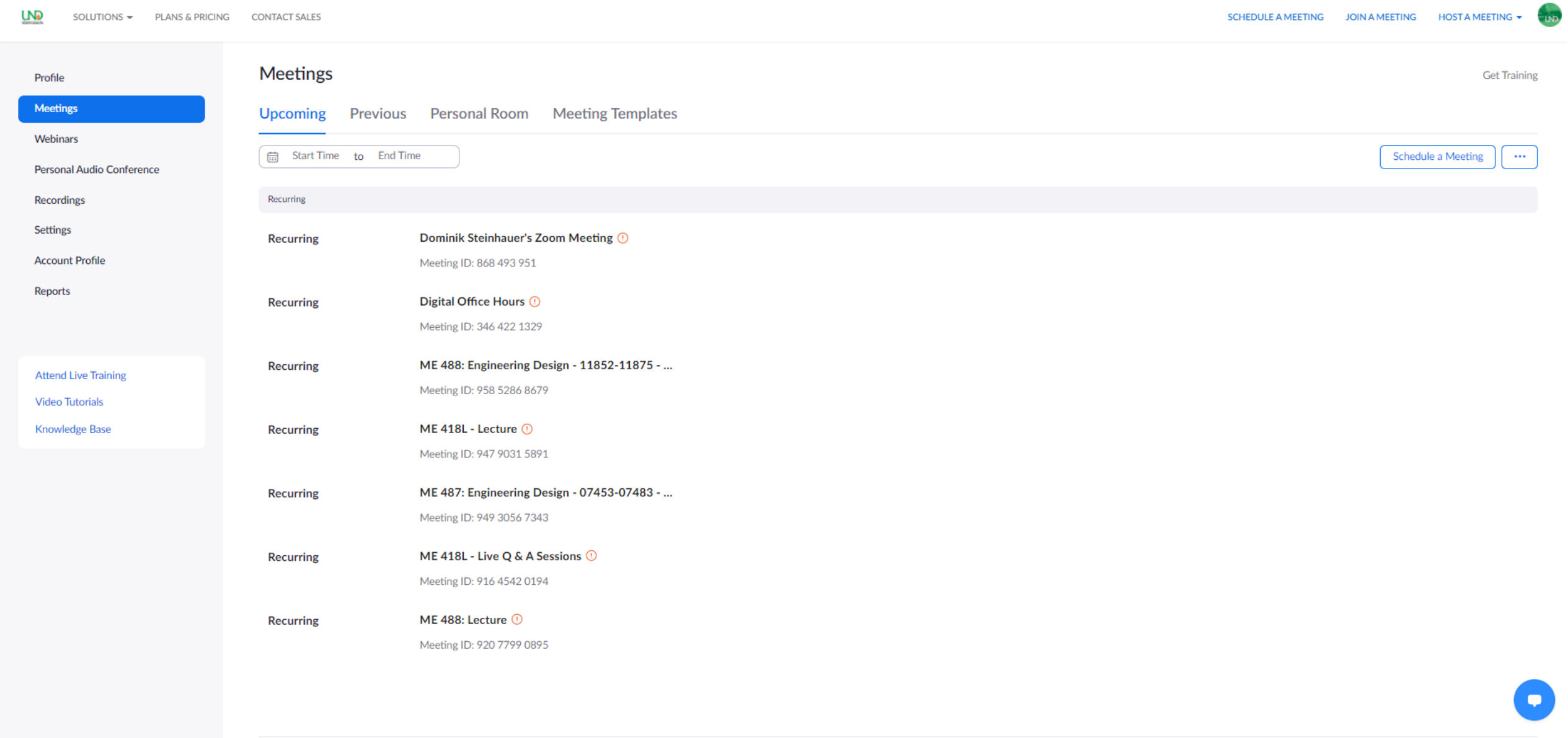


Logging Into Zoom

1. A website will open. Enter your UND login and password
   - (Same as your Blackboard and Campus Connections Password)
2. Click Sign In

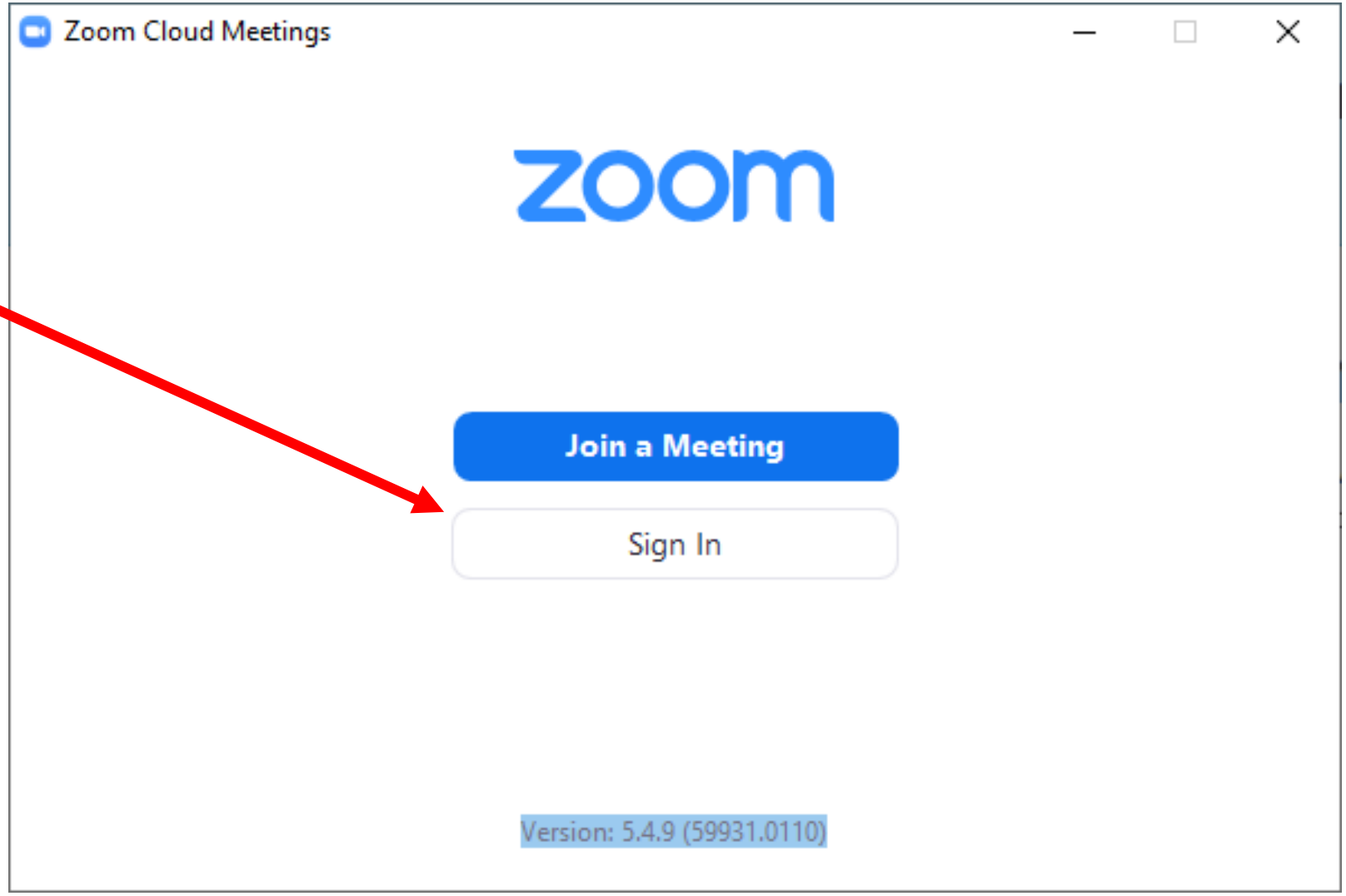


When you are logged you should see something like this….



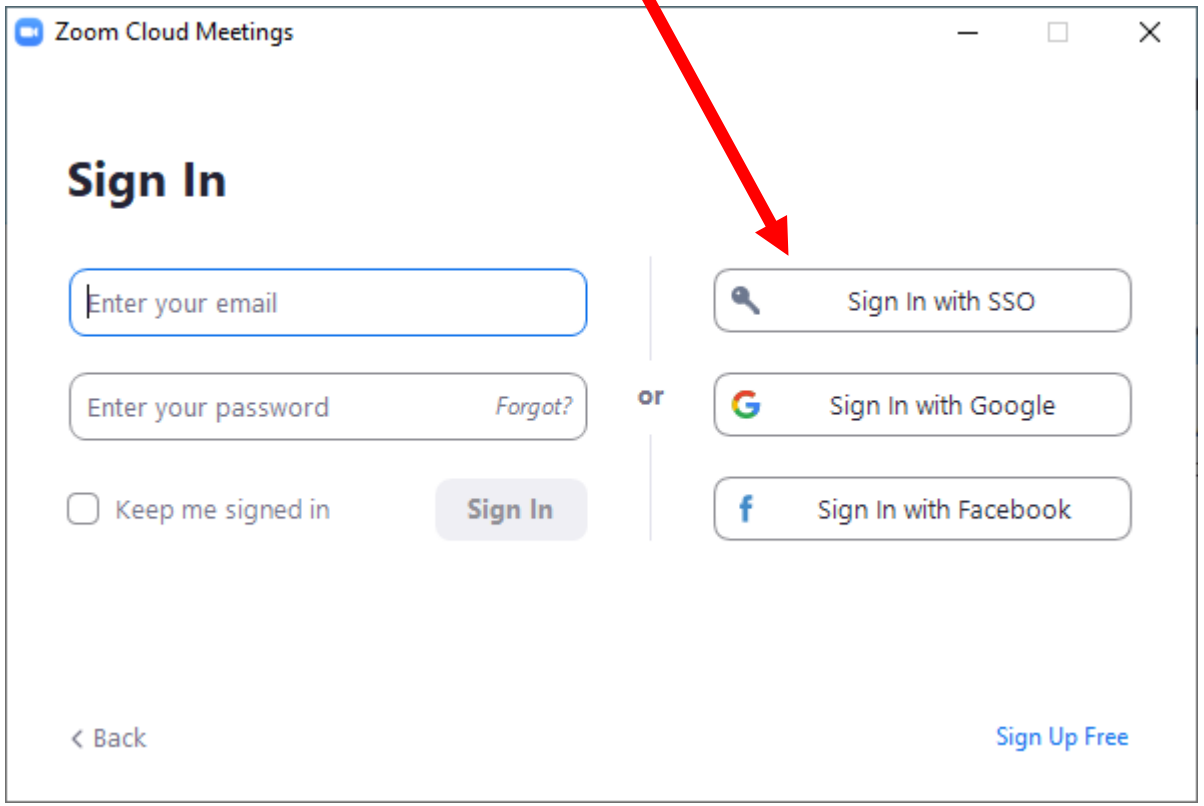
Once Zoom has been installed and you have logged into the Website

1. Open Zoom App
2. Click Sign In

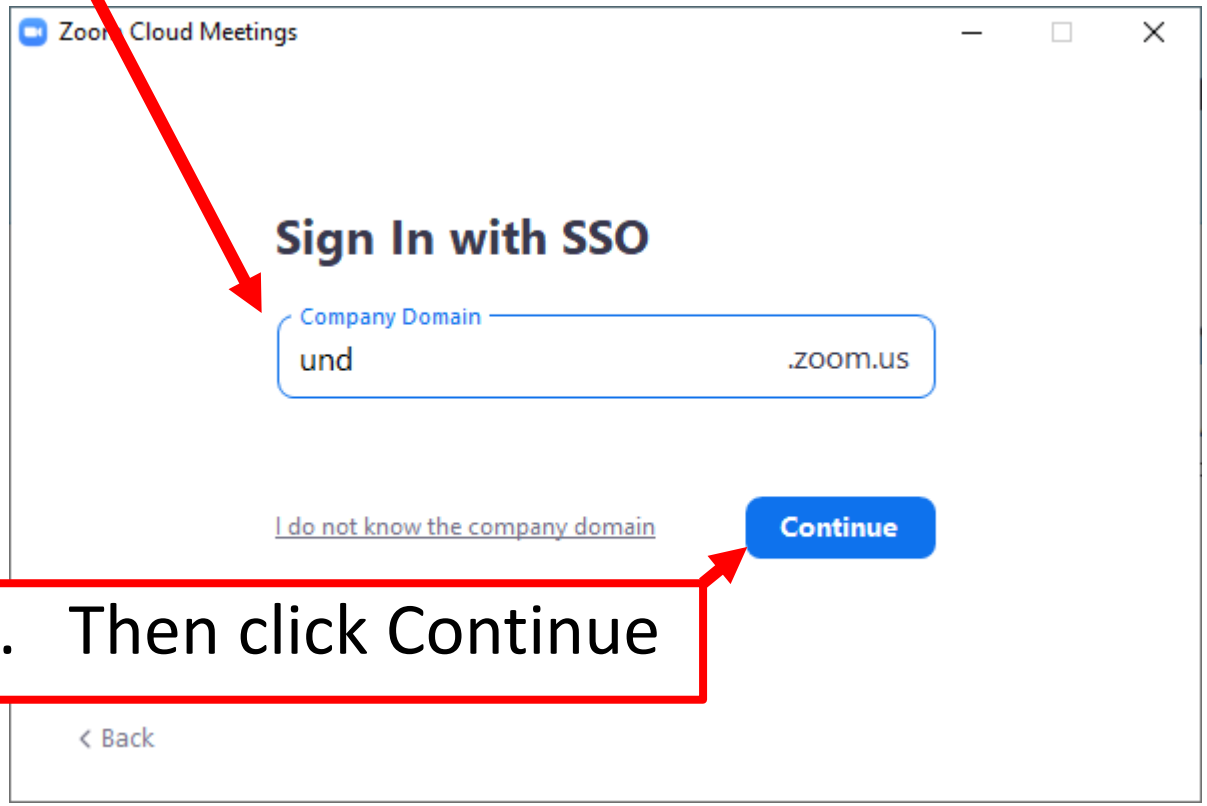


Logging Into Zoom

1. Click on Sign In with SSO

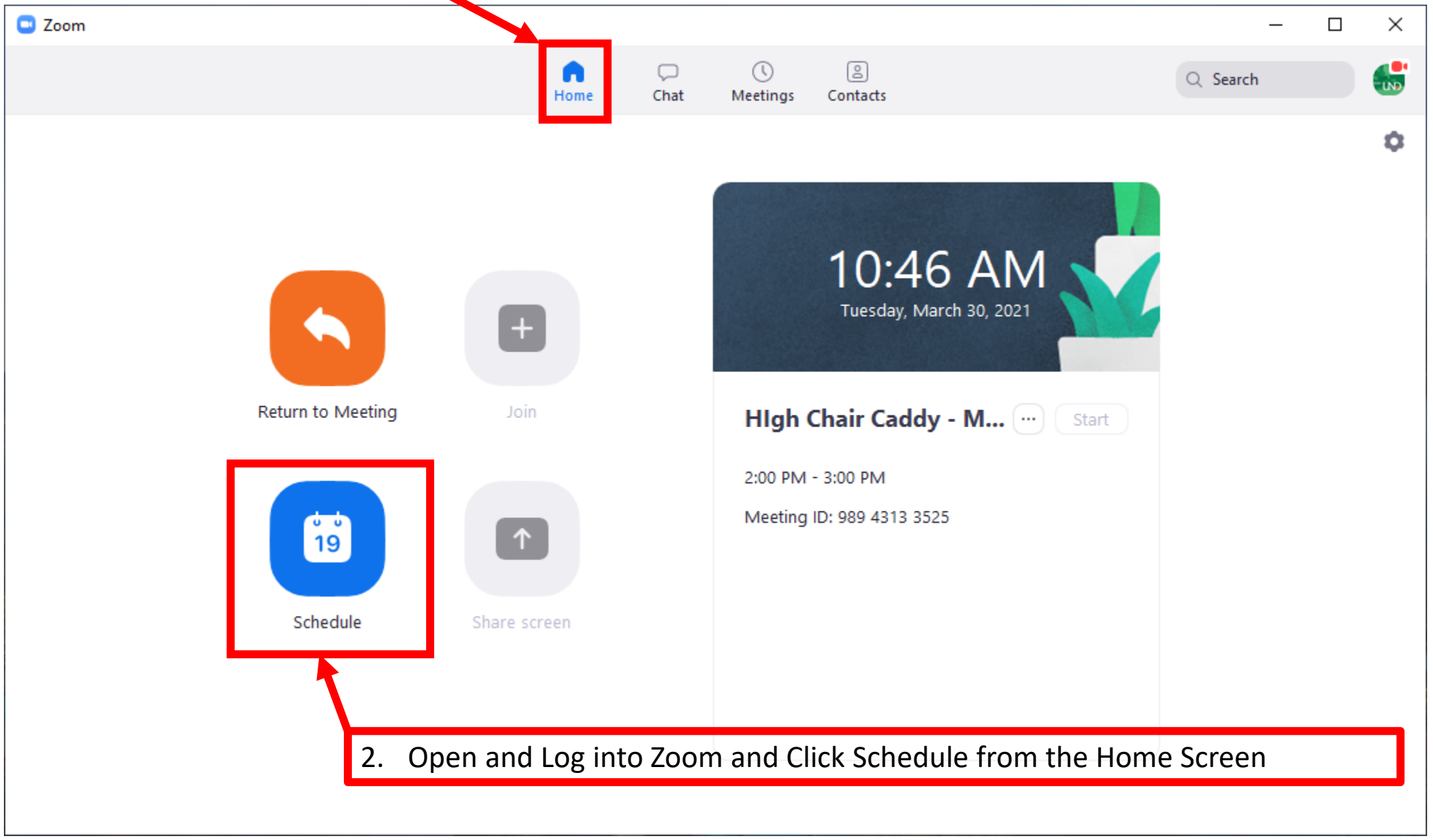


2. Enter UND as the Company Domain



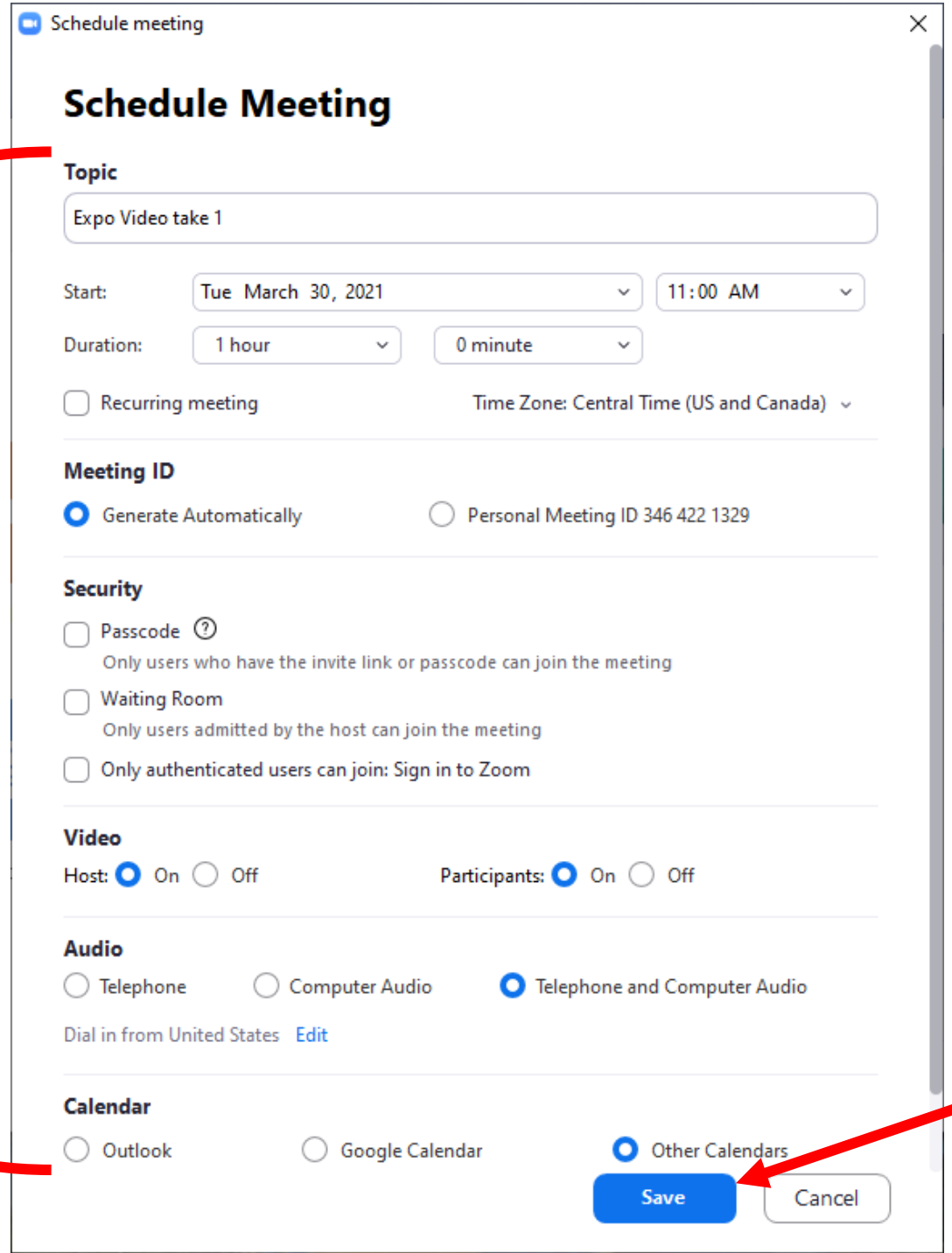
3. Then click Continue

1. Click the Home Screen Button



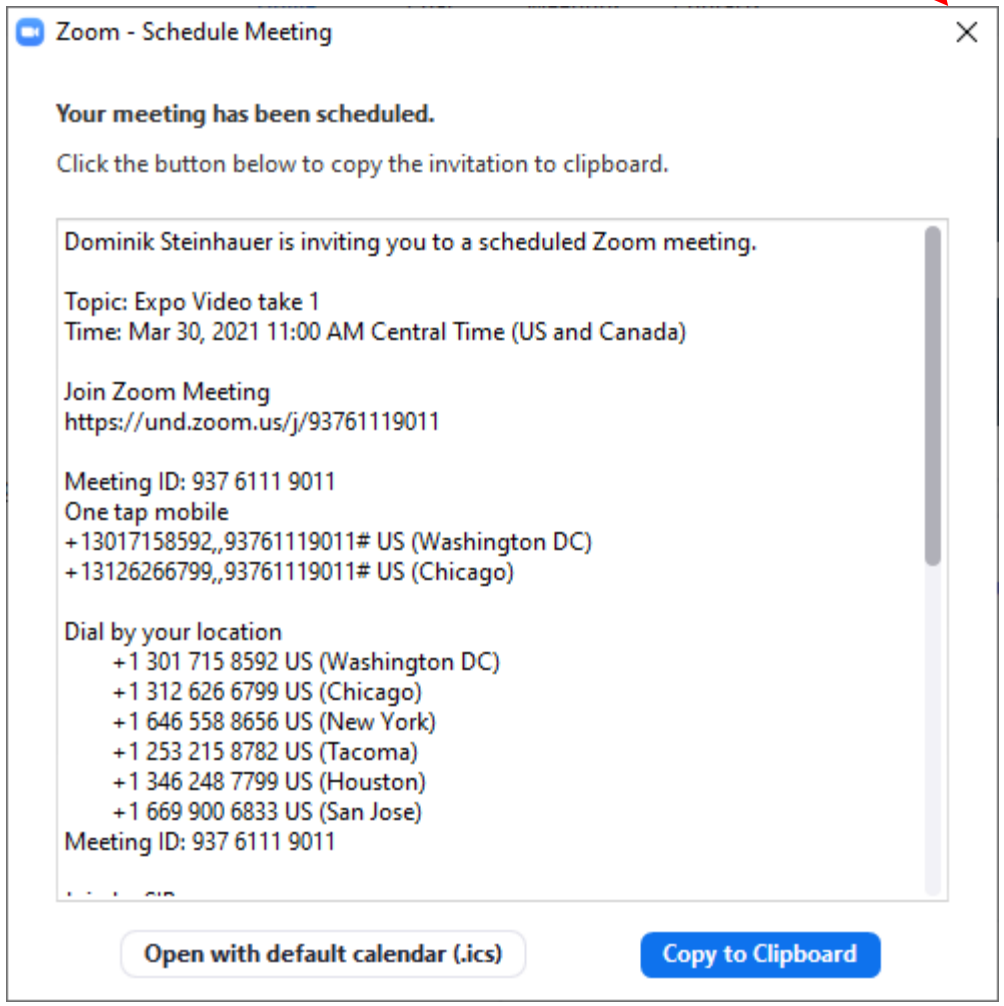
2. Open and Log into Zoom and Click Schedule from the Home Screen

Fill out the selections as shown. Update the Topic and Start day/time with your info

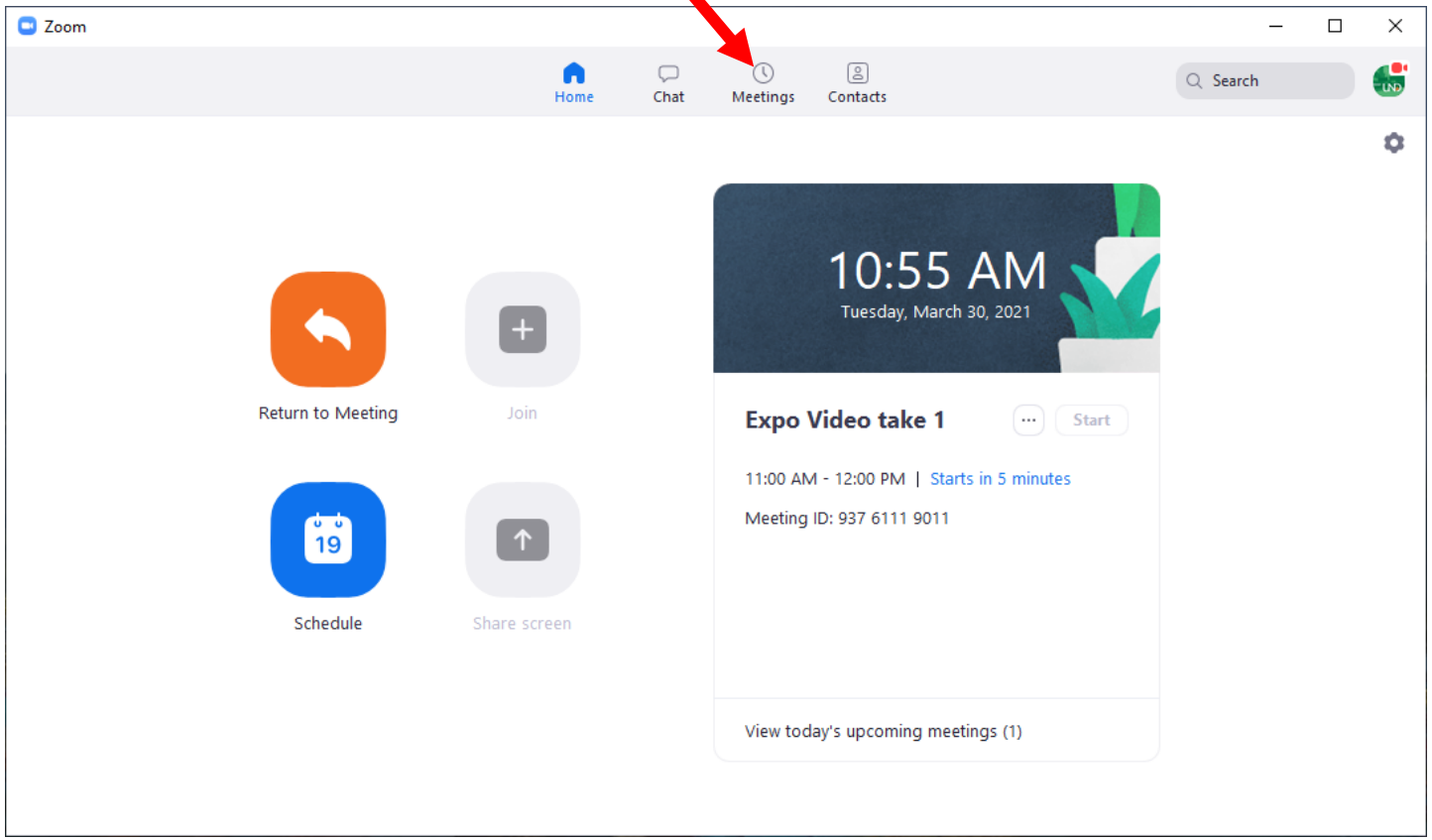


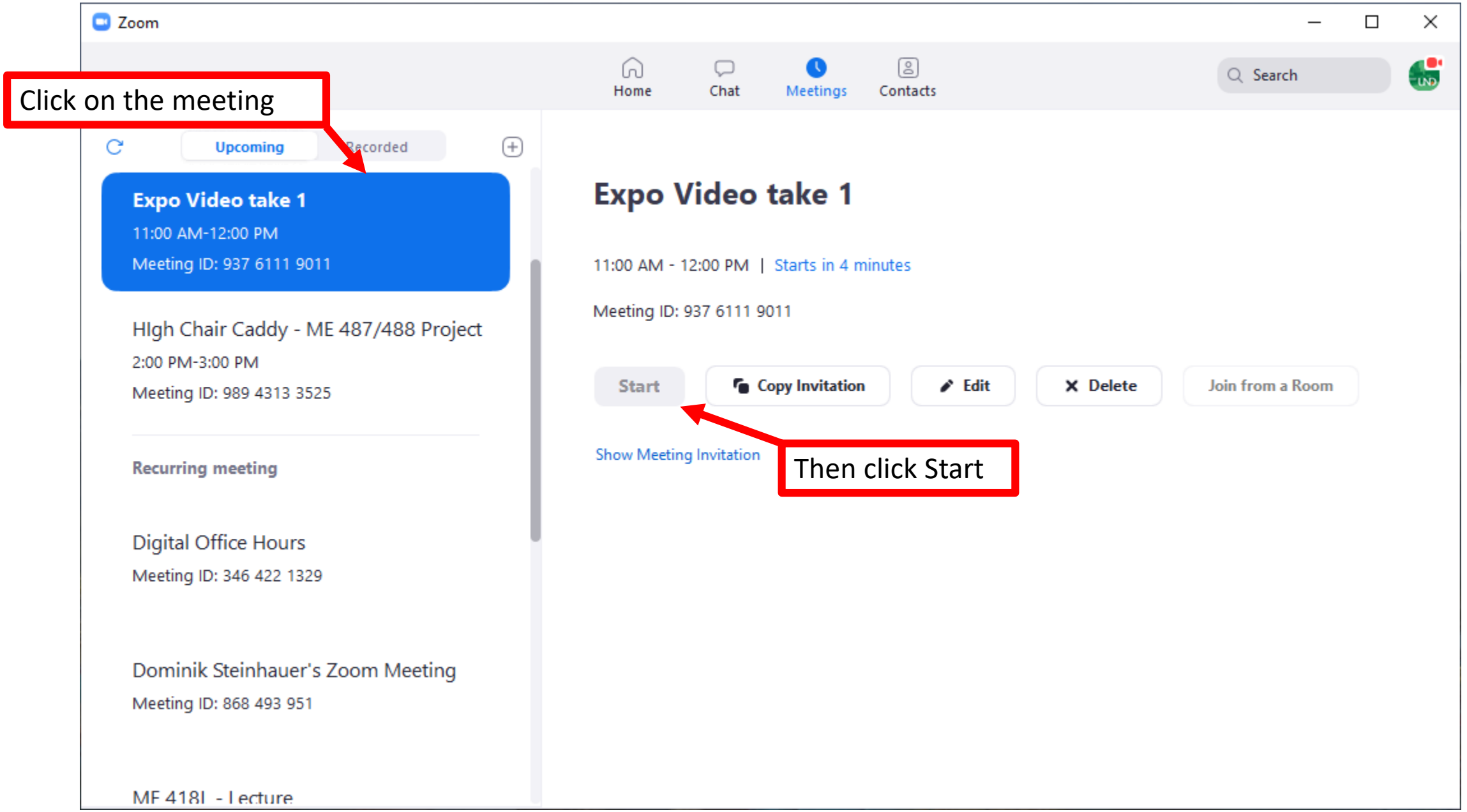
Click Save when done

Close this box



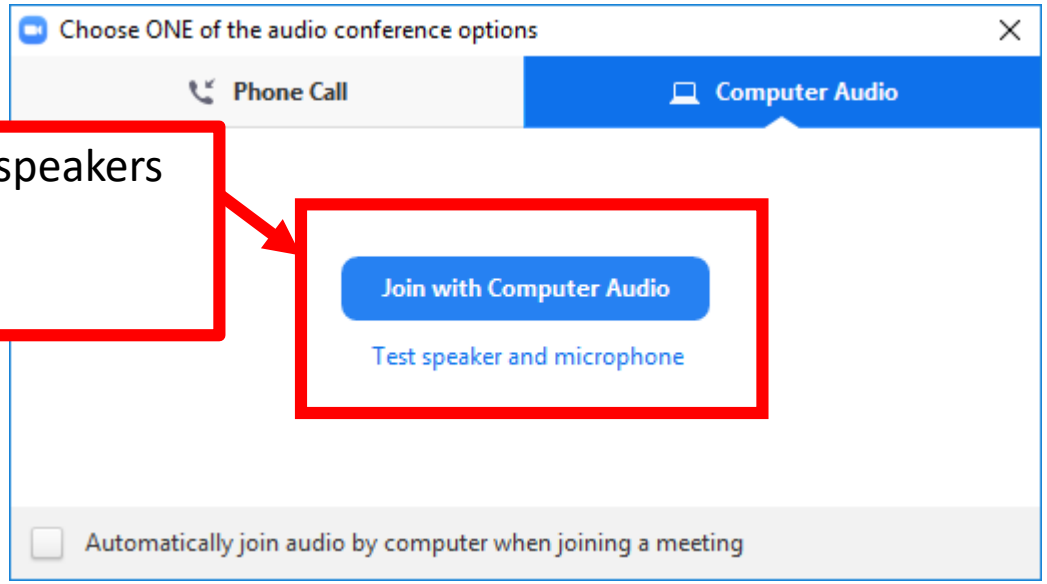
Then click Meeting from Home Screen

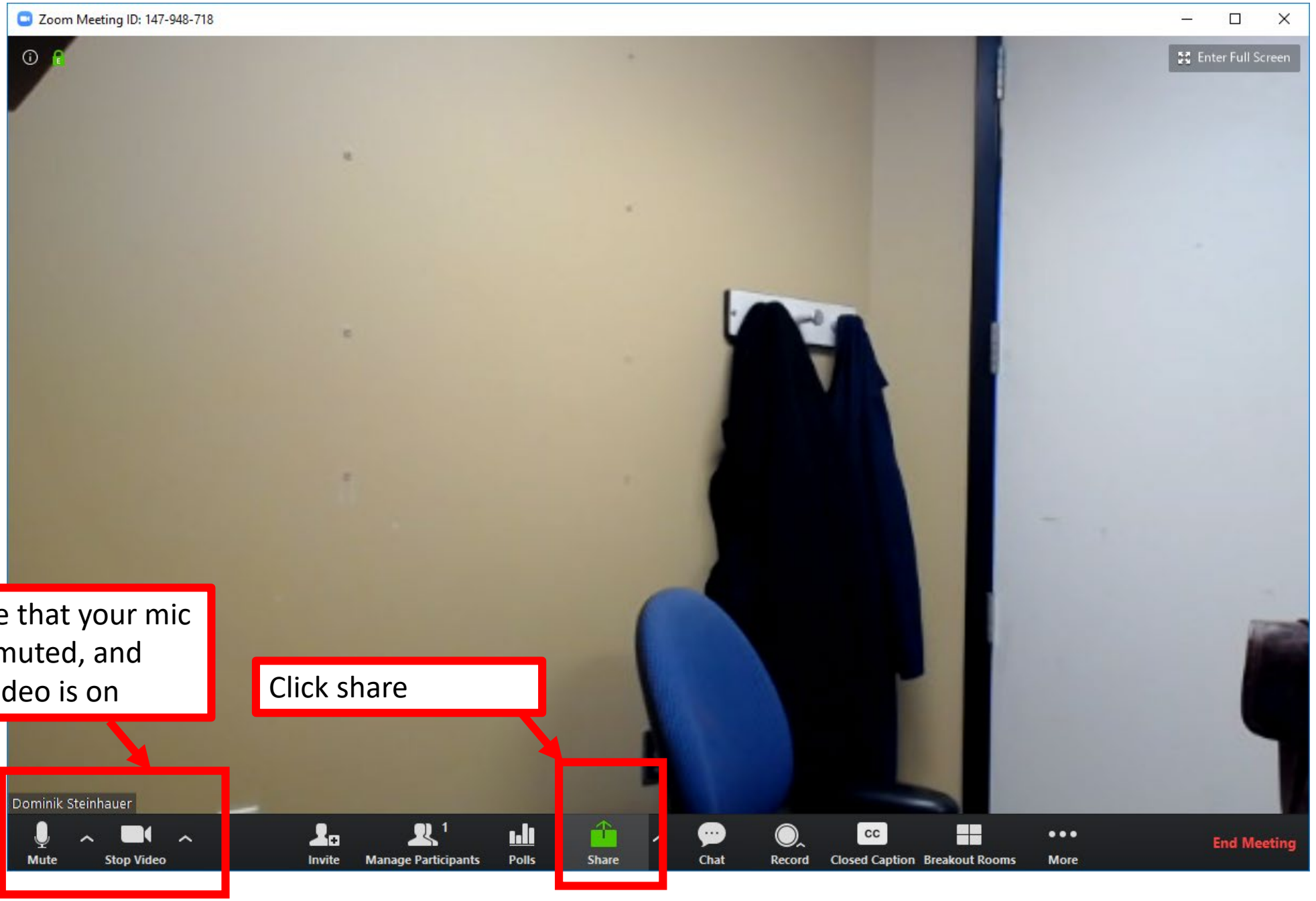



Zoom
Home
Chat
Meetings
Contacts
Search
Click on the meeting
Upcoming
Recorded
Expo Video take 1
11:00 AM-12:00 PM
Meeting ID: 937 6111 9011
HIgh Chair Caddy - ME 487/488 Project
2:00 PM-3:00 PM
Meeting ID: 989 4313 3525
Recurring meeting
Digital Office Hours
Meeting ID: 346 422 1329
Dominik Steinhauer's Zoom Meeting
Meeting ID: 868 493 951
ME 418I - Lecture
Expo Video take 1
11:00 AM - 12:00 PM | Starts in 4 minutes
Meeting ID: 937 6111 9011
Start
Copy Invitation
Edit
Delete
Join from a Room
Show Meeting Invitation
Then click Start

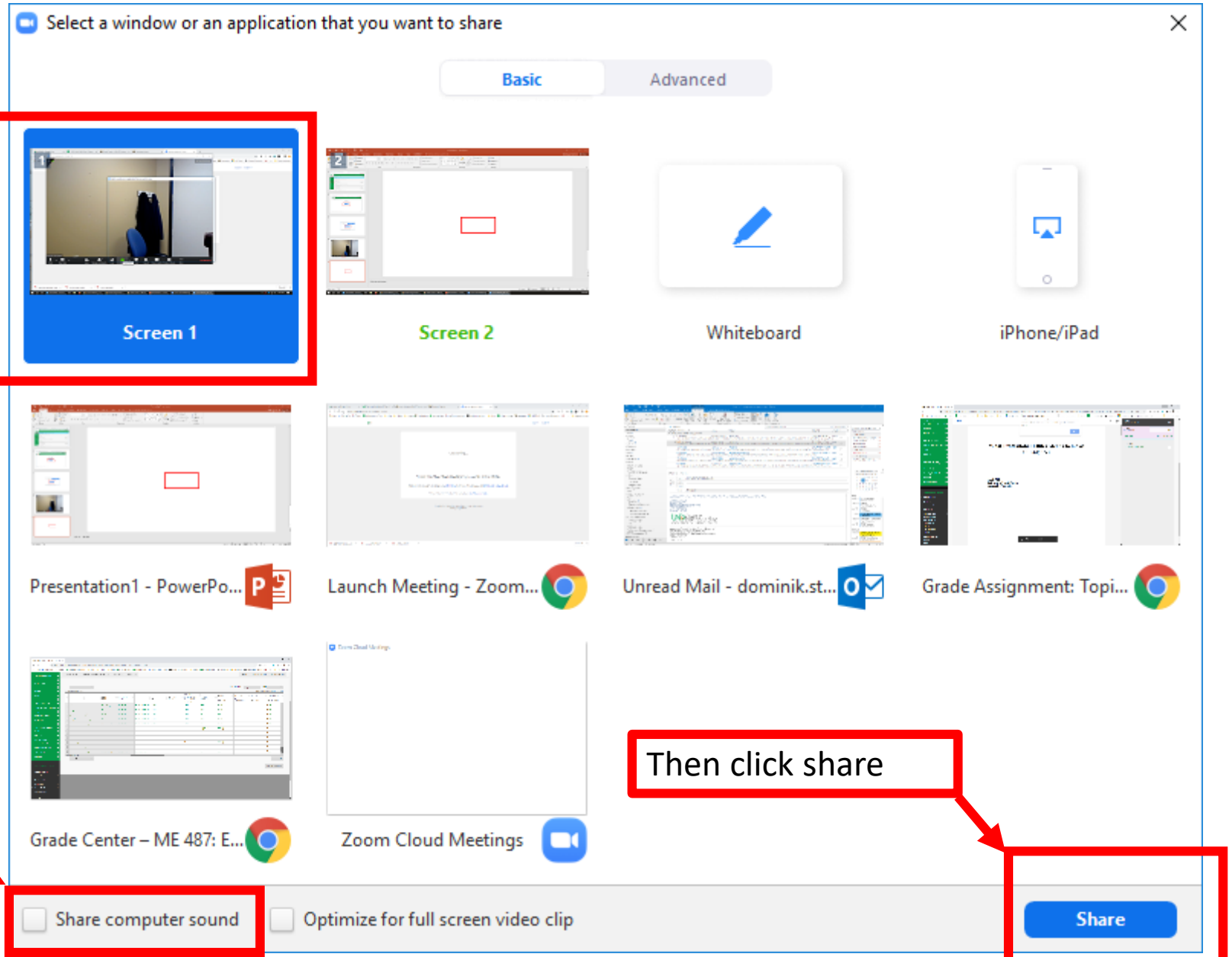
Test your mic & speakers

Then click join



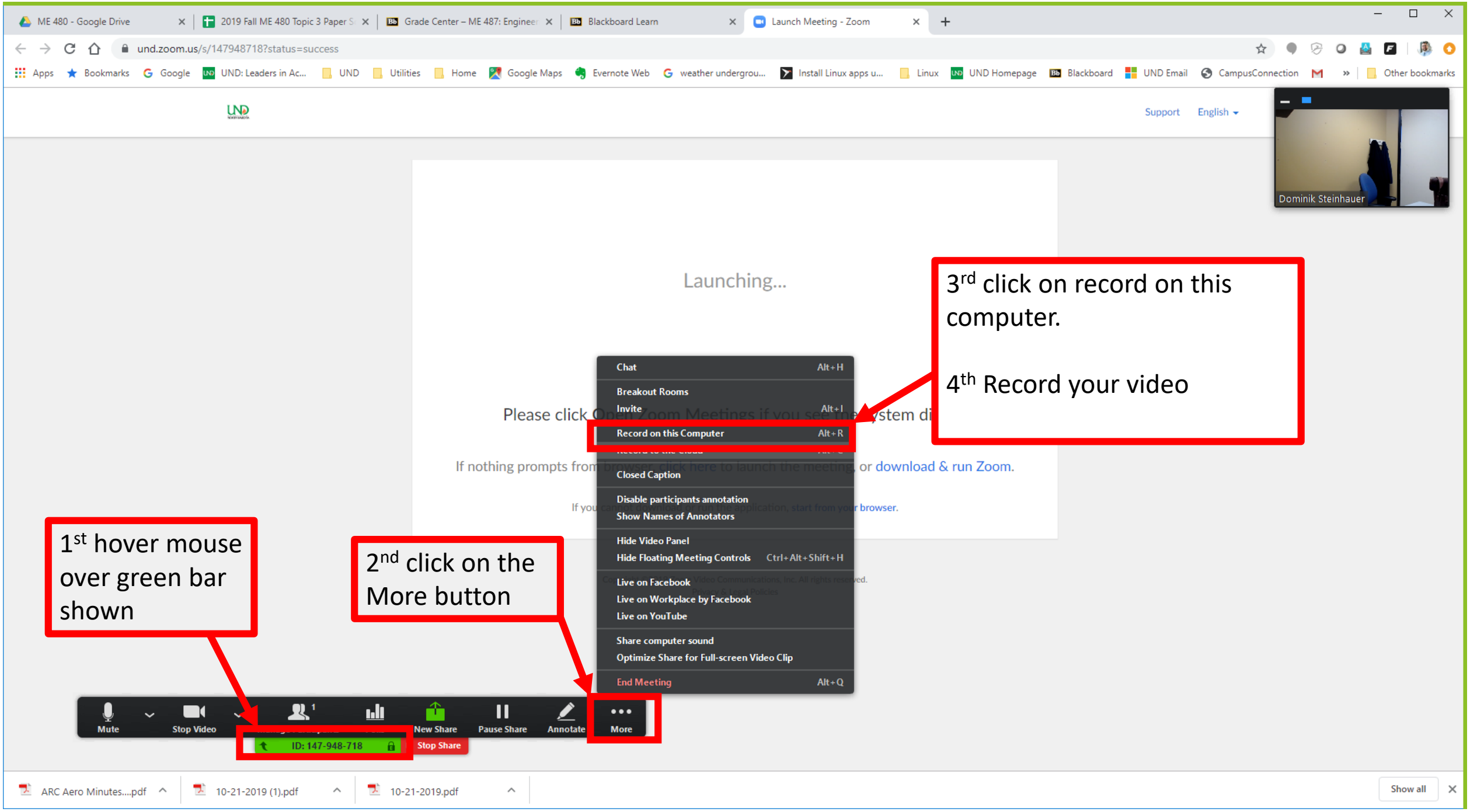

Zoom Meeting ID: 147-948-718
Enter Full Screen
Be sure that your mic is not muted, and your video is on
Click share
Dominik Steinhauer
Mute
Stop Video
Invite
Manage Participants
1
Polls
Share
Chat
Record
Closed Caption
Breakout Rooms
More
End Meeting

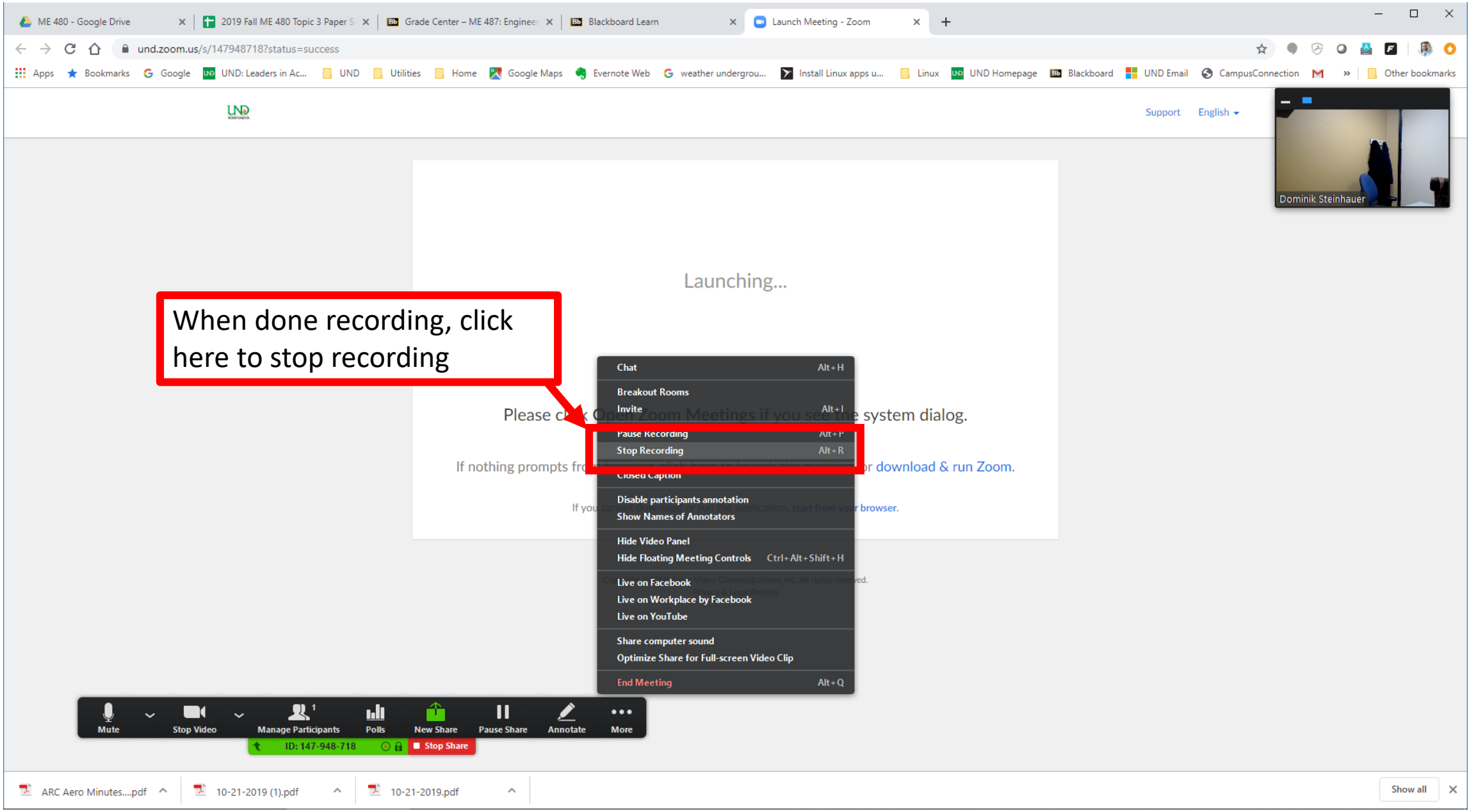
Select which screen you want to share



If you have video clips make sure to check Share Computer Sound

Then click share


ME 480 - Google Drive
2019 Fall ME 480 Topic 3 Paper S
Grade Center – ME 487: Enginee
Blackboard Learn
Launch Meeting - Zoom
und.zoom.us/s/147948718?status=success
Support
English
Dominik Steinhauer
Launching...
Please click Open Zoom Meetings if you see the system di
If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.
If you can't download or run the application, start from your browser.
Chat Alt+H
Breakout Rooms
Invite Alt+I
Record on this Computer Alt+R
Closed Caption
Disable participants annotation
Show Names of Annotators
Hide Video Panel
Hide Floating Meeting Controls Ctrl+Alt+Shift+H
Live on Facebook
Live on Workplace by Facebook
Live on YouTube
Share computer sound
Optimize Share for Full-screen Video Clip
End Meeting Alt+Q
Mute
Stop Video
New Share
Pause Share
Annotate
More
ID: 147-948-718
Stop Share
3rd click on record on this computer.
4th Record your video
1st hover mouse over green bar shown
2nd click on the More button
ARC Aero Minutes....pdf
10-21-2019 (1).pdf
10-21-2019.pdf
Show all


When done recording, click here to stop recording
Launching...
Please click Open Zoom Meetings if you see the system dialog.
Chat Alt+H
Breakout Rooms
Invite Alt+I
Pause Recording Alt+P
Stop Recording Alt+R
Disable participants annotation
Show Names of Annotators
Hide Video Panel
Hide Floating Meeting Controls Ctrl+Alt+Shift+H
Live on Facebook
Live on Workplace by Facebook
Live on YouTube
Share computer sound
Optimize Share for Full-screen Video Clip
End Meeting Alt+Q
Mute
Stop Video
Manage Participants
Polls
New Share
Pause Share
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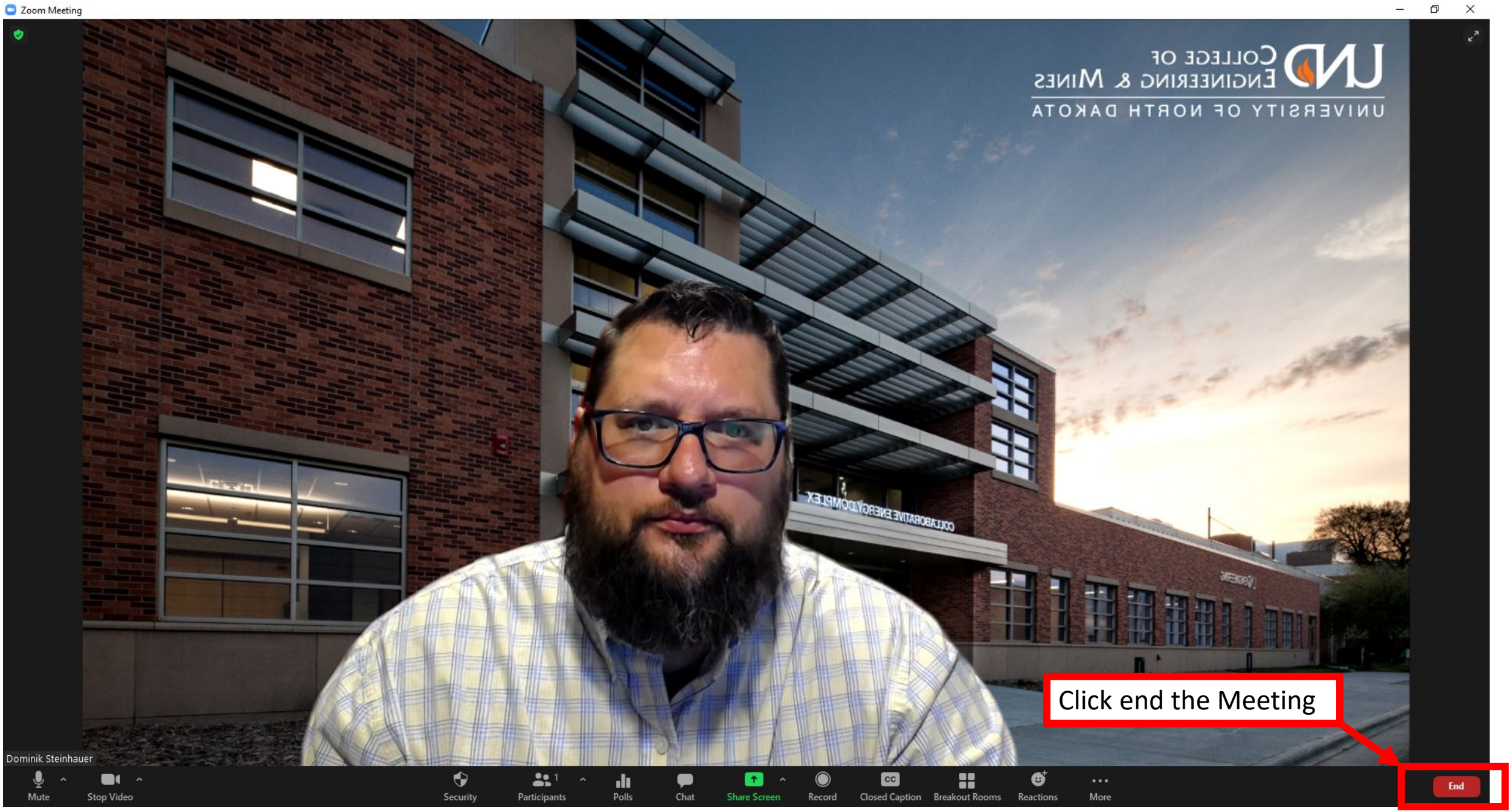
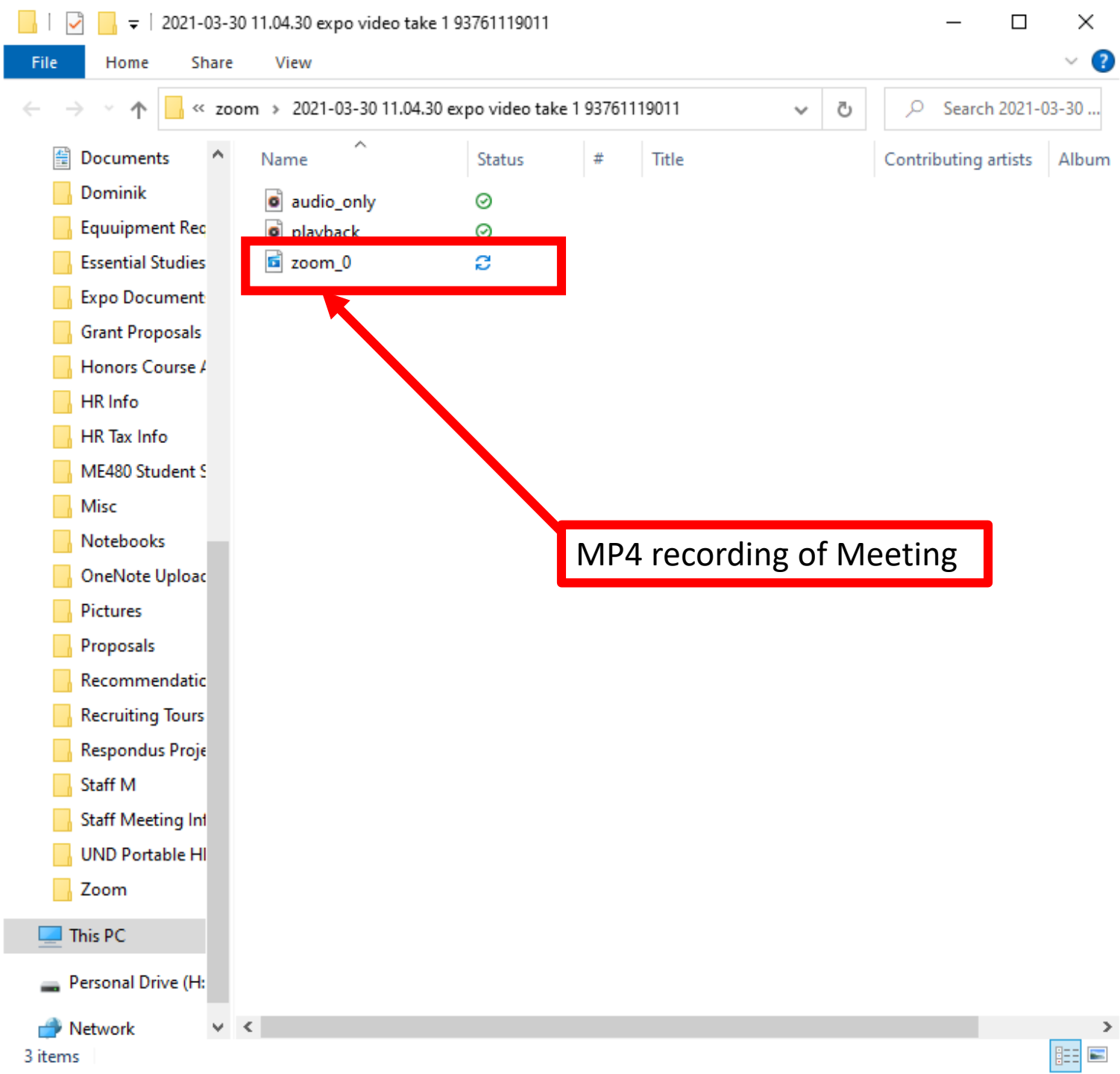
More
ID: 147-948-718
Stop Share
Dominik Steinhauer
Support
English
ARC Aero Minutes....pdf
10-21-2019 (1).pdf
10-21-2019.pdf
Show all


Zoom Meeting
UNIVERSITY OF NORTH DAKOTA
College of Engineering & Mines
Dominik Steinhauer
Mute
Stop Video
Security
Participants
Polls
Chat
Share Screen
Record
Closed Caption
Breakout Rooms
Reactions
More
End
Click end the Meeting

Once the Zoom Meeting is Ended, Zoom will convert the recording into an MP4. (this may take a little while)

When that is done a File Explore Window will open.

Rename the file to something you will remember and copy it into a folder you will be able to find again.

With that you have successfully made a recording with Zoom.

Click on the file and play it back to be sure that you captured everything correctly and it turned out the way you wanted.