

How to record speech using Zoom

If you do not already have the Zoom App



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Download Center

Download for IT Admin ▼

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

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

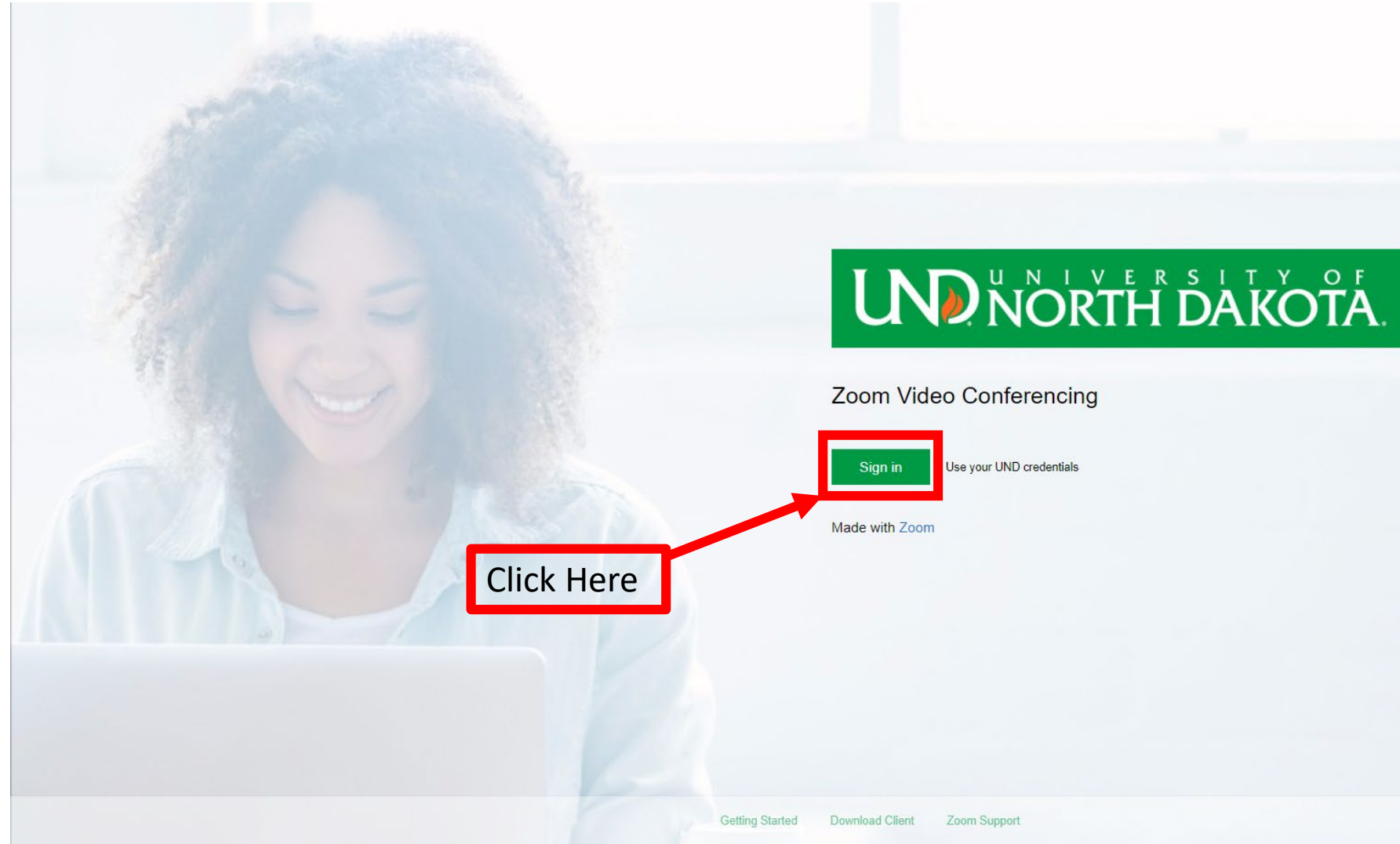
Version 5.6.1 (617) (32-bit)

[Download 64-bit Zoom client](#)

Click Here

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



Please login using your NDUS Account.


Example: John.Smith


Password

Sign in

[Can't Access Your Account?](#)

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

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SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING ▾

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Meetings

Get Training

UpcomingPreviousPersonal RoomMeeting Templates

📅

Start Time


to

End Time

Schedule a Meeting...

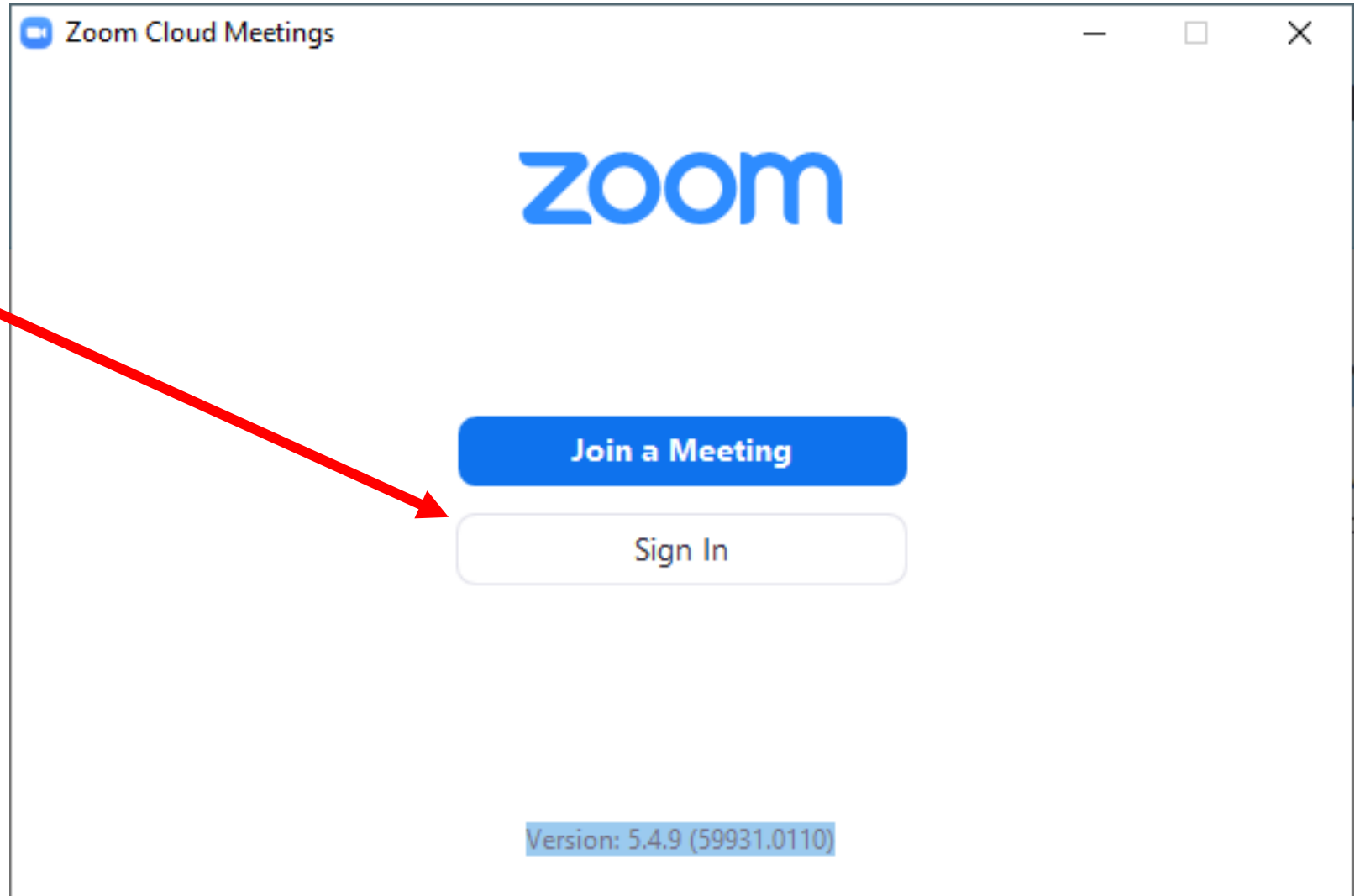
Recurring

Recurring	Dominik Steinhauer's Zoom Meeting ⓘ Meeting ID: 868 493 951
Recurring	Digital Office Hours ⓘ Meeting ID: 346 422 1329
Recurring	ME 488: Engineering Design - 11852-11875 - ... Meeting ID: 958 5286 8679
Recurring	ME 418L - Lecture ⓘ Meeting ID: 947 9031 5891
Recurring	ME 487: Engineering Design - 07453-07483 - ... Meeting ID: 949 3056 7343
Recurring	ME 418L - Live Q & A Sessions ⓘ Meeting ID: 916 4542 0194
Recurring	ME 488: Lecture ⓘ Meeting ID: 920 7799 0895



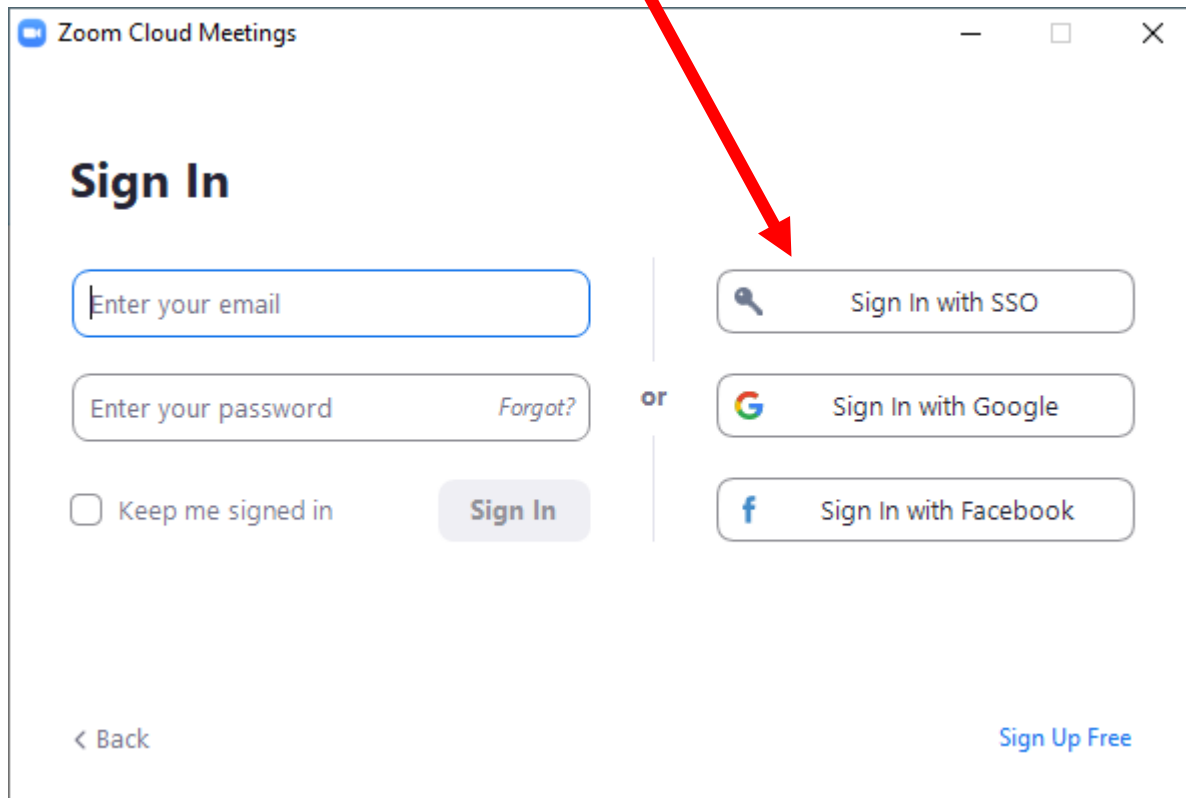
Once Zoom has been installed and you have logged into the Website

1. Open Zoom App
2. Click Sign In



Logging Into Zoom

1. Click on Sign In with SSO



Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

☐ Keep me signed in **Sign In**

or

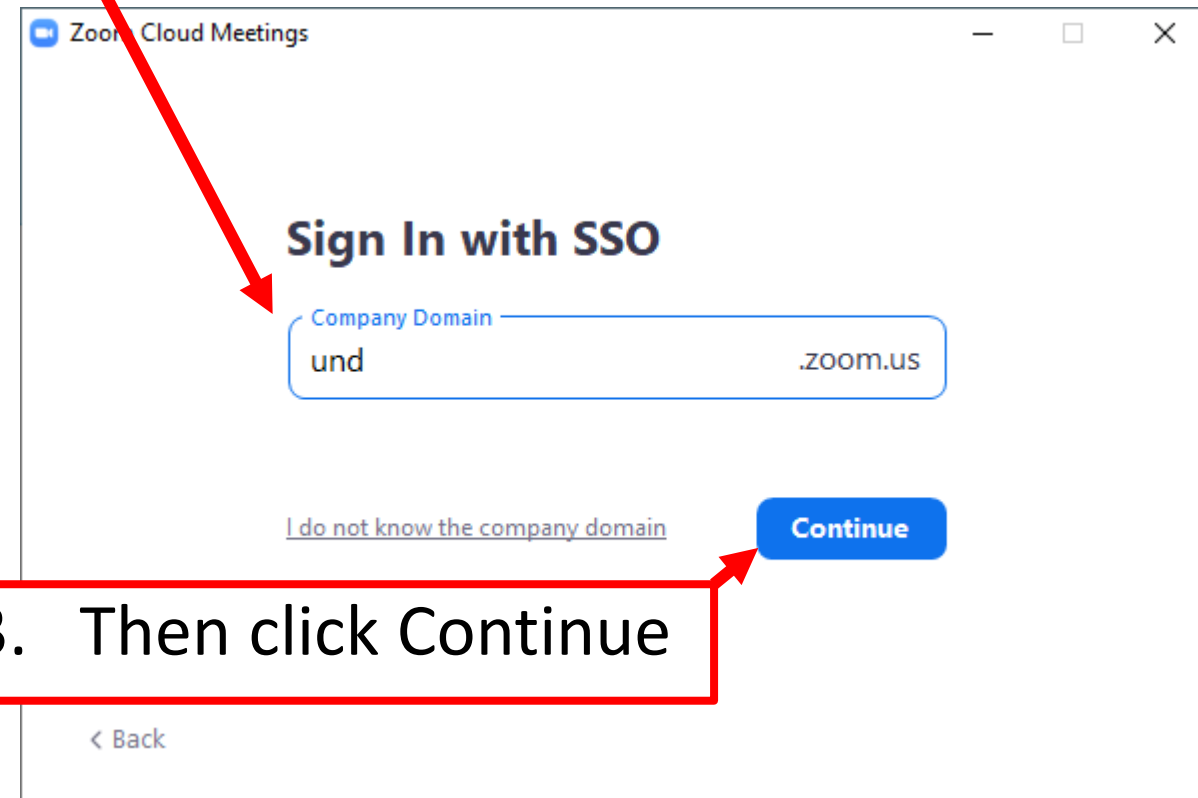
Sign In with SSO

Sign In with Google

Sign In with Facebook

[< Back](#) [Sign Up Free](#)

2. Enter UND as the Company Domain



Sign In with SSO

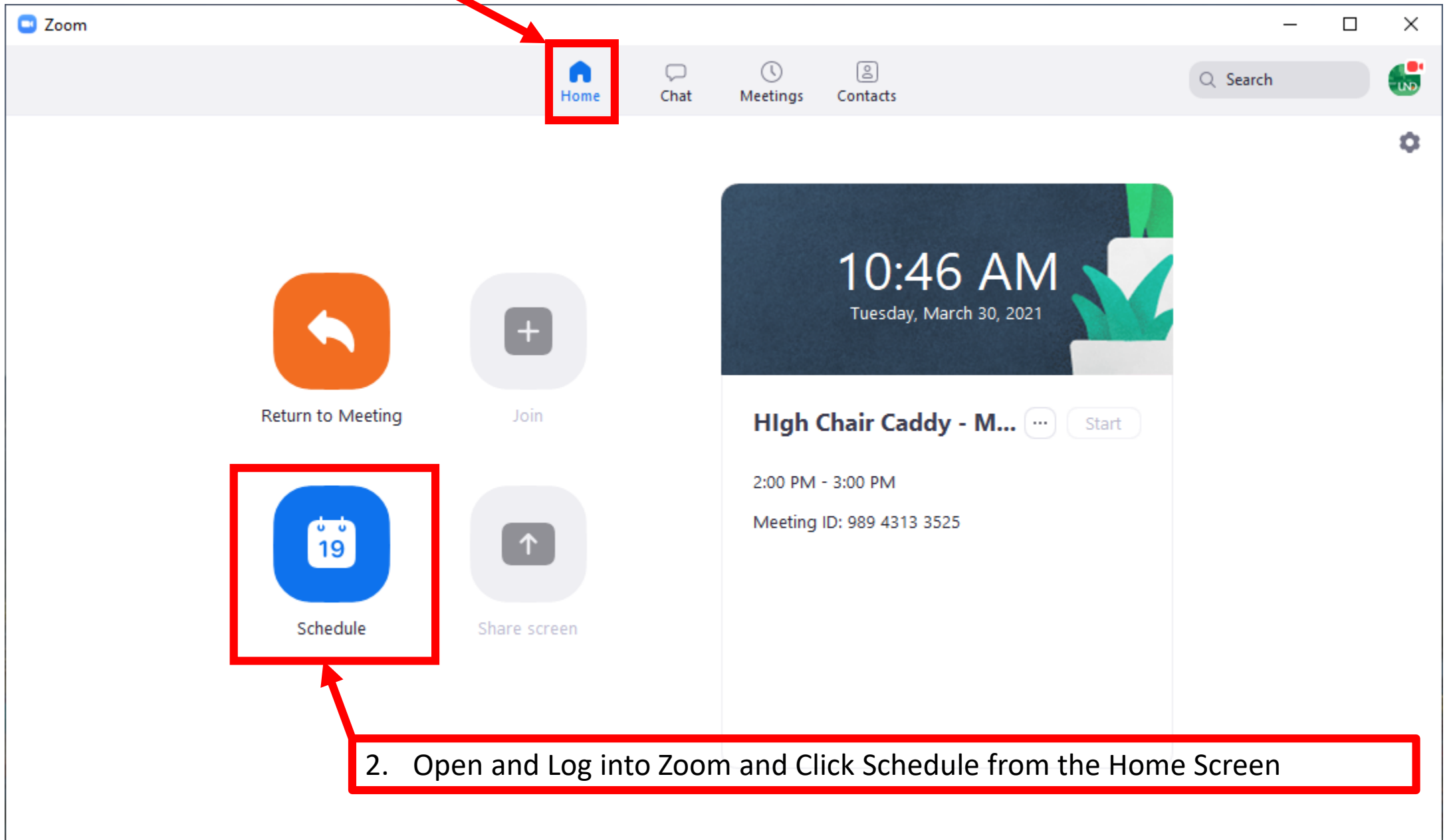
Company Domain .zoom.us

[I do not know the company domain](#) **Continue**

[< Back](#)

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

Schedule meeting

Schedule Meeting

Topic

Expo Video take 1

Start:

Tue March 30, 2021

11:00 AM

Duration:

1 hour

0 minute

☐ Recurring meeting

Time Zone: Central Time (US and Canada)

Meeting ID

☒ Generate Automatically☐ Personal Meeting ID 346 422 1329

Security

☐ Passcode

?

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☐ Only authenticated users can join: Sign in to Zoom

Video

Host: ☒ On ☐ Off

Participants: ☒ On ☐ Off

Audio

☐ Telephone☐ Computer Audio☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☐ Outlook☐ Google Calendar☒ Other Calendars

Save

Cancel

Click Save when done

Close this box



Zoom - Schedule Meeting

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

Dominik Steinhauer is inviting you to a scheduled Zoom meeting.

Topic: Expo Video take 1

Time: Mar 30, 2021 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://und.zoom.us/j/93761119011>

Meeting ID: 937 6111 9011

One tap mobile

+13017158592,,93761119011# US (Washington DC)

+13126266799,,93761119011# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

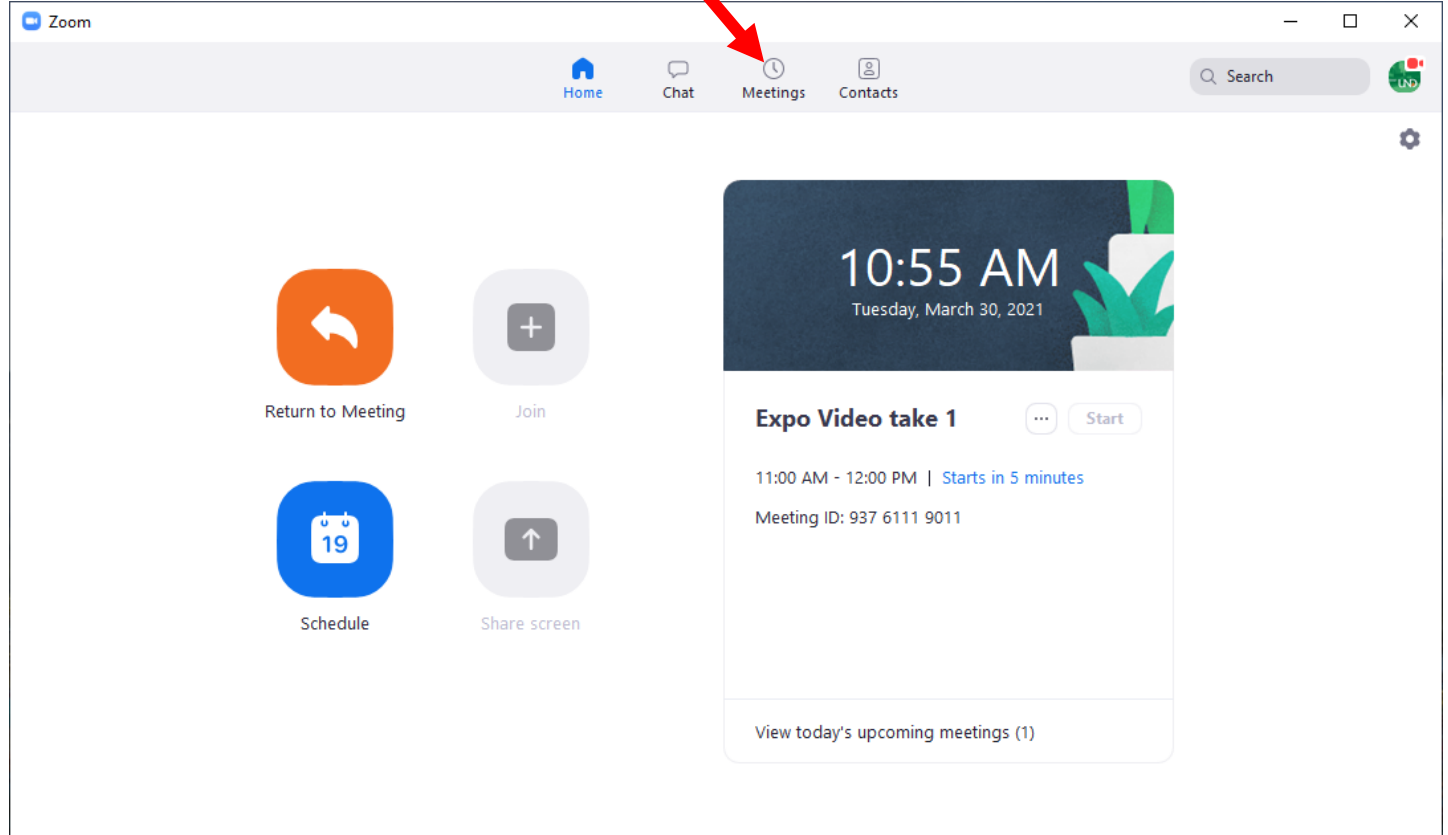
+1 669 900 6833 US (San Jose)

Meeting ID: 937 6111 9011

Open with default calendar (.ics)

Copy to Clipboard

Then click Meeting from Home Screen



Click on the meeting

The screenshot shows the Zoom web application interface. At the top, there's a navigation bar with icons for Home, Chat, Meetings, and Contacts, along with a search bar and a user profile icon. Below this, the left sidebar displays a list of meetings under the 'Upcoming' tab. The first meeting, 'Expo Video take 1', is highlighted in blue. Below it are two other meetings: 'Hlgh Chair Caddy - ME 487/488 Project' and 'Digital Office Hours'. Further down, under the 'Recurring meeting' section, are 'Dominik Steinhauer's Zoom Meeting' and 'MF 418I - Lecture'. The right pane shows the details for the selected 'Expo Video take 1' meeting, including its time (11:00 AM - 12:00 PM), meeting ID (937 6111 9011), and a row of action buttons: 'Start', 'Copy Invitation', 'Edit', 'Delete', and 'Join from a Room'. A red box highlights the 'Start' button, with an arrow pointing to it from a text box that says 'Then click Start'.

Zoom

Home Chat Meetings Contacts

Search

Upcoming Recorded

Expo Video take 1
11:00 AM-12:00 PM
Meeting ID: 937 6111 9011

Hlgh 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

MF 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

Join with Computer Audio

Test speaker and microphone



Automatically join audio by computer when joining a meeting

Be sure that your mic
is not muted, and
your video is on

Click share

Dominik Steinhauer



Mute



Stop Video



Invite



Manage Participants



Polls



Share



Chat



Record



Closed Caption



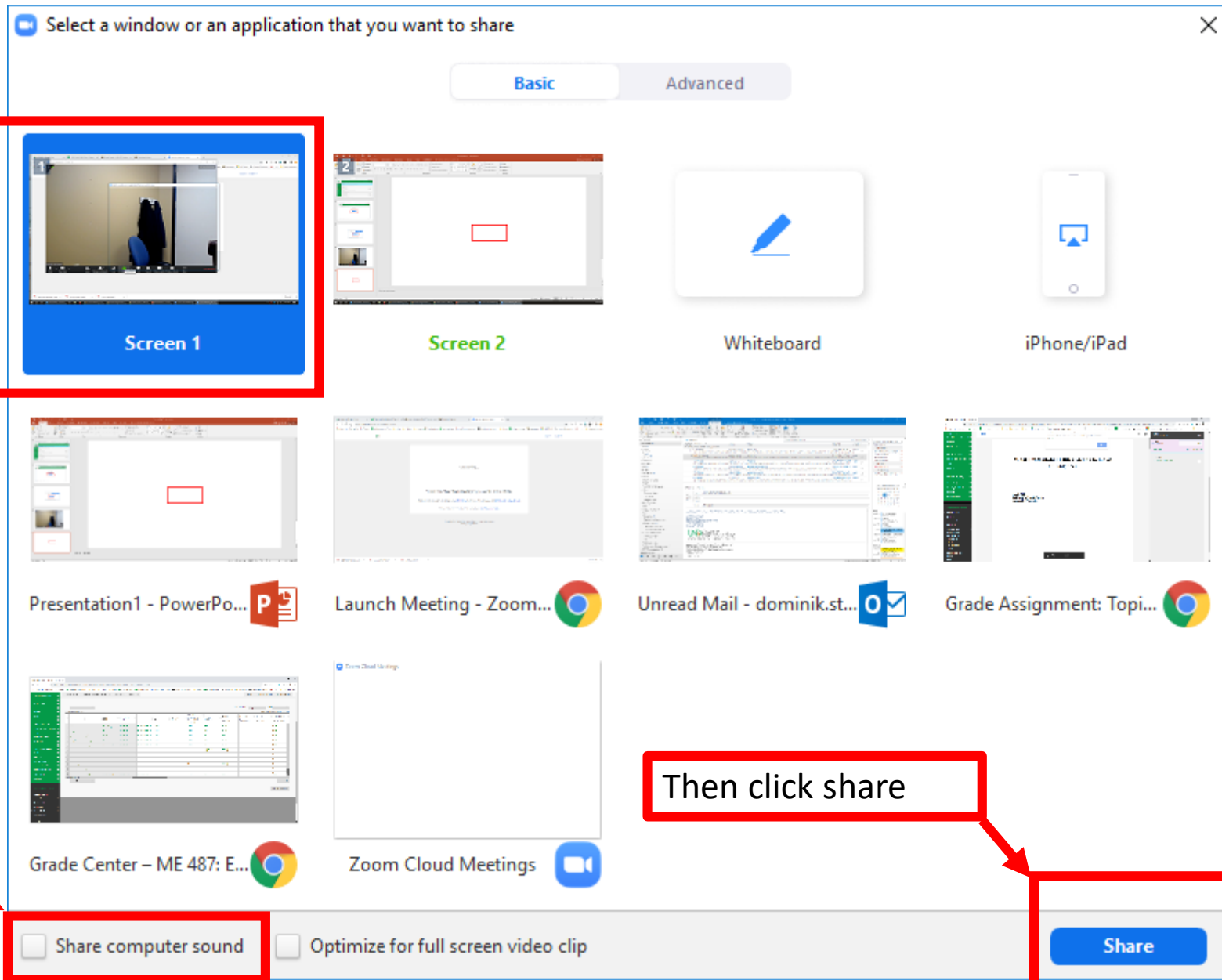
Breakout Rooms



More

End Meeting

Select which screen you want to share

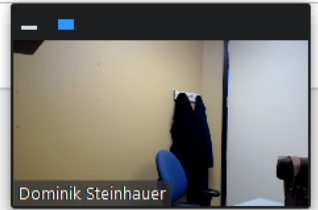


If you have video clips make sure to check Share Computer Sound

Then click share



Support English



Launching...

Please click on the Zoom Meetings icon in your system tray.

If nothing prompts from your browser, click here to launch the meeting, or download & run Zoom.

If you can't find the Zoom Meetings icon in your system tray, click here to download the Zoom application, start from your browser.

- Chat Alt+H
- Breakout Rooms
- Invite Alt+I
- Record on this Computer Alt+R**
- Record to the Cloud
- 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

1st hover mouse over green bar shown

2nd click on the More button

3rd click on record on this computer.

4th Record your video

Mute Stop Video **ID: 147-948-718** Stop Share New Share Pause Share Annotate More

ME 480 - Google Drive | 2019 Fall ME 480 Topic 3 Paper S... | Grade Center - ME 487: Engineer... | Blackboard Learn | Launch Meeting - Zoom

und.zoom.us/j/147948718?status=success

Support English

Launching...

When done recording, click here to stop recording

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from the system, you may need to download & run Zoom.

If you cannot find the application, start from your browser.

Chat Alt + H

Breakout Rooms

Invite Alt + I

Pause Recording Alt + P

Stop Recording 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

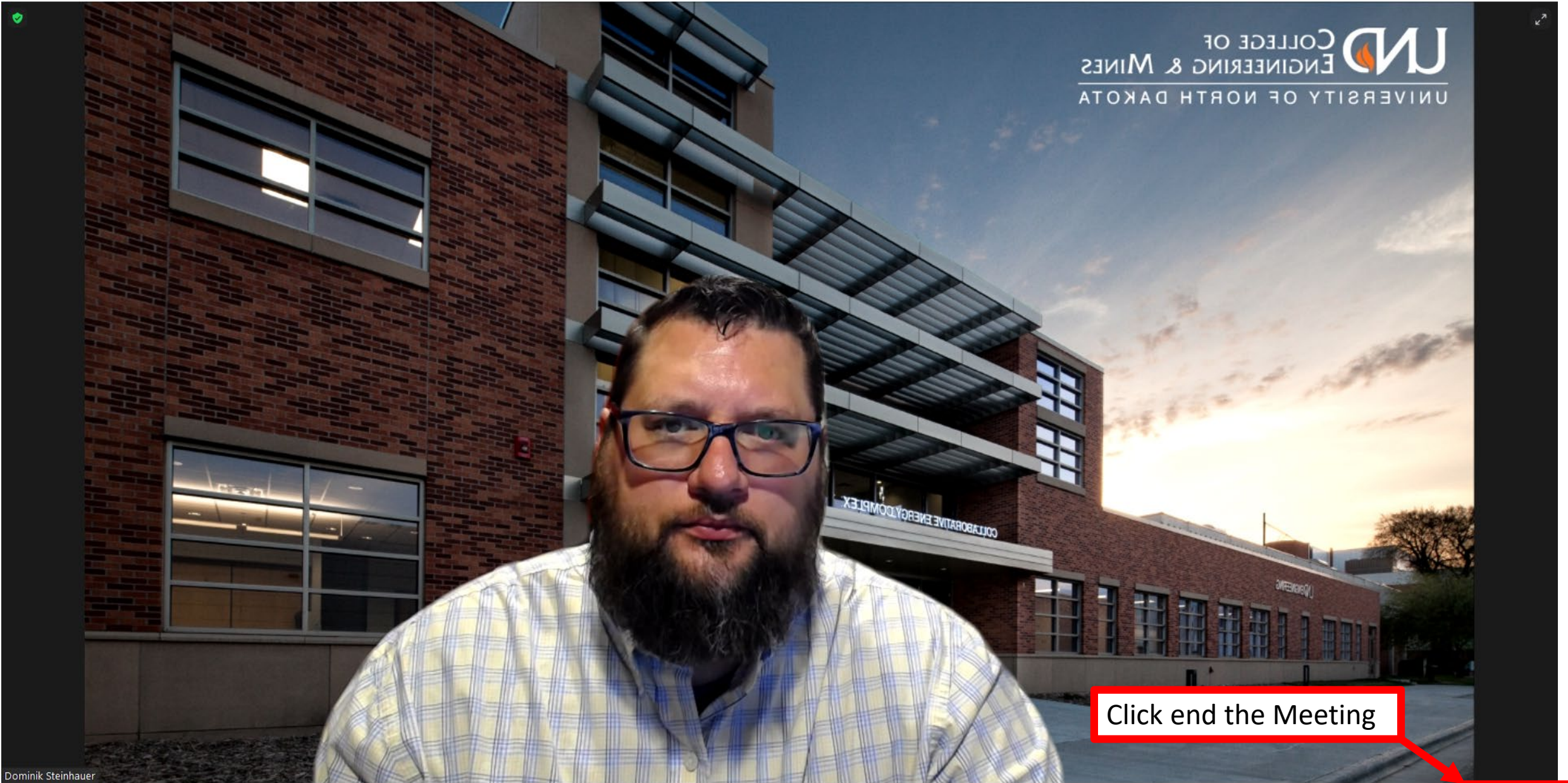
Optimize Share for Full-screen Video Clip

End Meeting Alt + Q

Mute Stop Video Manage Participants Polls New Share Pause Share Annotate More

ID: 147-948-718 Stop Share

ARC Aero Minutes....pdf 10-21-2019 (1).pdf 10-21-2019.pdf Show all



Dominik Steinhauer

Click end the Meeting

End

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.

