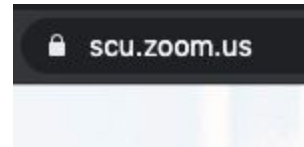


Using Zoom to Record Your Screen

Zoom is a web-based video conferencing program that also works well as a screen-capture tool for recording lectures.

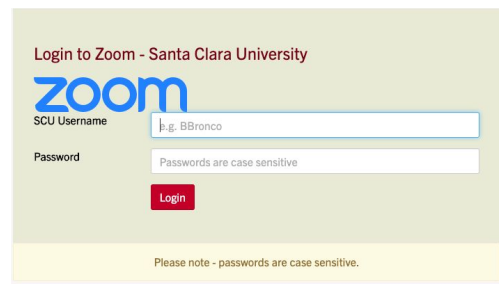
1.) To begin, type **scu.zoom.us** into your web browser



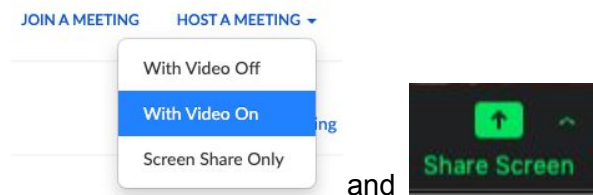
2.) Click **Sign In** in the upper right-hand corner



3.) Log in with your **Santa Clara University** username and password, the same you use to access Gmail and Camino.

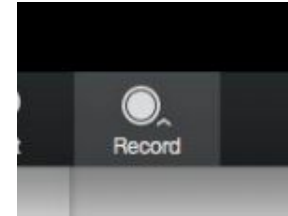


4.) Choose Host a Meeting With Video On and the select **Screen Share**



Note: You will need to download the Zoom program to your device. If you don't have it, the website will prompt you to download it. People you conference with do NOT need it.

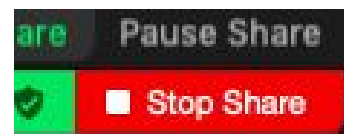
5.) Click **record** and select Record to this Computer when you are ready



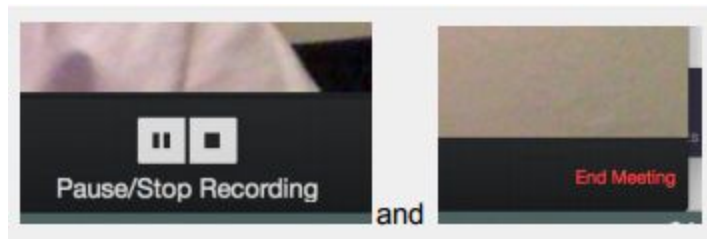
6.) Record your voice and screen and use the annotation tools as needed



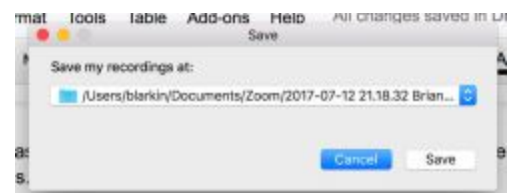
7.) Click **Stop Share** on your screen when you are finished



8.) **Stop** the recording and End Meeting when you are happy with it



9.) Choose where you want Zoom to save your recording



10.) The .mp4 file is the video and the .m4a file is the audio only recording.

