# How to record your screen with Zoom
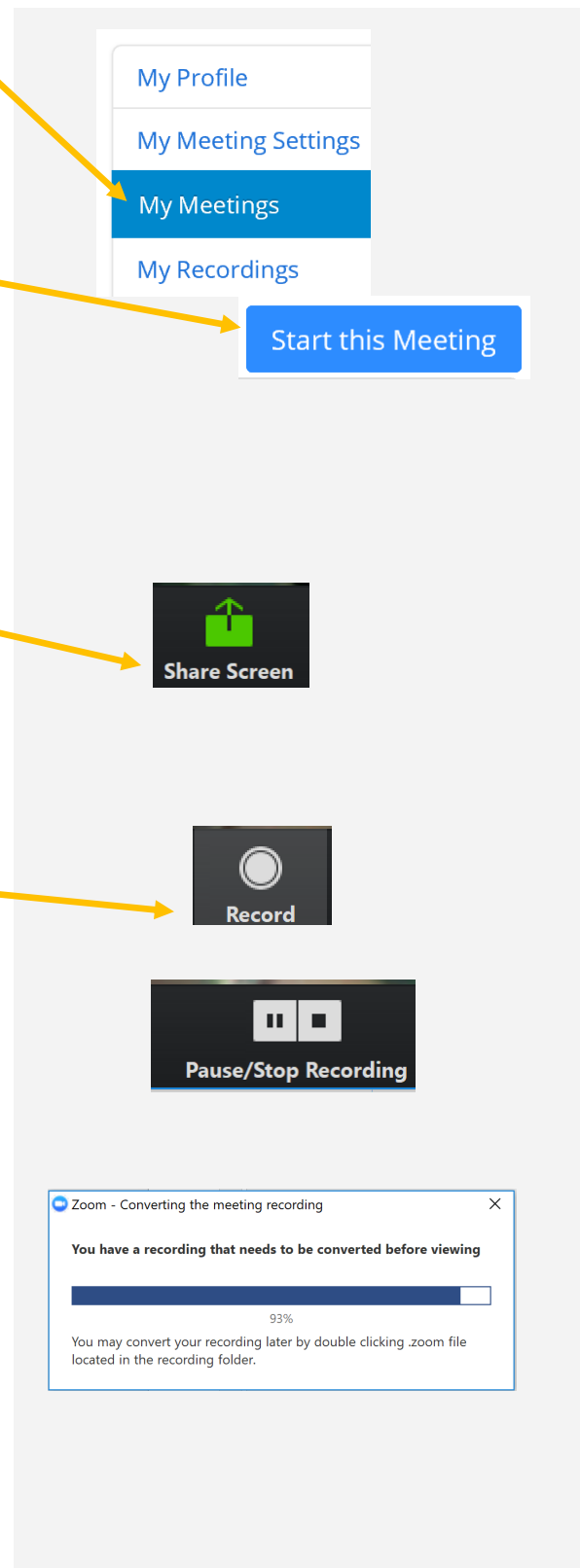
1. Log into your Zoom account, and go to "My Meetings"

2. Get into any meeting room, because you simply want to record the session. "Start" the meeting.

3. When in the meeting, if you'd like to go over a certain document or something on your computer, set up your screen to display what you'd like to capture.

4. You will do this by selecting the "Share Screen" Option on the bottom of the Zoom window. Select the screen you'd like to share on the recording.

5. Then press the "Record" option on the bottom of the Zoom window.

6. Go over what you'd like to cover with students, then use your Recording controls to stop the recording.

7. You can now "End Meeting".

8. Your recording will immediately be converted and saved to your computer. The "Save" box should pop up to show you where the recording is being saved.

9. You'll want to utilize the MP4 version.

10. You can send me any finished copy and I can have it captioned for you. :)

My Profile

My Meeting Settings

**My Meetings**

My Recordings

Start this Meeting

Share Screen

Record

Pause/Stop Recording

Zoom - Converting the meeting recording ✕

**You have a recording that needs to be converted before viewing**

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You may convert your recording later by double clicking .zoom file located in the recording folder.

## Distance Education
*Going the Distance for our students!*

| Name | Date modified | Type | Size |
|---|---|---|---|
| audio_only | 2/26/2018 8:48 AM | M4A File | 853 KB |
| double_click_to_convert_01 | 2/26/2018 8:47 AM | Zoom Recording File | 21,163 KB |
| double_click_to_convert_02 | 2/26/2018 8:47 AM | Zoom Recording File | 3 KB |
| playback | 2/26/2018 8:48 AM | M3U File | 1 KB |
| xcode_error | 2/26/2018 8:48 AM | Text Document | 1 KB |
| zoom_0 | 2/26/2018 8:48 AM | MP4 File | 853 KB |