## Sign-In to Zoom Account

- 1. Go to wilmu.zoom.us
- 2. Click 'Sign In'



3. Log in with your WilmU credentials

## Schedule a New Meeting

4. Navigate to the "Meetings" tab and click "Schedule a Meeting"

<b>2000</b> 1.888.799.9666 SALES	PLANS	JOIN A MEETING	HOST A MEETING $\bullet$	A
Important Notice: On November 16, Google changed	their default video conferencing settings. Reset Zoom as your default meeting option with just one click. It's simple! For more information read our support article here.			×
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Settings ADMIN				
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> Advanced				
Attend Live Training				
Video Tutorials Knowledge Base				
	Save time by scheduling your meetings directly from your calendar.			

5. Create the scheduled meeting and customize the settings for the date, time, and duration.

## Start the Zoom Meeting & Record

- At the scheduled date and time, sign-in to wilmu.zoom.us and hover over the scheduled meeting.
- 7. Click "Start" to begin the meeting.

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ADMIN Dashboard	Meeting ID: 962.4576 5395				
<ul> <li>&gt; User Management</li> <li>&gt; Room Management</li> </ul>					l
<ul> <li>Account Management</li> <li>Advanced</li> </ul>					
Attend Live Training Video Tutorials					
Knowledge Base				D	

8. After the meeting has begun, click the "Record" button on the bottom panel to record both video and audio of the meeting.

😑 Zoom Meeting				– 0 ×
0	Unmute my audio with (Alt	Talking: +A) or press and hold the SPACE key to tempora	rily unmute.	
	Meeting Topic:	Test Meeting		
	Host:			
	Passcode:			
	Invite Link:			
		Copy Link		
	Participant ID:			
c	Join Audio	Share Screen	Invite Others	
Unmute Start Video	Security Participants	Polis Chat Share Screen Record	CC Based Caption Breakout Rooms	End

## Locate your Zoom Recording & Download the Transcript

9. At the conclusion of the meeting, select "End". You will receive e-mail notification when your recording is accessible. Note: Audio transcripts can take longer to process. You will

receive a separate e-mail when the transcription is complete.

10. To view and download your recording, go to wilmu.zoom.us. Click on the 'Recordings' tab.

PERSONAL
Profile
Meetings
Webinars
Recordings

11. Search for the recording that you need to download.

From mm/dd/yyyy		To 08/06/2020	All Status	\$
Search by ID	• Q		Search	Export

12. Click on the title of the Zoom meeting recording (highlighted in blue). Here you will find3 different files to download: Shared screen with speaker view, Audio only, and Audio transcript.

Cloud recordings will be deleted automatically after they have been stor	red for 120 days.				
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Test Meeting	962 4576 5395	Nov 23, 2020 03:43 PM	3 Files (565 KB)	120 days	Share More -
Gabrielle Gaul's Zoom Meeting	960 7911 1500	Nov 15, 2020 12:07 PM	3 Files (28 MB)	112 days	Share More 🗸
SANDBOX 253	940 1288 0278	Nov 4, 2020 02:22 PM	3 Files (464 KB)	101 days	Share More -

13. To edit the audio transcript in the video, click on the arrow or play button in the box next to the recording.



14. Select the arrow or play button in the lower left-hand corner to begin playing the recording. The audio transcript will present on the right-hand side of the screen. Select the "pencil" tool to edit the transcript. When editing the audio transcript, be sure to select the check mark to save any changes made.



15. After editing the transcript, return to the meeting recording to download the transcript. Highlight over "Audio Transcript" and select the arrow symbol to download. The file will download as a .vtt file. Select the "Notepad" application (or another compatible program) to download and open the file.

My Recordings > Test Meeting			
Test Meeting Nov 23, 2020 03:43 PM Eastern Time (US and Canada) ID: 962 4576 5395			✦ Share
This recording will be deleted automatically in 120 days. Disable auto-delete			
0 total views • 2 total downloads Recording Analytics			
Recording 1 3 files 565 KB Download (3 files) Copy shareable link	1		
Shared screen with speaker view	-		304 KB
n Audio only	•		261 KB
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16. Your audio transcript will now open using the "Notepad", here you can copy and paste the transcript details into another file (Microsoft Word, PowerPoint, etc.) or you can edit the transcript details. Note: if your transcript does not automatically download, navigate to your browser's "Downloads" folder to retrieve it.