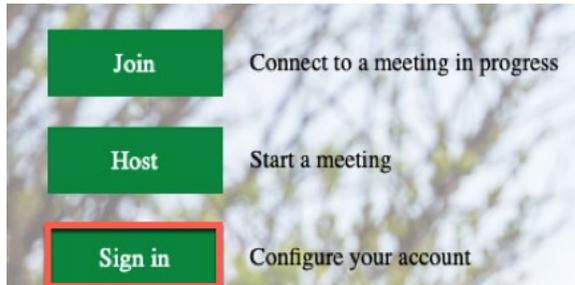


Sign-In to Zoom Account

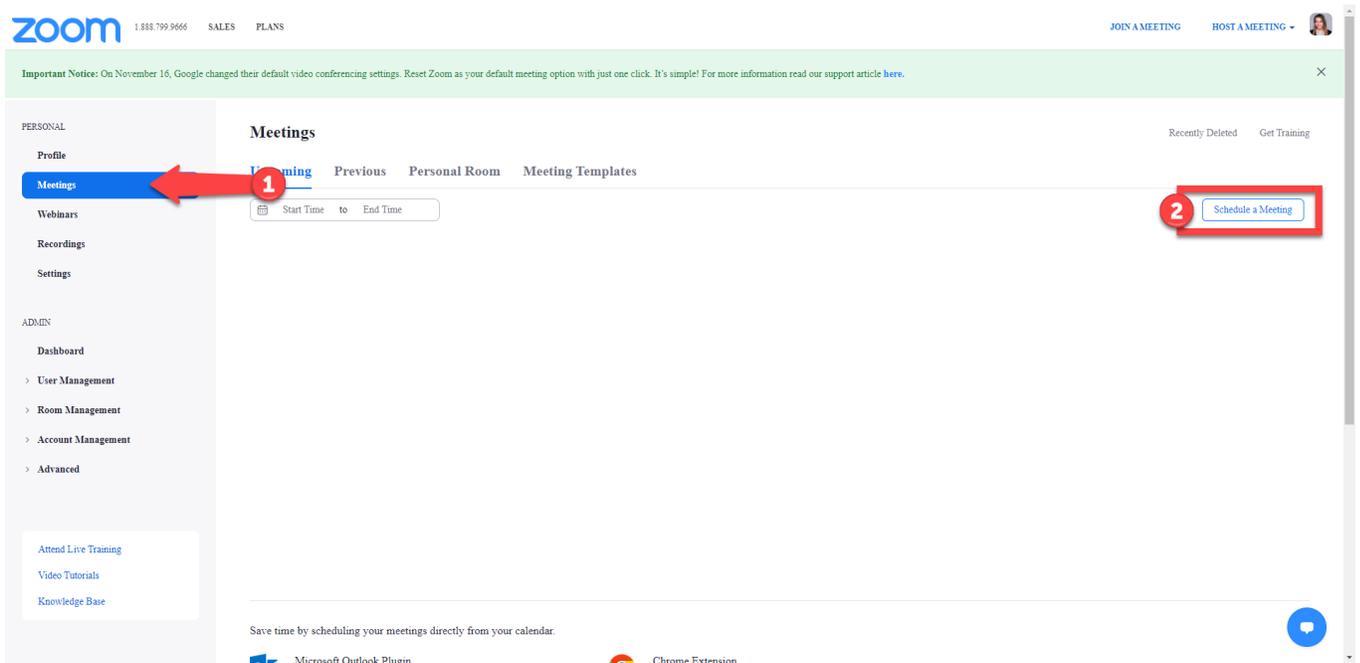
1. Go to wilmu.zoom.us
2. Click 'Sign In'



3. Log in with your WilmU credentials

Schedule a New Meeting

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



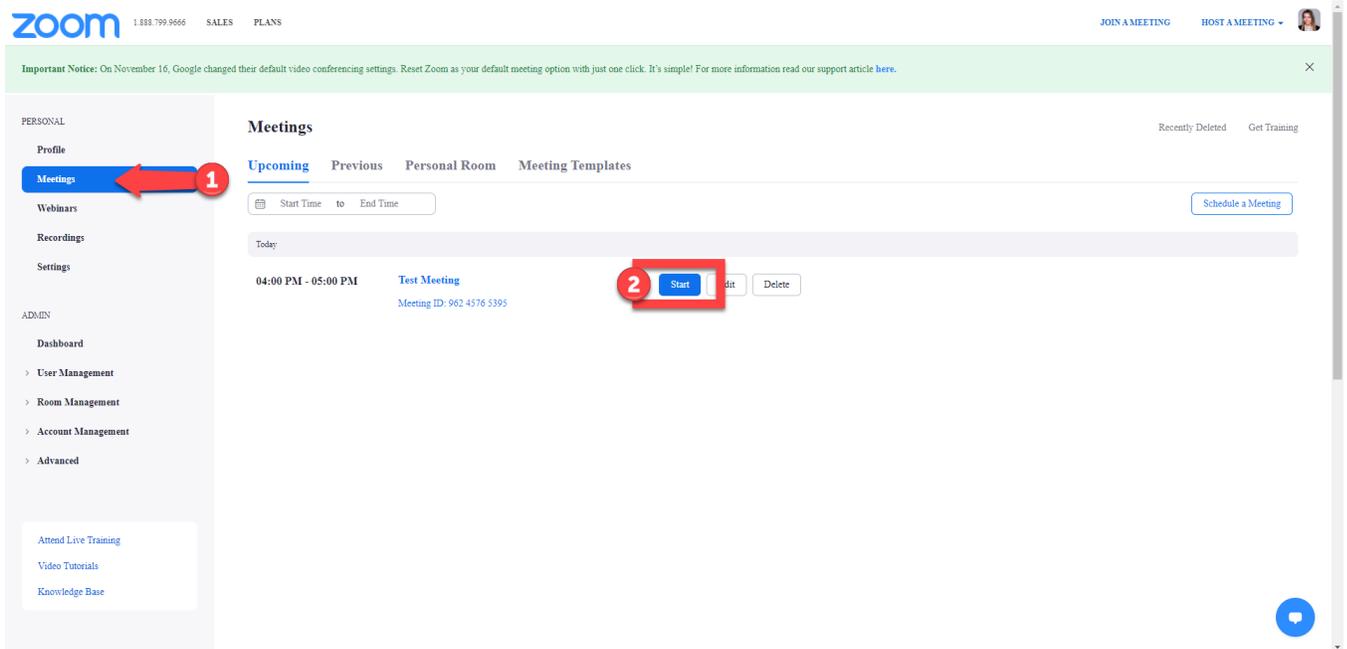
5. Create the scheduled meeting and customize the settings for the date, time, and duration.

Start the Zoom Meeting & Record

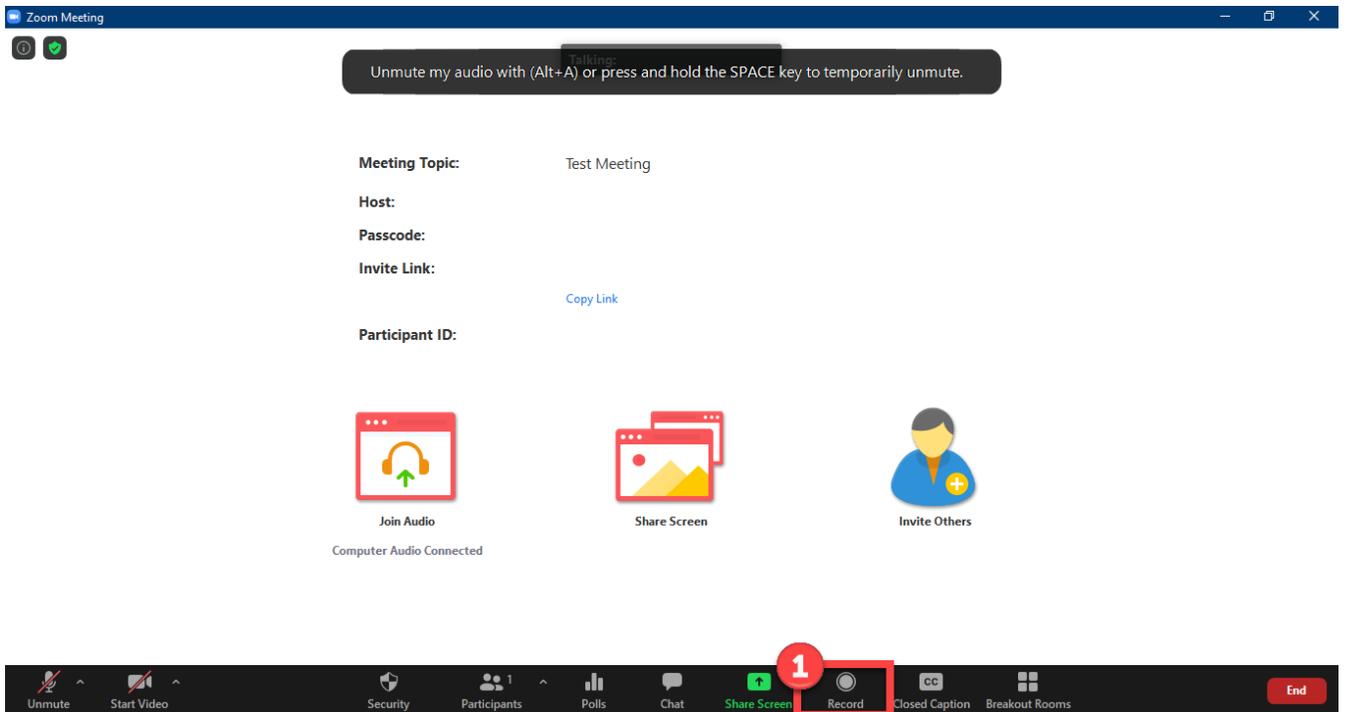
6. At the scheduled date and time, sign-in to wilmu.zoom.us and hover over the scheduled

meeting.

7. Click "Start" to begin the meeting.

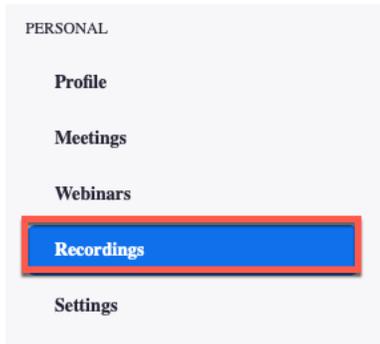


8. After the meeting has begun, click the "Record" button on the bottom panel to record both video and audio of the meeting.



Locate your Zoom Recording & Download the Transcript

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



- Search for the recording that you need to download.

From To All Status

Search by ID

- Click on the title of the Zoom meeting recording (highlighted in blue). Here you will find 3 different files to download: Shared screen with speaker view, Audio only, and Audio transcript.

Cloud recordings will be deleted automatically after they have been stored for 120 days.

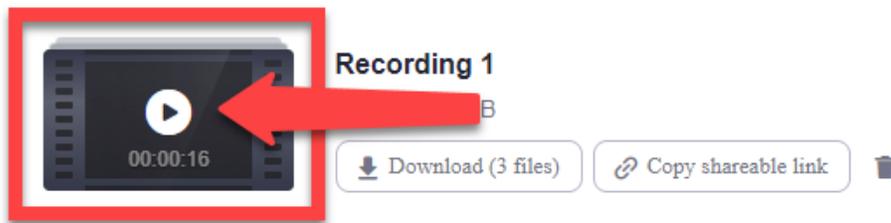
From To All Status

Search by ID

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In	
<input type="checkbox"/>	Test Meeting	962 4576 5395	Nov 23, 2020 03:43 PM	3 Files (565 KB)	120 days	<input type="button" value="Share..."/> <input type="button" value="More ▾"/>
<input type="checkbox"/>	Gabrielle Gaul's Zoom Meeting	960 7911 1500	Nov 15, 2020 12:07 PM	3 Files (28 MB)	112 days	<input type="button" value="Share..."/> <input type="button" value="More ▾"/>
<input type="checkbox"/>	SANDBOX.253	940 1288 0278	Nov 4, 2020 02:22 PM	3 Files (464 KB)	101 days	<input type="button" value="Share..."/> <input type="button" value="More ▾"/>

A red circle with the number '1' and a red arrow points to the 'Test Meeting' title in the table.

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

This recording will be deleted automatically in 120 days. [Disable auto-delete](#)

0 total views • 2 total downloads [Recording Analytics](#)

 Share



Recording 1

3 files 565 KB

 Download (3 files)

 Copy shareable link



 Shared screen with speaker view

304 KB

 Audio only

261 KB

 Audio transcript



0 views this month

134 B

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.