Sign-In to Zoom Account

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



Schedule a New Meeting

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

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|---|--|----------------|----------------------|------|
| Important Notice: On November 16, Google chan | ged 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. | | | × |
| PERSONAL | Meetings | Recent | ly Deleted Get Train | iing |
| Profile Meetings | 1 Previous Personal Room Meeting Templates | | | _ |
| Webinars Recordings | 📅 Start Time to End Time | 2 | Schedule a Meeting | |
| Settings | | | | |
| ADMIN | | | | |
| Dashboard > User Management | | | | |
| Room Management Account Management | | | | - 1 |
| > Advanced | | | | |
| | | | | |
| Attend Live Training Video Tutorials | | | | |
| Knowledge Base | Save time by scheduling your meetings directly from your calendar. | | | |
| | Microsoft Outlook Pluein Chrome Extension | | | |

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.

| ZOOM 1.888.799.9666 | SALES | PLANS | JOIN A MEETING | HOST A MEETING | - 🔊 |
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| Important Notice: On November 16, Go | ogle 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. | | | × |
| PERSONAL Profile Meetings Webinars Recordings Settings | 1 | Meetings Upcoming Previous Personal Room Meeting Templates Image: Start Time to Today | Recent | dy Deleted Get Traii | |
| ADMIN Dashboard > User Management > Room Management | | 04:00 PM - 05:00 PM Test Meeting Meeting ID: 962 4576 5395 | | | |
| > Account Management > Advanced | | | | | |
| Attend Live Training Video Tutorials Knowledge Base | | | | (| 0 |

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 | | Talkina: | | |
| | Unmute my audio with (Alt | r+A) or press and hold the SPACE key to tempora | irily unmute. | |
| | | | | |
| | Meeting Topic: | Test Meeting | | |
| | Host: | | | |
| | Passcode: | | | |
| | Invite Link: | | | |
| | | Copy Link | | |
| | Participant ID: | | | |
| | | | | |
| | | | 2 | |
| | Join Audio | Share Screen | Invite Others | |
| Co | omputer Audio Connected | | | |
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| | | | | |
| % ~ % ~ | f 2 1 A | | | |
| کی میں کی Unmute Start Video | Security Participants | Polls Chat Share Screen Record | CC Closed Caption Breakout Rooms | End |

Locate your Zoom Recording

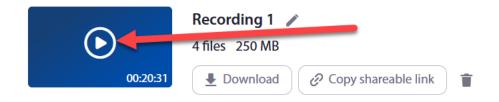
- 9. At the conclusion of the meeting, select "End". You will receive e-mail notification when your recording is accessible. Note: Audio transcripts can take longer to process. You will receive a separate e-mail when the transcription is complete.
- 10. To view and trim the length of your recording, go to wilmu.zoom.us. Click on the 'Recordings' tab.

| PERSONAL | |
|------------|--|
| Profile | |
| Meetings | |
| Webinars | |
| Recordings | |
| Settings | |

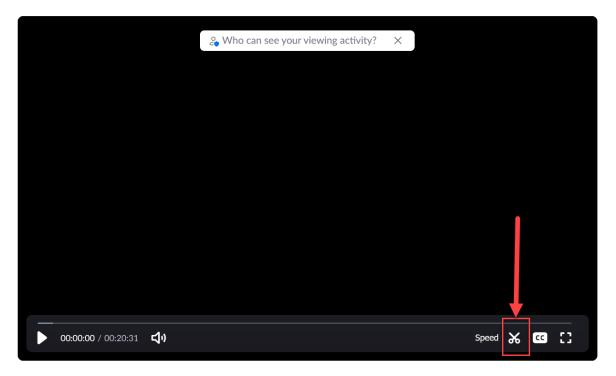
11. Search for the recording that you need to download. Select "Advanced Search" to filter by date.

| Clo | ud Recordings Lo | ocal Recordings | | <u> </u> | Trash (3) 🕐 |
|------|-------------------------------|--------------------------------|--------------------------------|-----------------|-------------|
| Clou | ud recordings will be deleted | d automatically after they hav | ve been stored for 120 day(s). | | |
| QS | earch by topic or Meeting I | D Rearch | text in audio transcript | Advanced Search | ^ |
| From | mm/dd/yyyy To | o mm/dd/yyyy | All Status v Search | | |
| | Торіс | ID | Start Time | File Size | |
| | Zoom Training Review - | | Jan 13, 2022 09:02 AM | 4 Files(250 MB | Share |
| | Gigi Gaul's Zoom Meeting | I | Nov 9, 2021 12:06 PM | 3 Files(103 MB | Share |
| | New Year; New VoiceThrea | ad! | Jan 6, 2021 11:48 AM | 4 Files(148 MB | Share |

12. Click on the title of the Zoom meeting recording. To edit the playback range or trim the Zoom recording, click on the arrow or play button in the box next to the recording.



13. Select the scissor icon in the lower right-hand corner to edit the playback time of the recording. When setting the playback range, viewers will be able to watch the recording only within the set playback range. This will not affect the original recording. If you enable downloads, viewers will have access to the full-length recording and all relevant files, including audio transcripts, chat, and subtitles.



14. Toggle with the arrow icons to set the playback range of the recording from start to finish. Click "save" to save the recording. If you need to edit a portion of the recording

that is not adjustable within the playback range, please contact the Multimedia Department at <u>multimedia@wilmu.edu</u>.

| Playback Range (00:00:00 - 00:20:31) 🕡 | | < ; |
|--|--|-------|
| | Playback Range (00:00:00 - 00:20:31) 🕡 | |

15. Navigate back to the recording information page to copy a shareable link or navigate to Canvas to publish the trimmed recording.