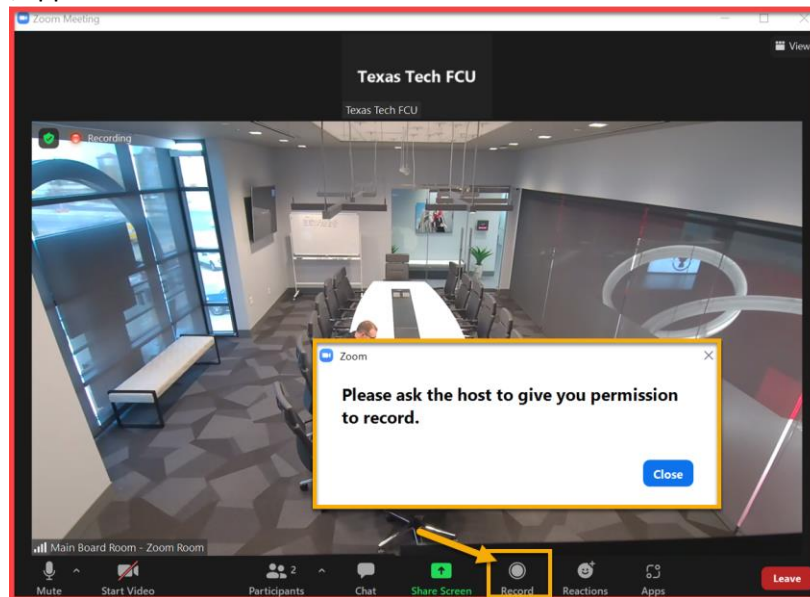


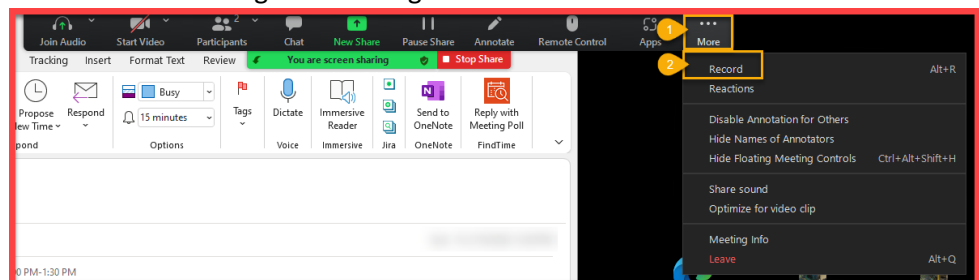
*** Instructions are assumed a zoom meeting has already been created***

1. Remote/non-host participant requesting to record

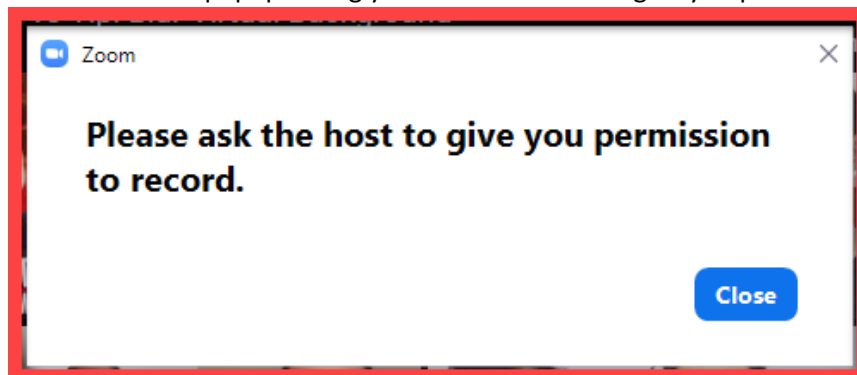
- a. Remote/non-host participant needs to click the record button using either browser/app or from the URL: share.zoom.us:
 - i. Browser/app



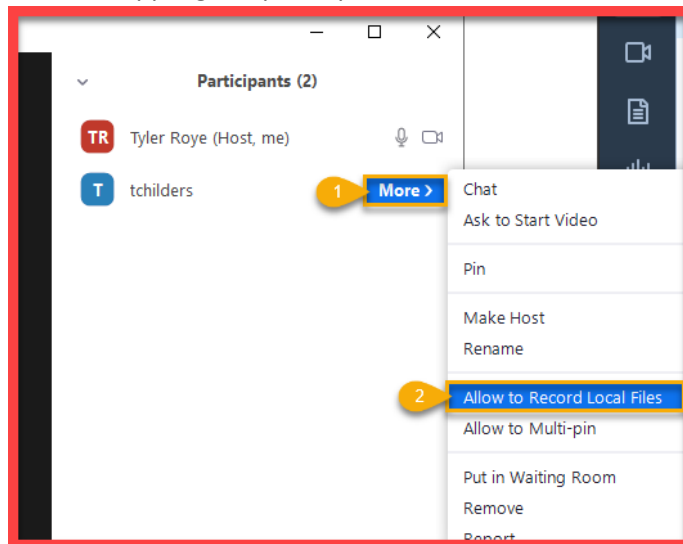
- ii. The URL: share.zoom.us using the Meeting ID and Passcode that is within the zoom invite:



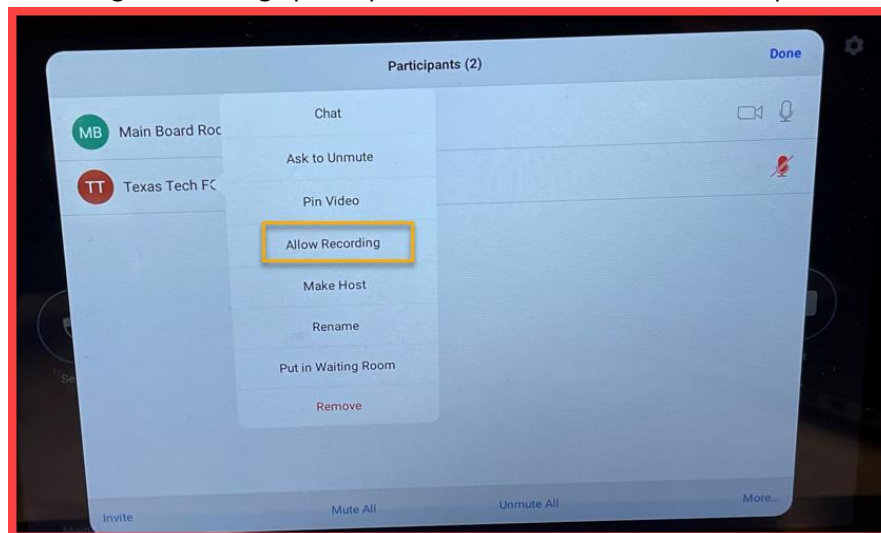
- b. Both options will have a popup asking you to tell the host to give you permission to record:



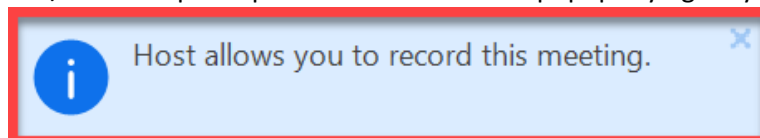
- c. The host will need to approve the user to record from the browser/app or tablet:
- i. Browser/App – go to participants and click on “More” and then “Allow to Record Local Files”:



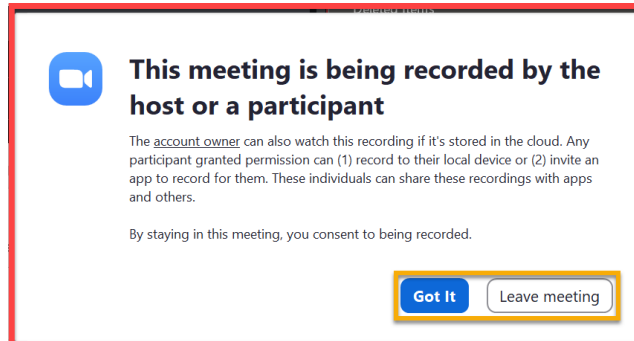
- ii. Tablet – go to “manage participants” on the home screen and tap on whom you want to record:



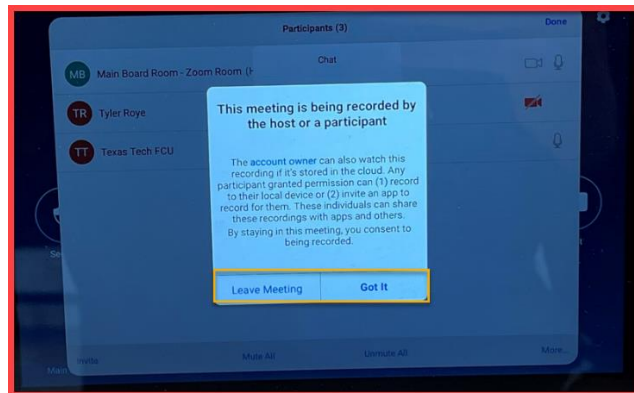
- d. The remote/non-host participant will then receive a popup saying they can record the meeting:



- e. Once the participant hits record, everyone will get a popup saying that the meeting is being recorded:

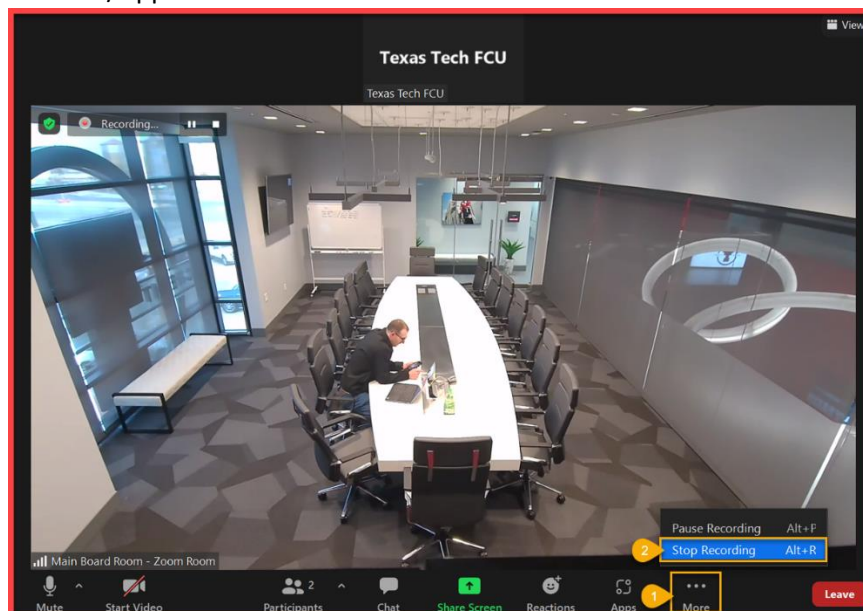


- i. The popup will be on the tablet as well:

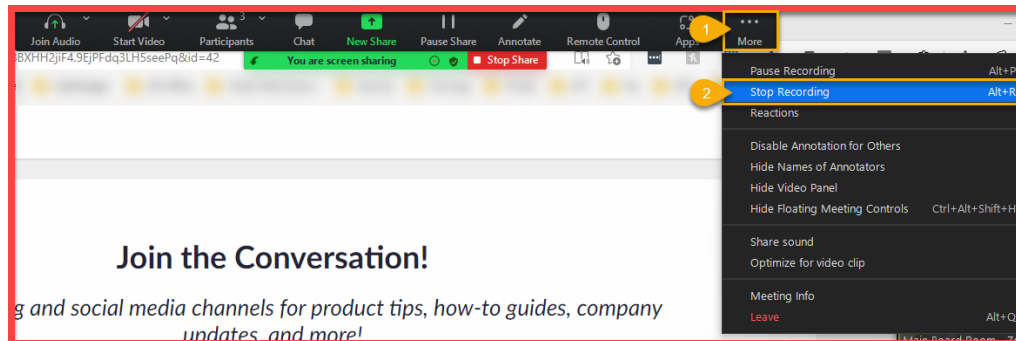


- f. Once you are done recording, stop the recording:

- i. Browser/App



- ii. Share.zoom.us link using the Meeting ID and Passcode:



- g. Once you stop recording, the recording will not automatically download. This will happen once the meeting ends:
 - i. Zoom will automatically create a folder in your documents, or you can save in a location of your choice.
 - ii. Zoom saves the meeting as an mp4.



2. Record meeting from Main Board Room tablet:

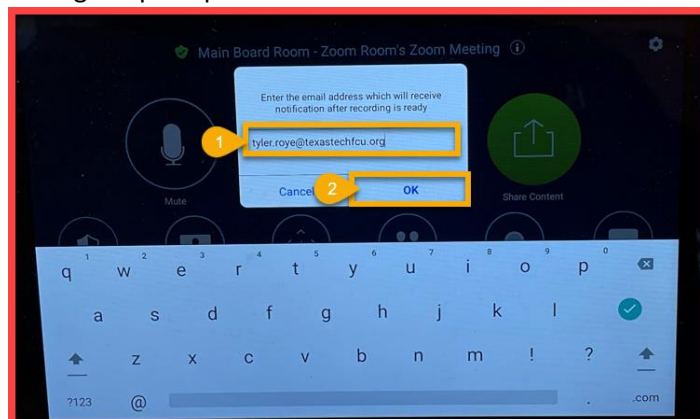
a. Can only be used when using the “Meet Now” option.

Recording from the tablet will create a video and store it in the cloud

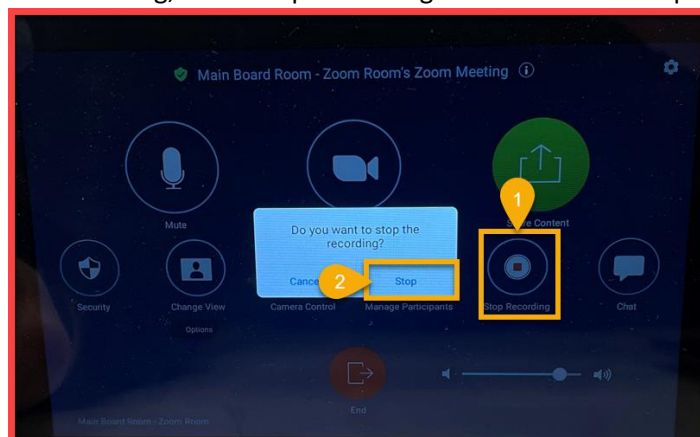
b. Click “Start Recording” on the home screen:



c. You will then get a prompt to enter an email address for the cloud video link to be sent to:



d. To stop the recording, click “Stop Recording” and then click “stop” on the next popup:



Main Board Room – How to use the recording function



- e. After the meeting ends, you will receive an email with a URL to the meeting video, along with a passcode:

