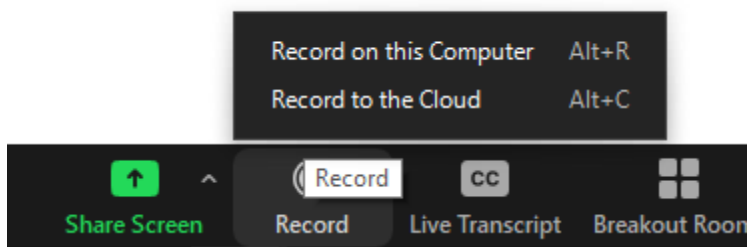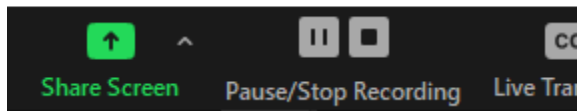Alvin;

To record your Zoom meeting: Once the meeting has started, look to the bottom of the screen on Zoom. You might need to expand the window to full size for all of these buttons to show up. You'll see, here the third from the left, a "record" button. Press that.
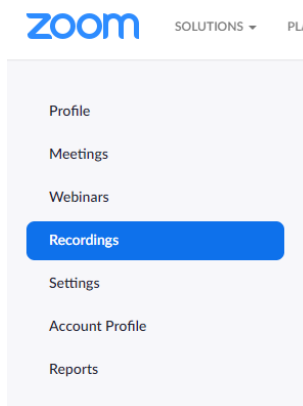

Next you'll see the pop-up menu below. Click on "Record to the Cloud."

You're now recording. You should see, where the record button was, the "Pause/Stop Recording" button combo. Just leave that alone. When you end the meeting, Zoom will begin processing the video. This can take a few minutes.

Go back to your Zoom webpage (the one at jjay-cuny.zoom.us that you use to start meetings) and on the menu on the left you'll see a button for "Recordings." Here, it's highlighted in blue, which will happen after you press it. If you don't see these buttons on the left of the screen, expand your browser window to full screen and they'll show up.

Then, on the list to the right, you'll see all your recordings (if this is your first recording, there will just be one entry.) At first, it will look like this, with "Processing Recording" in gray text on the right.

☐	Topic	ID	Start Time	File Size
	Logic 204.01 Spring 2021 Office Hours	893 1464 5530	Mar 19, 2021 02:10 - PM	Processing Recording...

You can close the window and come back a bit later if you want. This usually takes 5-10 minutes, but sometimes longer. If you leave the window open, it won't automatically let you know that it's done recording, so you may need refresh the browser window to check (that is, reload the window by putting your cursor in the address bar and hitting return, or just close and re-open the window.)

Now you'll see this:

☐	Logic 204.01 Spring 2021 Office Hours	893 1464 5530	Mar 19, 2021 02:10 PM	2 Files (1 MB)	Share...
					More ▾

The "Share" button on the right will allow you to share the video with Cathy. Click on that button, and this will pop up:

Click on "Copy Sharing Information" at the bottom of the screen. The sharing info is now on your clipboard, ready to be pasted into an email.

Just past it into a message to Cathy. It'll look like this:

Topic: Logic 204.01 Spring 2021 Office Hours
Start Time : Mar 19, 2021 02:10 PM

Meeting Recording:
https://jjay-
cuny.zoom.us/rec/share/ysygNDGC85jIkgb_bwss1G5auJ_GMizxzJyqHbM5keRDjoEk5bLwB1R
d_r8ANmnE.GF7ZqprLrHDVKG3D

Access Passcode: ^KP6.C*D

Cathy can then copy and paste that URL into any browser, and the video should start to play automatically, or if not, Cathy can press the play button.