**Using Zoom to Record a Video on Your Computer**

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**Step 1. Install Zoom meetings software**

* https://duke.zoom.us/download

**Step 2. Under Zoom preferences, adjust the following settings:**

* Under audio settings, select “automatically adjust microphone volume”
* Under video settings, select “16:9 (widescreen)”
* Under video settings, select “enable HD”
* Under “local recordings” at the very top, pick a spot on your computer to store your video recordings (for instance, you can create a folder on your desktop called “Zoom recordings” and send all your clips there)
* Under recordings, select “optimize for 3rd party editor” which will make the video clips ready for editing

**Step 3. Launch Zoom and select “new meeting,” which is the orange icon on the top row**

* If prompted, allow Zoom to access your computer’s video camera and microphone
* When the next screen pops up, you should be able to see video of yourself

**Step 4. Select “unmute”** (on the lower left corner of the recording screen) so the computer will record your voice

**Step 5. Begin recording**

* In the menu bar on the bottom of the screen, select “record” and choose whether you’d like to save your recording to the computer or cloud
* Direct your gaze toward to the top of the computer screen where the camera is located
* Speak clearly at your normal volume.

**Step 6. Conclude recording**

* Press “stop recording” on the top left of the screen
* Then select “end meeting” on the bottom right of the screen
* At that point your video will convert to an .mp4 video file
* You can share the file through [Duke Box](https://box.duke.edu/)