



Zoom Call Setup and Recording Suggestions

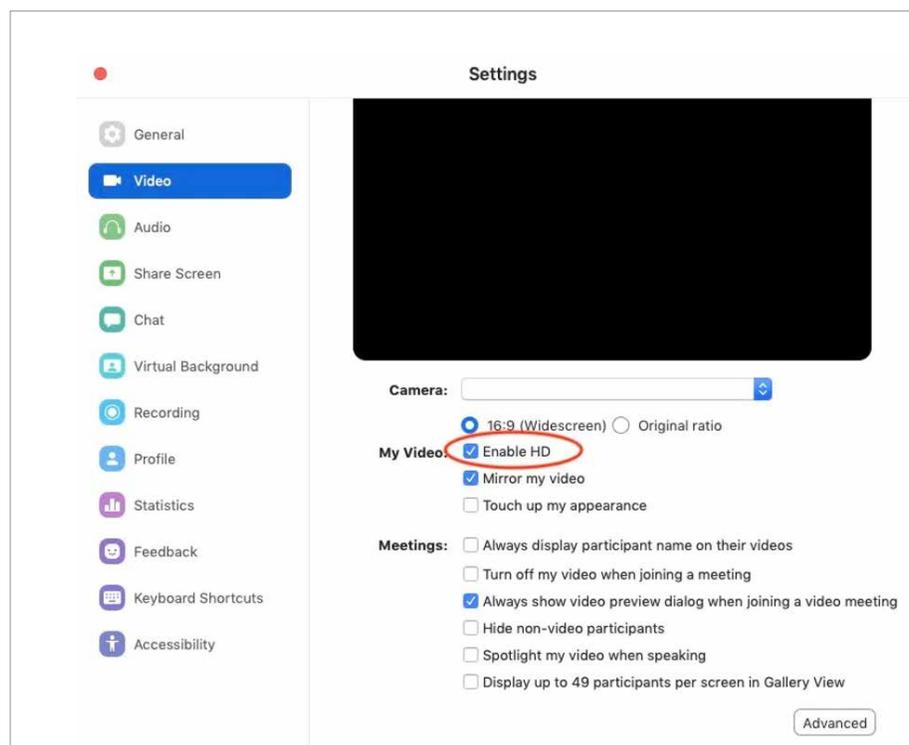
You can use Zoom either on the web or through a downloadable desktop app. Typically, we use the desktop app for daily use, although we also recommend recording in the cloud and reviewing settings through the website.

A Zoom update, version 5.7, was released on June 21, 2021. Please update using the link provided on the Zoom website. (<https://support.zoom.us/hc/en-us/articles/201361953-New-updates-for-Windows>)

Check Zoom Cloud Recording Settings

The recording resolution Zoom can deliver is dictated in part by the resolution of the camera doing the recording. In order to achieve the best possible video, videos should be recorded with HD enabled in the preferences. If “Enable HD” is unavailable due to Zoom account type, the video team can set up a recording session.

From the Zoom App Settings, choose Recording, Cloud Recording, Manage my cloud recording. On the website, navigate to Settings, Recording, Record gallery view with shared screen.



Zoom Call Setup and Recording Suggestions (*continued*)**Set Up a Call**

When setting up the Zoom call through the app, select the following settings:

- Audio: Telephone and computer audio
- Advanced options: **Automatically record meeting, In the cloud**

NOTE: (1) **Automatically record meeting, In the cloud** is the **most important step** to ensure we secure complete footage.

Record a Call

It works well for the participants to be visible/audible on screen and for a staff support person to be present with camera and mic switched off to “run” the call, monitoring for sound or video problems and able to interrupt if needed. Participants should feel free to stop and start over if they want to say something again in a different way.

Please note: You may need to have a paid Zoom account for access to these recommended settings.

Schedule meeting

Meeting ID

Generate Automatically Personal Meeting ID 329 134 3562

Security

Passcode ?
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Only authenticated users can join: Sign in to Zoom

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ^

Allow participants to join anytime

Mute participants upon entry

Automatically record meeting
 Locally In the cloud

Approve or block entry for users from specific countries/regions

Alternative hosts: