

Instructions for recording a Zoom meeting or message to parishioners

Each Zoom host has the option of recording a meeting (Please note, you must be the meeting host and not an attendee in order to record).

1. To record a message for your parish, set up a zoom meeting. At the meeting mute and hide the other participant then click the record button. Your Zoom is now recording and you can address your parishioners.
2. When you are done, click the record button again and stop the recording. It will be saved to your Documents folder in a new folder named Zoom.
3. You can then upload it or distribute it as you would any other video.

You may want to test to ensure that it records what is on your screen and not a multi-camera meeting.

Zoom has an overview as well: <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>