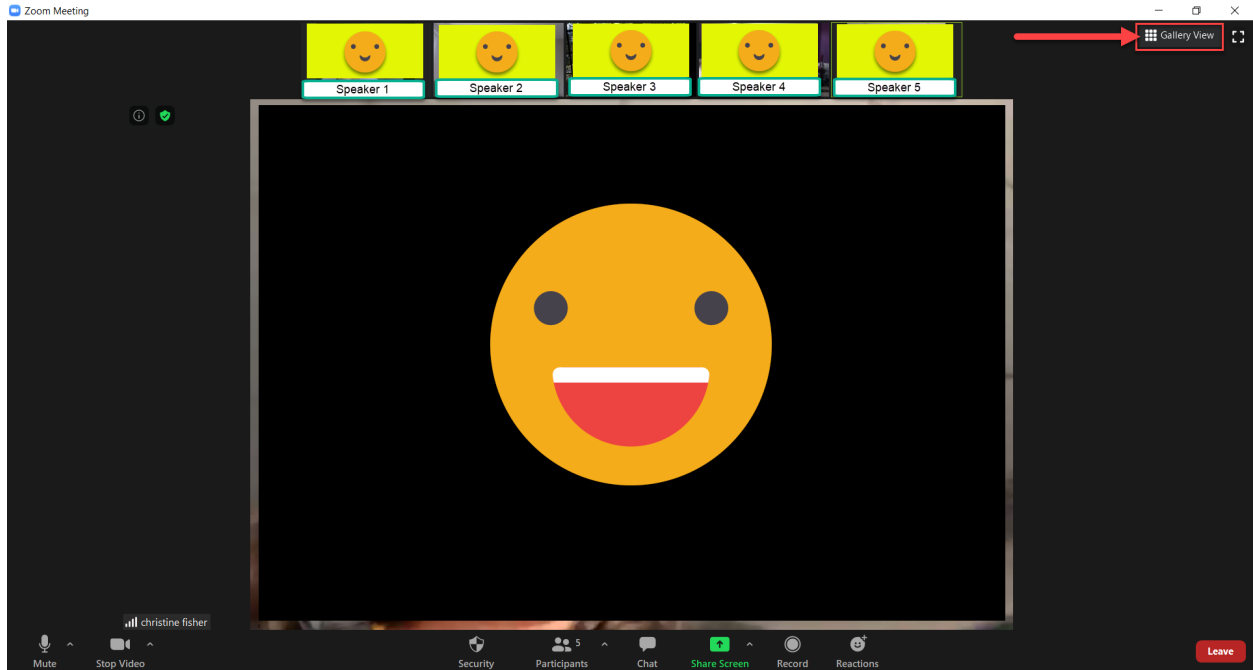
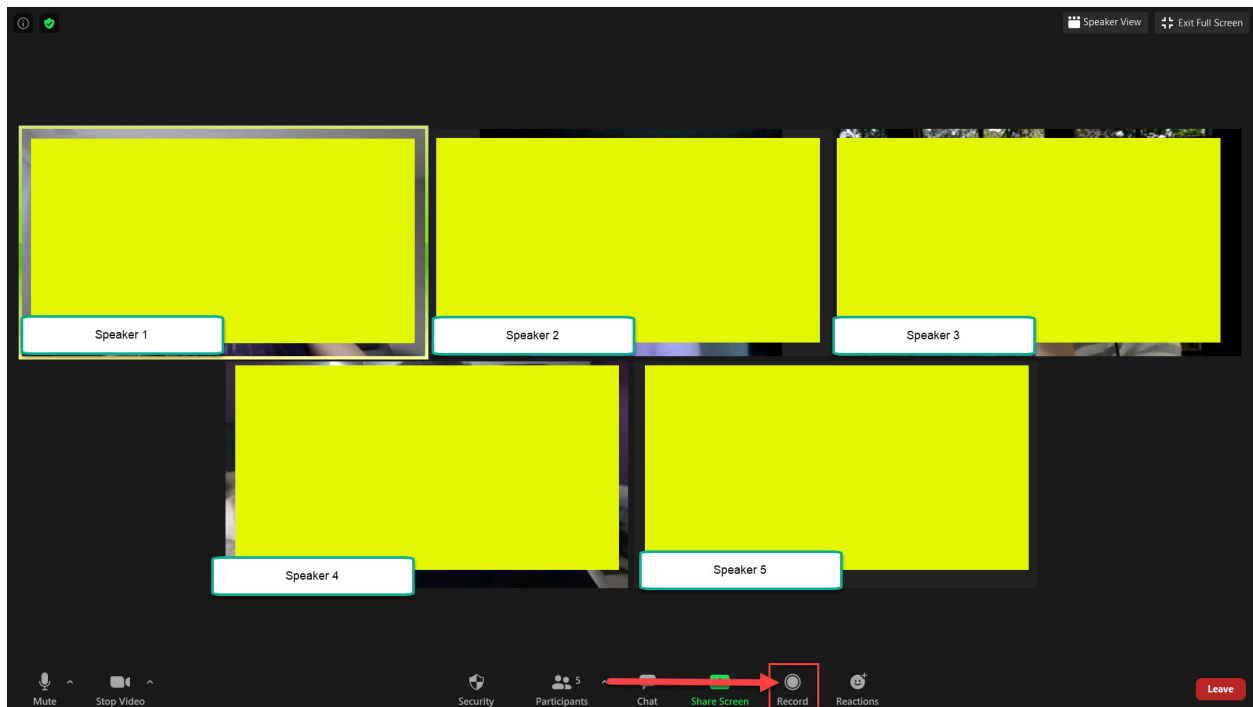


To Record a Panel Q&A/Discussion in Zoom

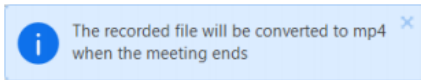
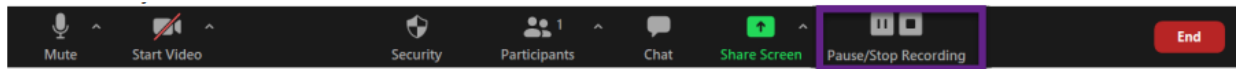
1. Create a meeting in Zoom and share the link with the other speakers.
2. After logging in, click Gallery View.



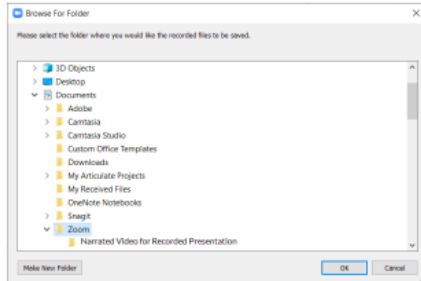
3. When you're ready, click Record at the bottom of the screen. This will capture the conversations as well as each speaker's video/picture. NOTE: Zoom free/basic accounts only allow for 40 minute calls.



4. Click the stop button when you're done recording or simply end the call.



A dialogue box will appear notifying you that the recorded file will be uploaded once the meeting ends. Select **End** from the Zoom bar to close your meeting.



Select the folder where your recording will save to. Please note: it will automatically be saved under the zoom folder unless you choose another location. The file will save with the date at the beginning, so if you are unsure of where it has saved search for the recording date. Example 2020-08-25 on your computer.