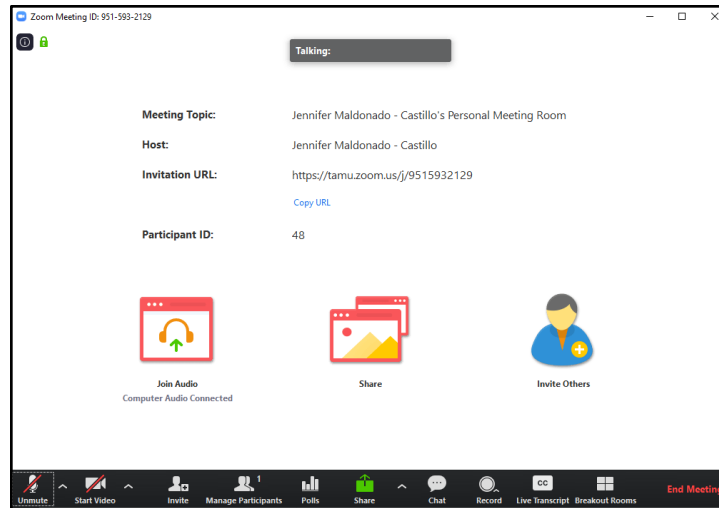


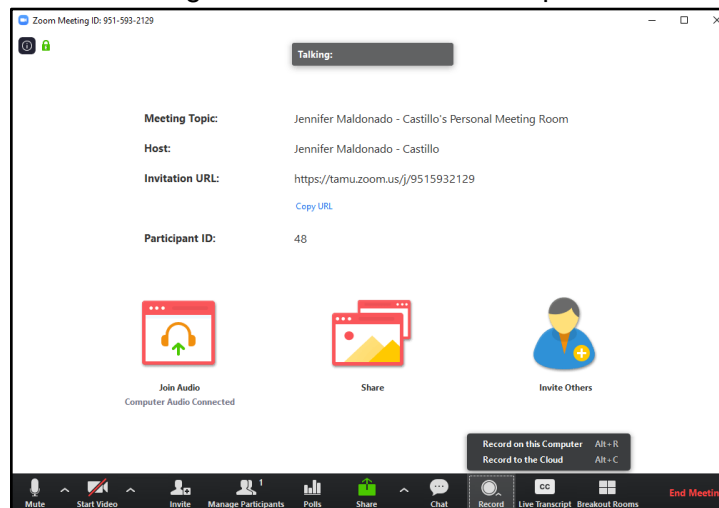
Recording Your Lecture

1. Hover the mouse over the lower portion of the **Zoom** window for the settings bar to appear.

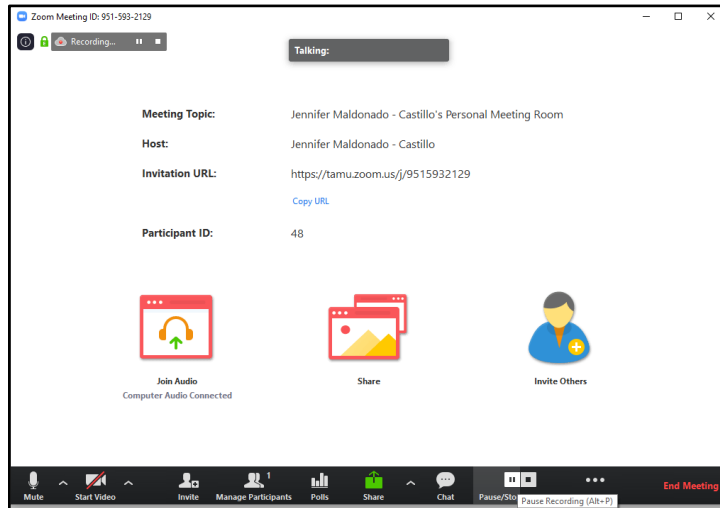


2. Select the circle icon labeled **Record** and select **Record on this Computer** or **Record to the Cloud**.

Note: This document encourages the **Record to Cloud** option.



3. During the recording of the presentation, the **Record** icon will change to a **Pause** and **Stop** button. These buttons allow for full control of the recording process.



4. To verify the presentation is recording, a small black box with a red circle will appear in the upper left hand corner as shown.

Note: The pause and stop features are also available via the small black box.

