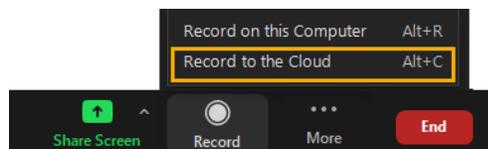


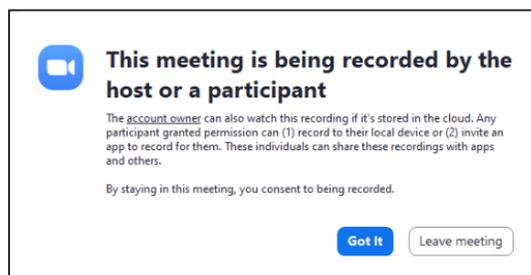
RECORDING MEETINGS IN ZOOM

RECORDING IN YOUR UM LEARN COURSE

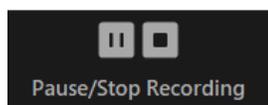
1. Start your Zoom meeting, open your presentation (if applicable), and wait for the participants to join your meeting.
2. When you are ready, click on the **Record** button from the toolbar and select **Record to the cloud** to have your recording saved in your course in UM Learn.



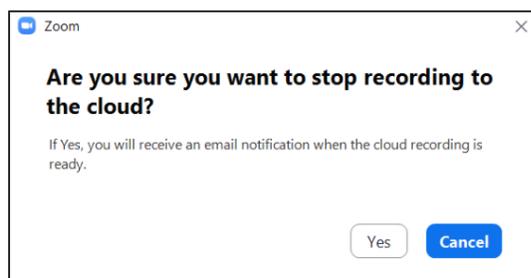
3. A notification will appear indicating that your recording has been started and participants will be prompted to provide their consent to be recorded in the meeting.



4. You can pause and resume your recording at any time using the icons in the toolbar.



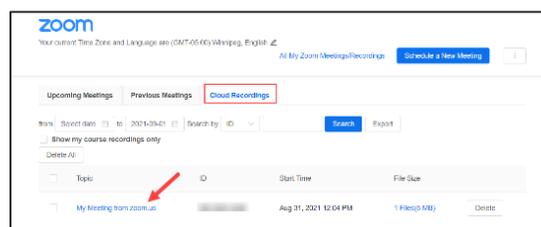
5. To stop recording, select **Stop** icon and click **Yes** when asked for confirmation.



Note: You will receive an email when the recording is processed and available for you to view.

ACCESSING YOUR RECORDINGS IN UM LEARN

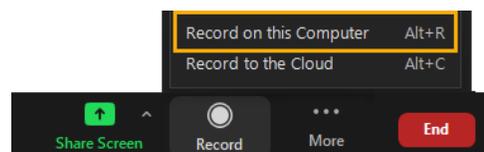
1. Log into **UM Learn** (umanitoba.ca/umlearn) and select your course.
2. Select **Integration > UM Zoom**.
3. Click Cloud Recordings and select the title of the meeting.



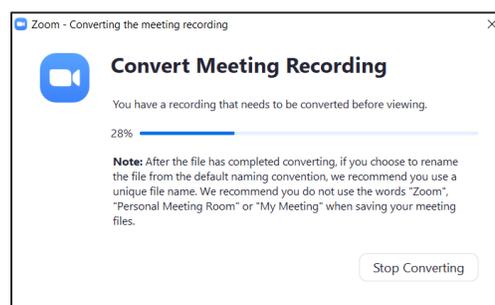
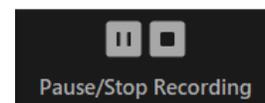
RECORDING IN YOUR LOCAL COMPUTER

You can also record your meeting on your local computer instead of your course in UM Learn.

1. Click **Record** button located on the tool bar and select **Record on this computer**.



2. A notification will appear indicating that your recording has been started and participants will be prompted to provide their consent to be recorded in the meeting.
3. You can pause and resume recording at any time using the icons in the toolbar.
4. The recording will be converted after the meeting ends.



5. You can access the MP4 file in your Documents > Zoom > folder titled the same as your meeting