Recording suggestions

Zoom meeting

- Start the Zoom meeting as the host
- Click the option to Record 📈
- If there is a menu, select Record on this Computer
- Hosts will see the following recording indicator in the top-left corner while recording is active.
- Participants will see the following indicator in the top-left corner while the recording is active.

- After the meeting has ended, Zoom will convert the recording so you can access the files.

Once the conversion process is complete, the folder containing the recording files will open.

Please note: By default, the video file (MP4) will be named Zoom_0.mp4.
- You can read more information about Zoom recordings [here].

Microsoft Teams meeting

- Start the meeting
- To start recording, go to the meeting controls and select More options ⚙️ > Start recording and transcription.
Everyone in the meeting is notified that recording and transcription has started. The meeting notification is also posted to the chat history.

To stop recording, go to the meeting controls and select More options ... > Stop recording and transcription.
  - The recording is processed and saved to SharePoint if it was a channel meeting, or OneDrive if it was any other type of meeting.
  - The meeting recording shows up in the meeting chat – or in the channel conversation if you are meeting in a channel. The recording does not expire.

You can access more information about Microsoft Team recordings here.

Google Meet meeting

- Start the meeting.
- To start recording, go to the Activities icon ⌂ at the top right and select Recording.
- Select Start recording.
- In the window that appears, select Start.
- Everyone in the meeting is notified when recording starts or ends.
- To stop recording, go to the Activities icon ⌂ and select Recording and then Stop Recording.
- In the window that appears, select Stop Recording.
The recording is saved in the meeting organizer’s My Drive>Meet Recordings folder.

- You can access more information about Google Meet recordings [here](#).

**Phone Recording**

- The candidates can use their smartphones to record themselves.

Adapted from Federation of American Societies for Experimental Biology - Diversity, Equity, Accessibility, & Inclusion Committee, Feature Story Guidelines.