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.

Microsoft Teams meeting

- Start the meeting
- To start recording, go to the meeting controls and select More options \(*\*\* > Start recording and transcription.

\*Please note: By default, the video file (MP4) will be named Zoom_0.mp4.
\*You can read more information about Zoom recordings [here](#).
● 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.
  o The recording is processed and saved to SharePoint if it was a channel meeting, or OneDrive if it was any other type of meeting.
  o 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.