



Recording a Webinar using Zoom or Teams

Recording a Video in Teams

1. Login to Microsoft Teams.
2. Click the Meet button near the top right. In the Meeting title area, click to change the title if desired.
3. Ensure your webcam is turned on, audio is setup properly
4. Select more actions (this looks like three dots) and click 'Join Now'
5. Select 'Start Recording' and deliver your webinar
6. When you have finished recording click 'Download Video' and save your file.
7. Please send us your file with a brief description.

If you require more information, please see:

<https://support.microsoft.com/en-us/office/record-a-meeting-in-teams>

Recording a Webinar in Zoom

1. Login to Microsoft Zoom
2. Ensure your webcam is turned on, audio is setup properly
3. Start your meeting and deliver your webinar
4. To stop recording you can pause, resume or end.
5. When you have finished your webinar, you will need to process and download.
6. When you have finished recording click 'Download Video' and save your file.
7. Please send us your file with a brief description.

If you require more information, please see the following information:

<https://support.zoom.us/hc/en-us/articles/203741855-Starting-a-cloud-recording>

Sending a video file

Videos files can be shared using Microsoft OneDrive, We Transfer, Dropbox or Google Drive to info@rootofit.com. Please ensure that the sharing is set to allow people from outside of your organisation access the file.

This information is for guidance only and is subject to change. We recommend a practice run and to click on the guidance links if required.