

## Zoom Tutorials (QR Codes) by Rachel Posteraro

<p>How To: Record a Zoom Meeting</p>	
<p>How To: Screen Share on Zoom</p>	
<p>How To: Live Stream to Facebook Through Zoom (Part 1 – Changing Settings)</p>	
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## **Zoom Tutorials (Written Instructions) by Rachel Posteraro**

### *Recording*

- 1) Host a meeting
- 2) Click “Record” at the bottom of the screen (circular icon)
- 3) Click “Record on this Computer” (or another option, based on your preferences)
- 4) Screen will say “Recording” in the upper left corner
- 5) You can pause or stop the recording by clicking “Pause/Stop Recording” at the bottom of the screen or clicking the icons in the upper left corner
- 6) When you end the meeting, the recorded Zoom conference will automatically convert to an mp4 video file
- 7) Choose where to save the file onto your computer

### *Screen Sharing*

- 1) Host a meeting
- 2) Click “Share Screen” at the bottom of Zoom screen (green arrow icon)
- 3) Choose which screen on your computer you want to share
- 4) When you are done sharing, click “Stop Share”
- 5) There are options within the Zoom meeting to allow others to screen share (the host is in control of these settings)

### *Live Streaming (Part 1: Changing Settings)*

- 1) Open Zoom
- 2) Go to “Settings”
- 3) Scroll almost all the way to the bottom of the page
- 4) Click “Livestream”
- 5) Check boxes for Facebook, YouTube, etc.

### *Live Streaming (Part 2: Going Live)*

- 1) Make sure “Livestream” setting is on
- 2) Host a meeting
- 3) Click “More” at the bottom of the screen (three dots icon)
- 4) Click “Live on Facebook” (or another livestream service)
- 5) Zoom will redirect you to Facebook
- 6) Choose where to share video (timeline, page you manage, etc.)
- 7) Facebook will redirect to another page – Click “Go Live”
- 8) You will see a loading bar as the livestream is preparing
- 9) Go back to Zoom screen; in the upper left corner, it will say “Live on Facebook”

*If you are sharing a video...*

- 10) You have the option to stop the Zoom video of yourself, but DO NOT stop the audio/mute (this will mute your screen share video)
- 11) Click “Screen Share” (green arrow icon at the bottom)
- 12) Play video
- 13) When video is over, click “Stop Share” (Note: You stopped sharing your screen, but you are still live streaming!)
- 14) Click “End Meeting” when you want to stop livestreaming