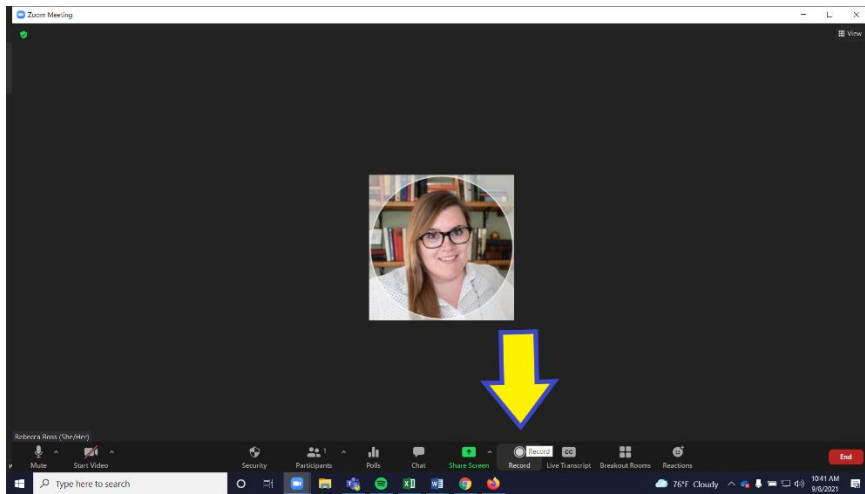
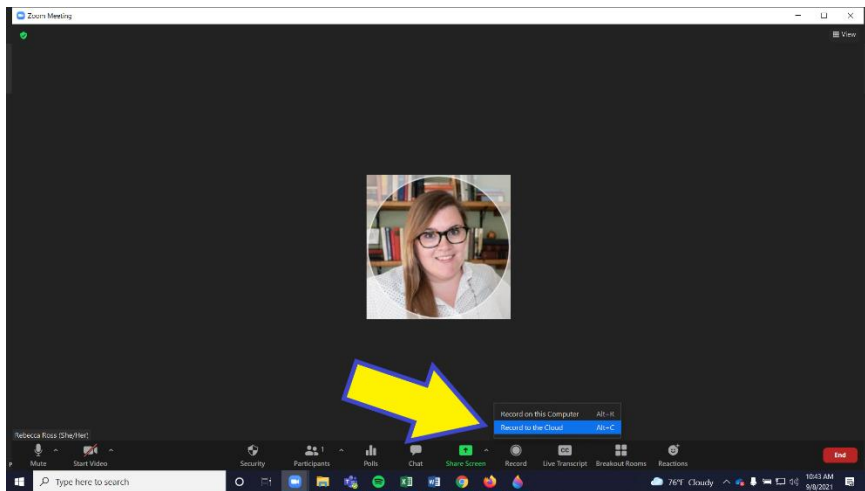


Recording with Zoom (with transcript)

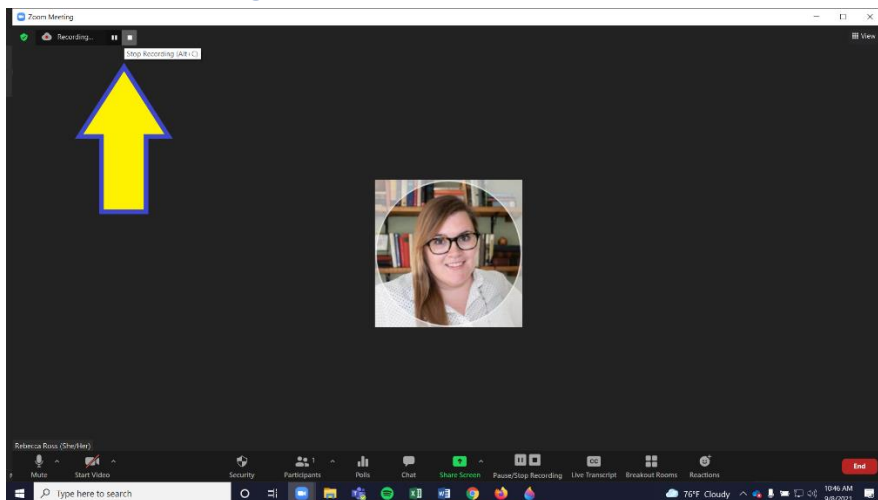
1. Find the Record Button on you Zoom Toolbar.



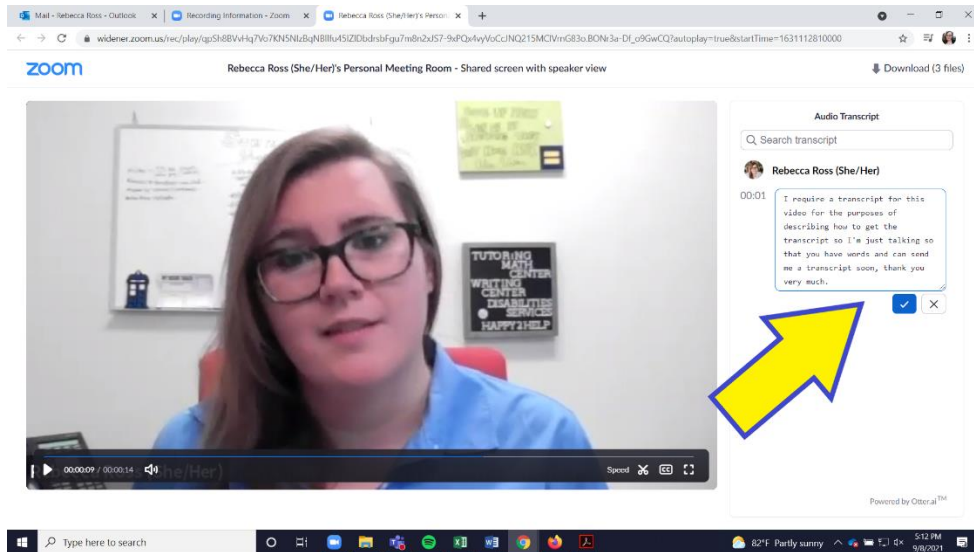
2. Select record to Cloud – this will automatically enable transcript recording.



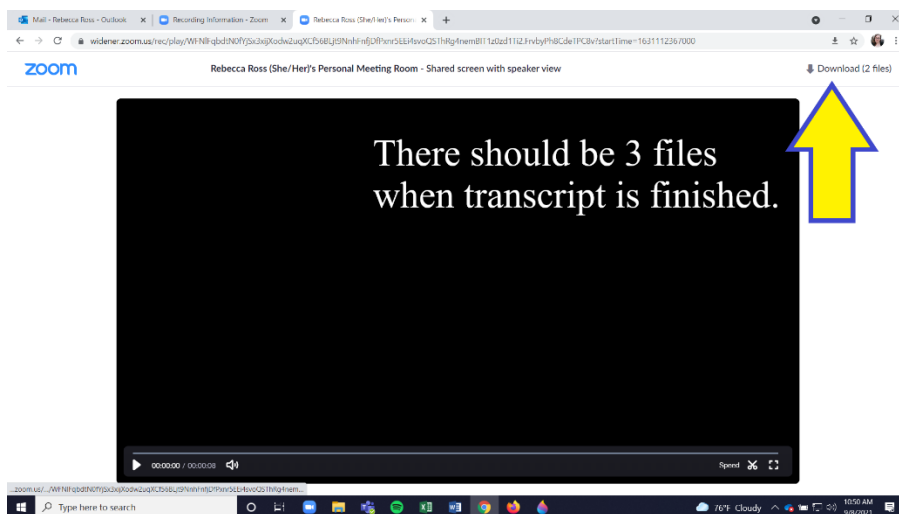
3. Remember to press pause or stop when you would like the recording to be finished!



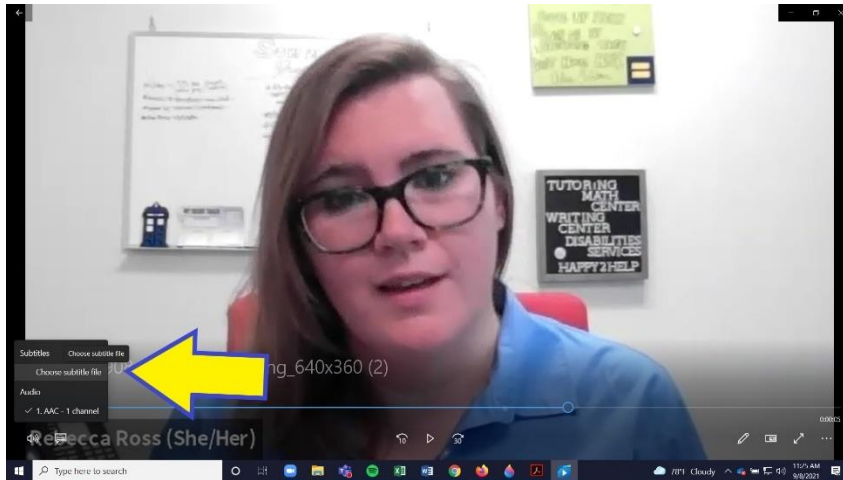
- You will receive one email immediately after you close your zoom meeting with a video and a second email when the transcript is available.
 - It may take a few hours to receive this second email.
 - You can also access these recordings in your Zoom account under recordings for 30 days.
- Go to the transcript enabled link and hit pencil icon below transcript to edit any captioning errors.



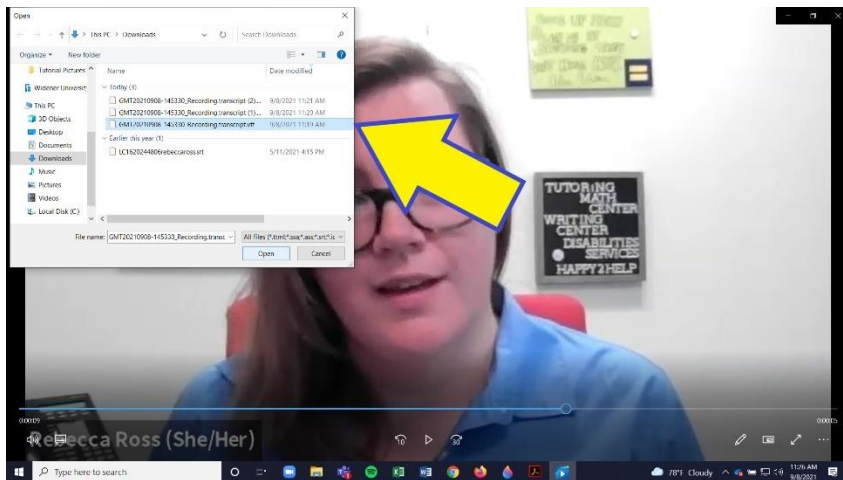
- Feel free to share this link directly if access to the video is only needed for 30 days.
- For long-term storage: download your video file with transcript from the cloud for long-term storage (all cloud recordings are deleted after 30 days).
 - There should be 3 files to download when transcript is available (.mp4, .m4a, & .VTT)



8. Open the video file (.mp4) in Windows Media Player. Select the subtitle option in the bottom left hand corner.



9. Integrate the captions or subtitles by adding the .VTT file you received in the download.



10. Save your new captioned video!