Zoom - Quick Guide - Creating a Meeting for Recording Presentations

When you create the Zoom meeting:

1. Set Video "on" for Host and Participant.
   - See why.
   Setting video to "on" for both hosts and participants will ensure that everyone enters the meeting with their webcams active, ready for the presentation.

2. Check the box for "Record the meeting automatically".
   - See why.
   When the meeting automatically begins recording when people enter, it avoids the problem of the presenters forgetting to begin the recording manually.

3. Set the meeting to record "In the cloud".
   - See why.
   Recording the meeting to the cloud will make it easier for the presenters to share their recording after they finish.

4. In the Alternative Hosts field, put the Millersville (@millersville.edu) email addresses of all the presentation group members.
   - See why.
   Alternative hosts enter the meeting with full moderation and presentation capabilities. This will let them complete their presentation without you needing to be there to grant the presenters the meeting abilities they need.

Schedule a Meeting