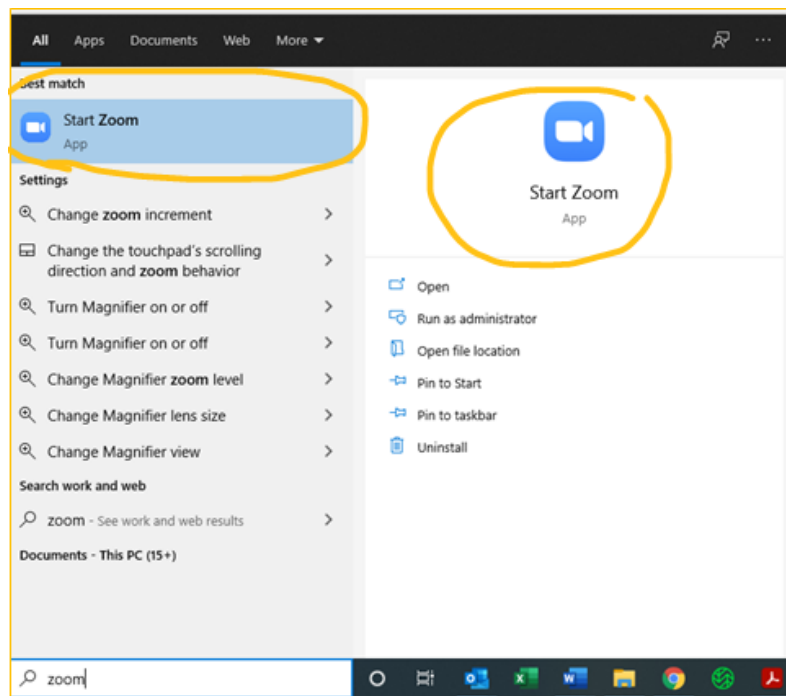


## Zoom Recording - Best Practices

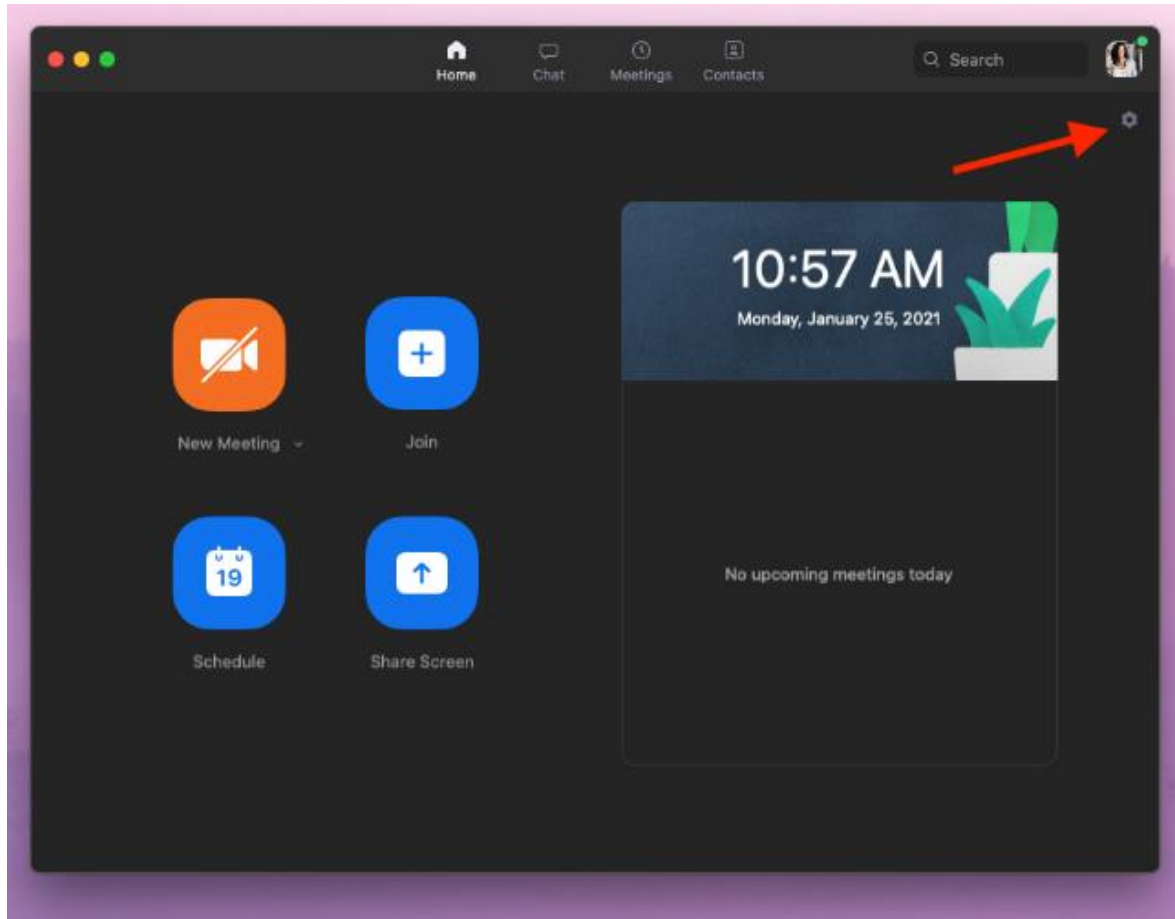
- Download or open the **Zoom app** on the desktop. Do not record through the browser (Zoom website)
  - If you have used Zoom for meetings before, the application should be downloaded to your PC. If it's not, go to <https://zoom.us/download> and Download "Zoom Client for Meetings".



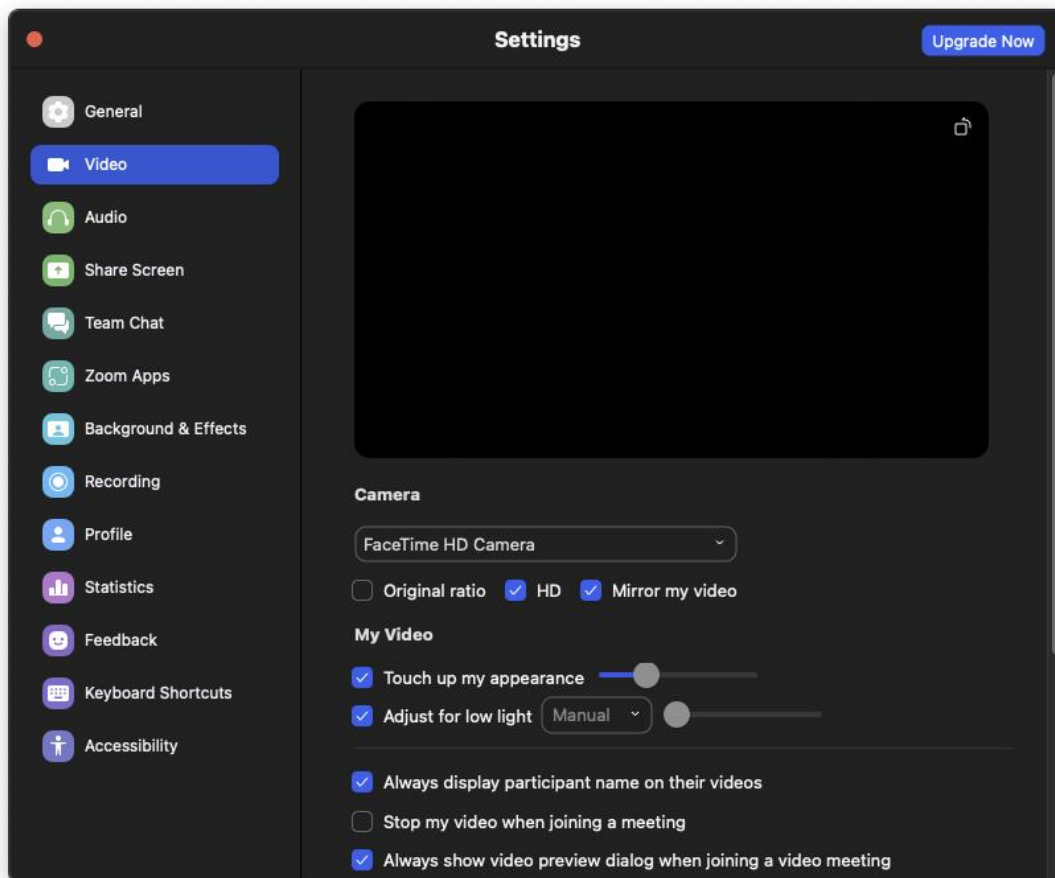
- When you click on the application, use your Zoom login information.
  - Update to latest version of your existing plan (even in Basic)
- Note: they push updates often, and even small updates help optimize everything below.

**Optimal Video settings as a Participant**

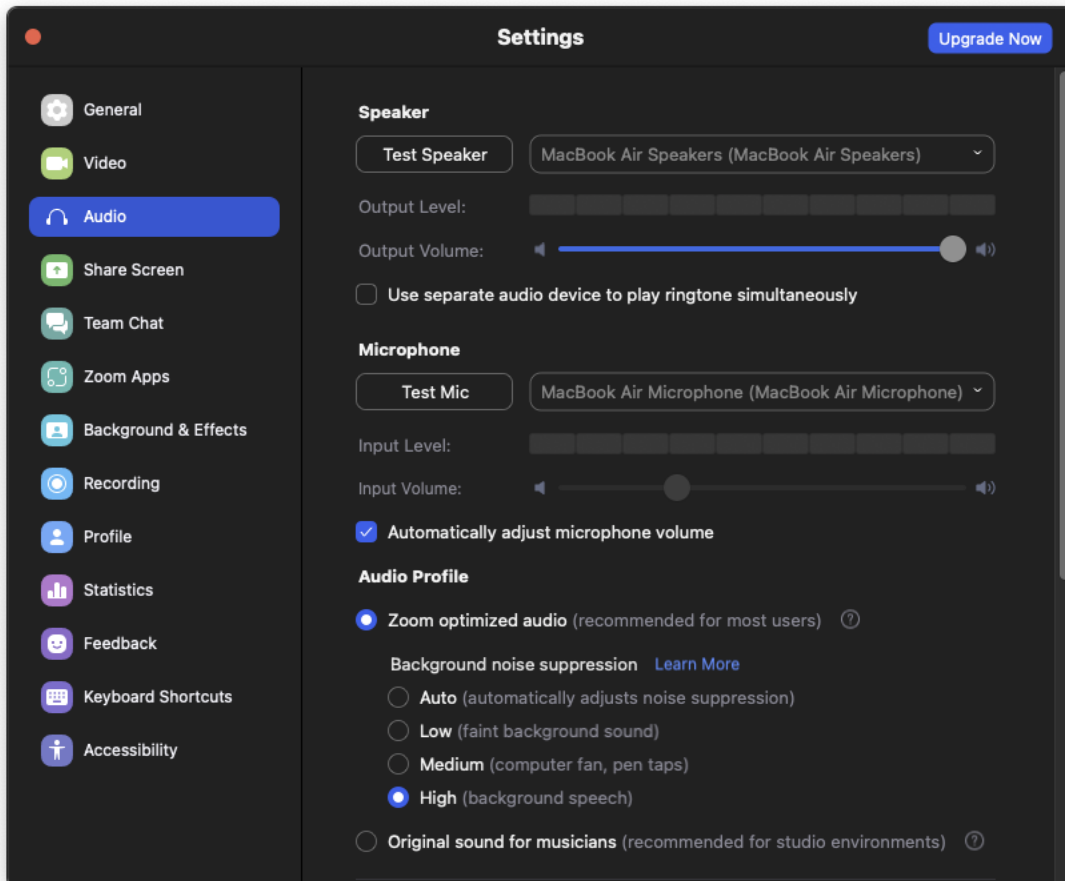
- Click on **Settings** in top right corner



- Video Settings:
  - SELECT: HD (High-Definition)
  - SELECT: Touch Up Appearance (use slider to optimize)
  - SELECT: Adjust for Low Light
    - Manual – use adjustment tool to brighten video, if needed



- Audio Settings:
  - SELECT: Automatically adjust microphone volume
  - Suppress background noise
    - SELECT: High



## Your Setup

- Find a neutral, or non-busy/distracting background, near natural light is best.
  - A space in which no foot traffic is possible behind you.
  - A room in which a door can be closed for best audio is also ideal
  - Turn off the sound on all devices close by, like phones
- What to Wear:
  - Neutral and muted tones are OK
  - Layers: Cardigans, sweaters, blazers, sport coats, and jackets are OK
  - Avoid overly bright colors, and solid white
  - Avoid strong patterns and textures
- Ensure that the surface the camera sits on is not disturbed
  - I.e., If using a webcam on your computer, try not to move/shake the desk on which it sits.
- Frame yourself so there is minimal space above your head, and camera is close to parallel with your eyeline



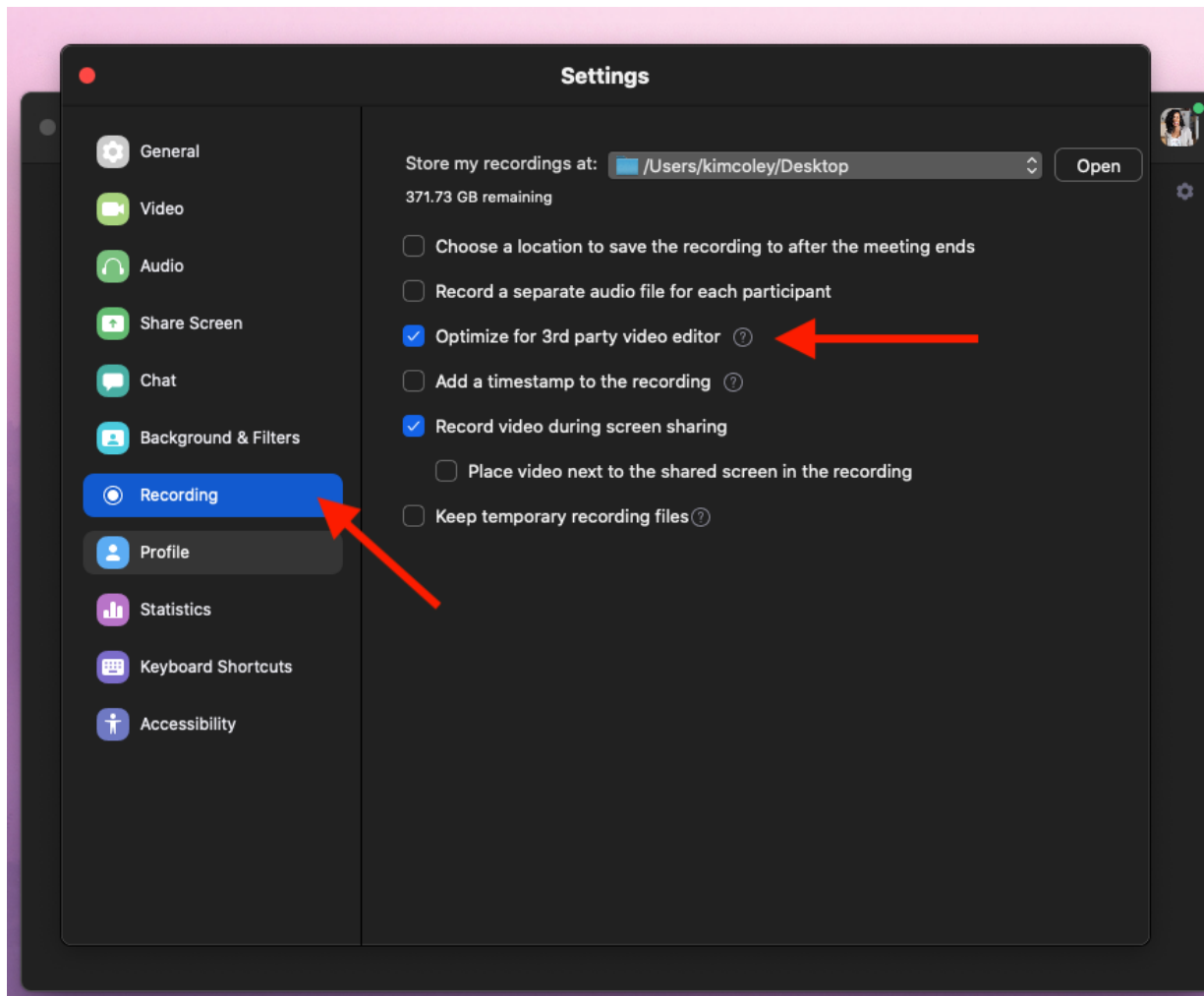
Bad Framing Example



Good Framing Example

## Recording Settings

- If you are self-recording, or recording for a 3<sup>rd</sup> party, please follow the below recording settings for optimal quality, in addition to the information above.



- Recording Settings:
  - SELECT: **Optimize for 3<sup>rd</sup> party video editor** (only available on Zoom app, not through browser)
  - Ensure “Store my Recordings” location is somewhere easy for recorder to find (i.e. desktop for quick access)
  - Nothing else needs to be selected if only a single speaker with no presentation or share screen support
  - If Sharing Screen for presentation, SELECT:
    - Record Video during screen sharing
      - (and) Place video next to the shared screen in the recording
  - Note: Videos will only render out/save when the meeting had ended, **\*NOT\*** when you stop recording