

# Zoom

## I would like to record a Zoom session and obtain a link for a stream. How can I do this?

**(Note - Recordings are currently kept until the end of the semester they were recorded in)**

To obtain a streaming link from your Zoom presentation which can be inserted into your eClass/Moodle course, please follow these directions

- 1) Log into <https://yorku.zoom.us/profile> using your [PPY@yorku](mailto:PPY@yorku) account credentials.
- 2) Click on **Host a meeting** - Select **With video** or **Without video** (with the latter you'll be able to record just the sound).

- 3) A popup window will appear - click on **Open Zoom**.

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4) Configure the audio/video as required from the popup window.

5) When you are ready to capture your lesson, click on the **Record** button and then select **Record to the cloud**. There will be an audible alert signalling the start of recording. Pressing **Pause** suspends recording.

7) When you are finished recording the session, press **Stop**:

8) A prompt will appear asking you to confirm the cessation of recording. Press Yes and an email notification will be sent to you.

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9) You will receive an email with a link from Zoom. This link can be disseminated to the students via email or by posting it in eClass.

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