

# Audio recording in Zoom

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Zoom is a popular program for conference calls and online meetings, and is used by some educators. Zoom has a built-in feature for recording and sharing presentations.

In this guide you will find an introduction to:

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## 1. Introduction to Zoom

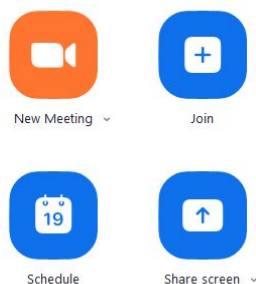
To download, install and sign up for Zoom, follow this guide on Studypedia:

<https://studypedia.au.dk/en/tekniske-vejledninger/video-meeting-in-zoom/>

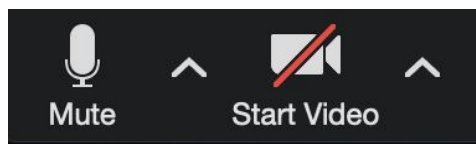
## 2. Starting Zoom

If you want to record your presentation in Zoom, you will need to create a meeting. It does not matter whether you are alone in the meeting. If you only want to record the audio, then you will not have to think about the video.

1. Click “New Meeting” in the Start Menu of Zoom. Now, you will start a new meeting with yourself.

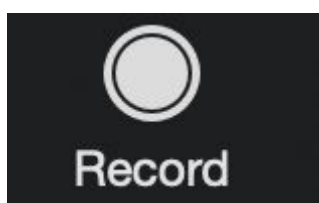


2. If you only want to record the audio in Zoom, you will not have to “Start Video”. Find the camera icon in the bottom left corner and make sure that it is stopped. Next to it, you can make sure that your microphone is active.



### 3. Record your meeting in Zoom

To record your meeting, click “Record” in the menu bar at the bottom of the screen.



If you are not the “host” you will need permission from the host, before you can record the meeting.

### 4. Finding the audio File

The recording will automatically be stored both as a video file and a separate audio file, when the meeting is completed.

Optagelsen bliver automatisk gemt som både video og separat lydfil, når mødet afsluttes. By default, the recording is stored in your local “Documents” folder in a folder named “Zoom”. In this folder you will find three files for each recording. If you only want the audio file from the recording, choose “audio\_only”.

