

# How To: Zoom

## 1. Logging Into Zoom (Mac or Windows)

1. Open Zoom:
    - Launch the Zoom app on your computer.
    - If not installed, go to [zoom.us/download](https://zoom.us/download) and install the Zoom desktop client.
  2. Click “Sign In.”
  3. Login Method:
    - Use the email and password provided to you.
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## B. On a Web Browser

1. Go to [zoom.us/signin](https://zoom.us/signin)
  2. Enter your Zoom login credentials that were provided by the church.
  3. Click “Sign In.”
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## C. On a Mobile Device (Phone or Tablet)

1. Install the Zoom app from the App Store (iOS) or Google Play (Android).
2. Open the app and tap “Sign In.”

3. Enter the login details provided by the church.
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## 2. Starting or Joining a Meeting

- To Join a Scheduled Meeting:  
Click “Join” and enter the Meeting ID and password (if required), or click the invite link.
  - To Start a Scheduled Meeting:  
Click the “Meetings” tab, find your meeting, and click “Start.”
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## 3. Recording a Zoom Meeting

△ You must be the host or have been granted recording permission by the host to record.

### A. On a Computer

1. Once in a meeting, click the “Record” button on the toolbar.
  - You may see two options:
    - “Record on this Computer” (saves to your hard drive)
    - “Record to the Cloud” (only available on paid plans)
2. A small indicator will appear, showing that recording has started.
3. To pause or stop:
  - Click “Pause” or “Stop Recording” at any time.
4. After the Meeting Ends:

- If you recorded locally, Zoom will convert the recording and save it automatically.
    - Default location:  
Documents > Zoom > [Meeting Name and Date]
  - If recorded to the cloud, visit [zoom.us/recording](https://zoom.us/recording) (log in to access).
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## B. On a Mobile Device

Cloud recording is required on mobile devices (only available on paid accounts).

1. Tap the “More (⋮)” button in the lower right corner.
  2. Tap “Record to the Cloud.”
  3. Tap “Stop Recording” from the same menu when finished.
  4. Recordings can be found later at [zoom.us/recording](https://zoom.us/recording).
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## 4. Downloading a Zoom Recording

### If You Recorded to Your Computer:

1. Open the Zoom desktop app.
2. Click the “Meetings” tab.
3. Click “Recorded” to see local recordings.
4. Click “Open” to view the folder and access your video files.

### If You Recorded to the Cloud:

1. Go to [zoom.us/recording](https://zoom.us/recording) and sign in.
  2. Locate your meeting.
  3. Click the “Download” button next to the recording.
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