

**Guidelines for Organizing Online Meetings for  
RIMS Joint Research Activities  
Using Zoom**

# **Recording Manual**

## **Speakers**

## Rules to be observed by the speakers when recording a presentation

- Speakers must exercise the utmost care in handling the reference materials used as presentation documents. They must implement appropriate measures (e.g., clearly indicating the source).  
→ Regarding the handling of copyrights, appropriate measures must be implemented in accordance with relevant laws and regulations.
- When sharing a recording file with the participants, setting a passcode for viewing is a prerequisite. (See P13 for the details)
- Treat recording files with the utmost care as the copyright of recording files of the presentation belong to the speakers.
- When using this operation manual for purposes other than the Joint Research Activities at RIMS, contact the Cooperative Research Service Section ([kyodo\(at\)kurims.kyoto-u.ac.jp](mailto:kyodo(at)kurims.kyoto-u.ac.jp)).

## Recording Manual

### Speakers

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## Introduction

When organizing an online Joint Research Activity with speakers giving their presentations from abroad, organizers often find it difficult adjusting the schedule due to the global time differences.

In such cases, the organizers may request the speakers to pre-record their presentations using the recording function of Zoom. By sharing the recorded files in advance and/or showing them at the scheduled meeting times, the organizers may expect active discussions even if the speakers themselves may not be present.

[Recording]

The speaker records and stores their presentation in advance with the recording function of Zoom.



[Sending ]

For Cloud Recording: The speaker sends the URL of the recording file to the organizer by email.



[Sharing ]

The organizer distributes the URL via the mailing list of the registered participants or posts on the website.



[Viewing ]

The participants view the presentations posted in advance or see them in real-time during the workshop for discussion.

In this manual, you will learn details about the recording function of Zoom.

※If you would like to use the online storage service (Nextcloud) we offer, please feel free to ask at the Cooperative Research Service Section.

## 1. Local Recordings and Cloud Recordings

There are two ways to record a file in the recording function of Zoom: local recording and cloud recording.

The differences between them are as follows;

	Local Recording	Cloud Recording
Storage Location	Local computer	Zoom cloud
Account Type	with/without paid license	paid license prerequisite
Capacity	depending on the device used	depending on the type of the paid license

※Local recording is not supported on mobile devices (iOS and Android).

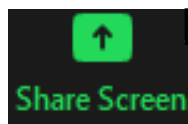
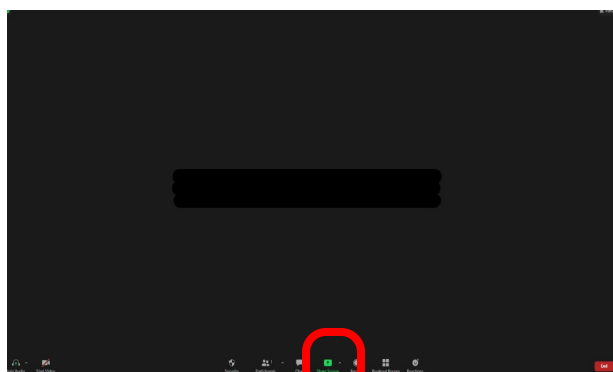
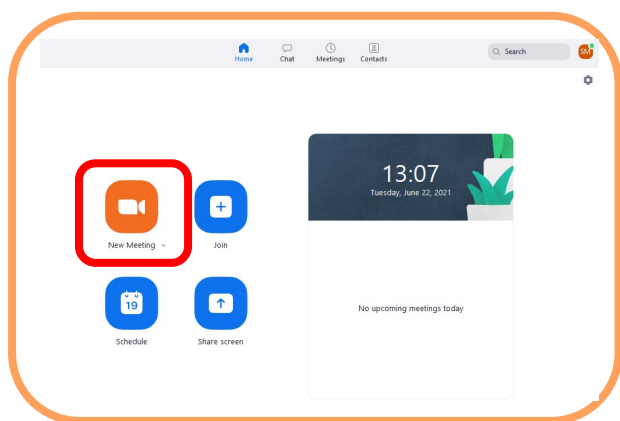
# 1. Before a Local Recording

## Starting a Zoom meeting

Open the installed Zoom application (app) on your PC and sign in.  
Click **[New Meeting]** on the home window.

※A document file(s) you share in your presentation (e.g., PDF, PowerPoint) should be ready on your PC screen in advance for smoother operation.

※If the Zoom app is not installed on your PC, refer to “1. Zoom Settings” in “Operation Manual: Guidelines for Organizing Online Meetings for RIMS Joint Research Activities using Zoom”

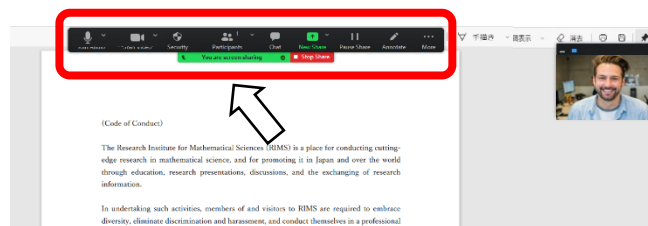
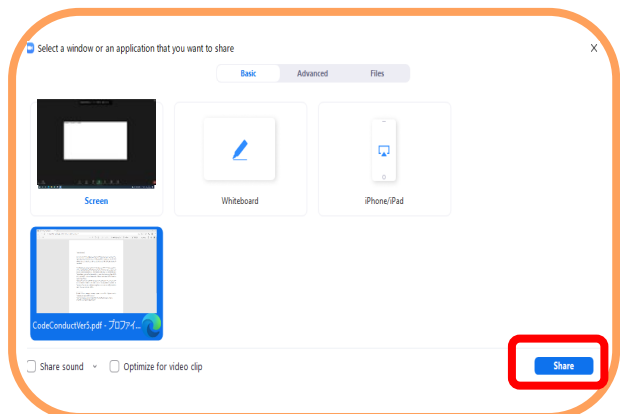


Click **[Share Screen]**.

## Selecting a screen to share

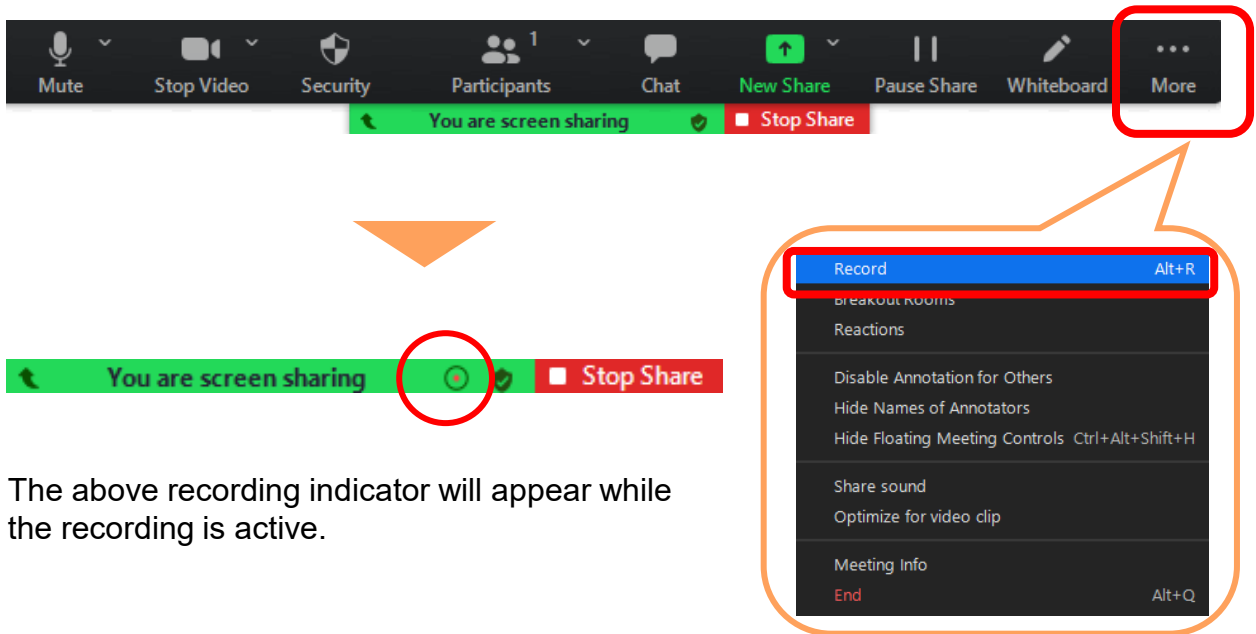
Select a screen to share in the presentation and click **[share]** on the lower right of the screen.

Hover the cursor over **[You are screen sharing]**, and the meeting control bar will appear at the top of the screen.



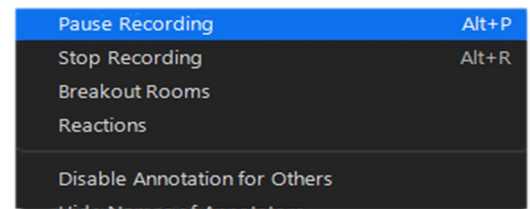
## 2. Starting a Local Recording

Hover the cursor over **[You are screen sharing]**, and the control bar appears on your screen. To start your recording, click **[More]** at the right end of the bar and select **[Record]**.

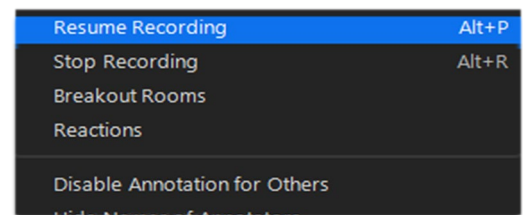


The above recording indicator will appear while the recording is active.

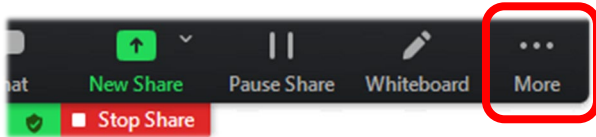
To pause the recording, click **[More]** and **[Pause Recording]**.



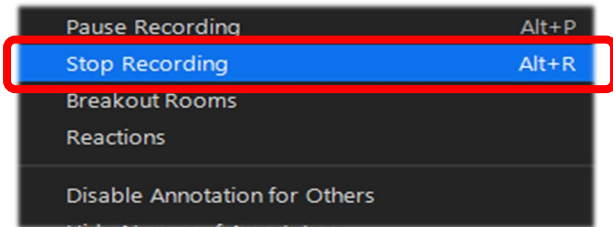
To resume the recording, click **[More]** and **[Resume Recording]**. The recording starts again.



### 3. Stopping a Local Recording



To stop the recording, click **[More]** at the right end of the control bar on the upper screen.



Select **[Stop Recording]**.

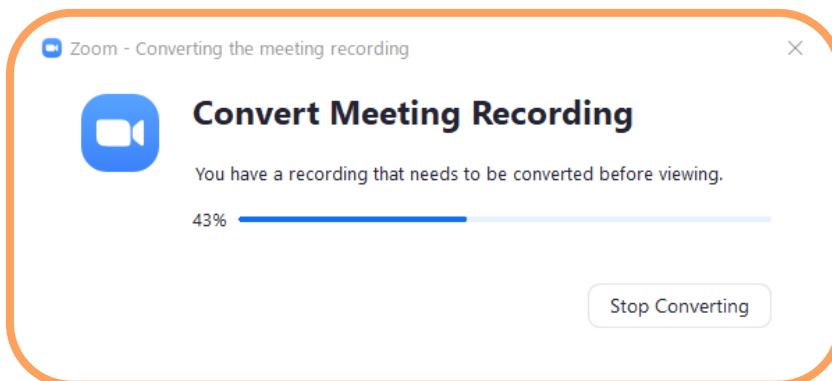
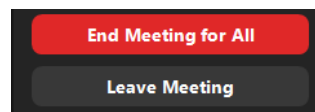
※At this point, the recording has not been converted. Complete the following steps.



After you stop the recording, click **[Stop Share]**.



Click **[End]** on the lower right of the screen to finish the meeting.



When the meeting ends, a popup window appears and indicates the processing on your PC.

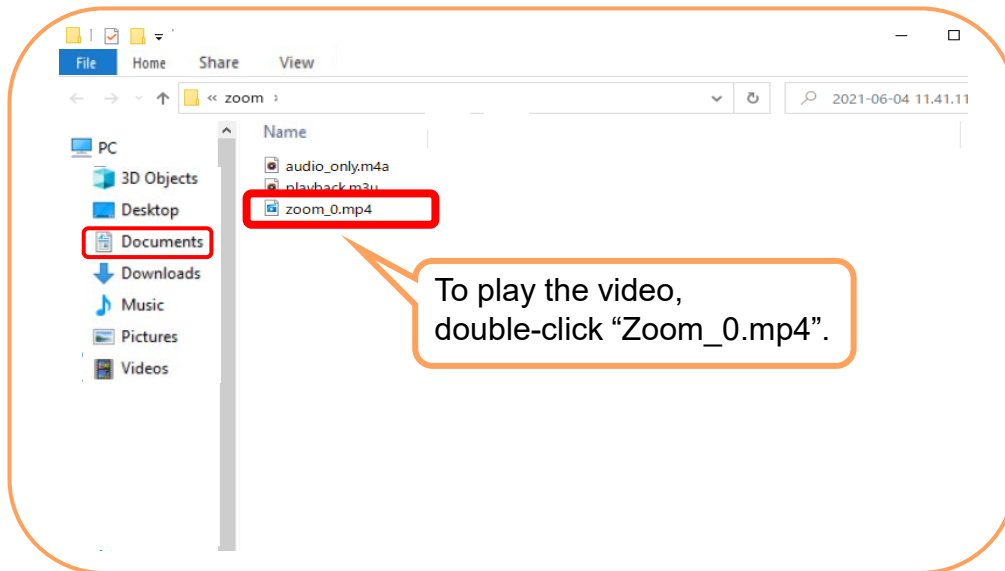
### 3. Stopping a Local Recording

#### Finding local recording files

After the recording process has been completed, you can access local recording files on the computer. By default, local recording files will be placed in the followings;

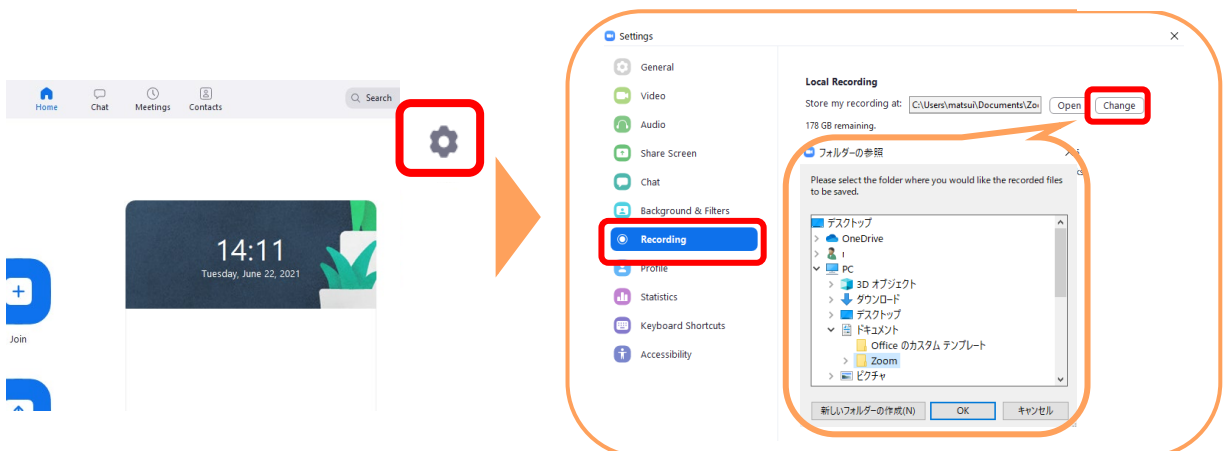
Windows: C:\Users\[Username]\Documents\Zoom

Mac: /Users/[Username]/Documents/Zoom



To change the default recording location, click the settings icon on the Zoom home screen before starting the local recording.

Select **[Recording]** and click **[Change]**. Choose the folder where you would like the recorded files to be saved.



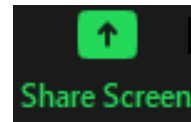
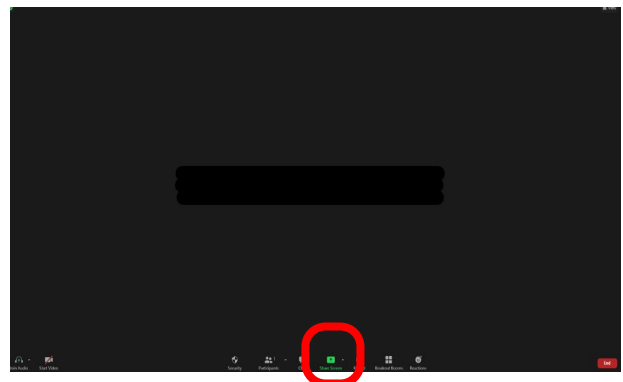
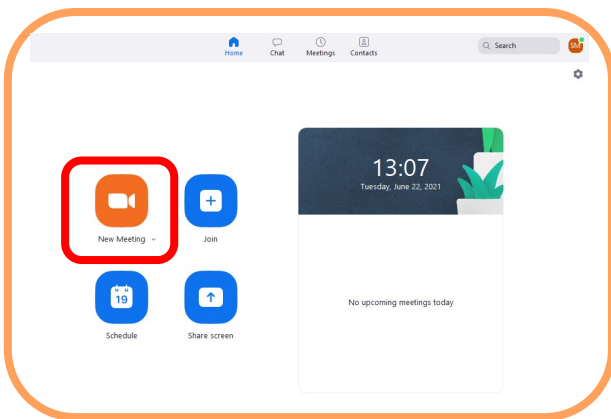
# 1. Before a Cloud Recording

## Starting a Zoom meeting

Open the installed Zoom application (app) on your PC and sign in.  
Click **[New Meeting]** on the home window.

※A document file(s) you share in your presentation (e.g., PDF, PowerPoint) should be ready on your PC screen in advance for smoother operation.

※If the Zoom app is not installed on your PC, refer to “1. Zoom Settings” in “Operation Manual: Guidelines for Organizing Online Meetings for RIMS Joint Research Activities using Zoom”

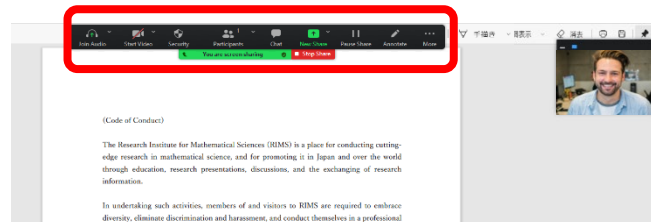
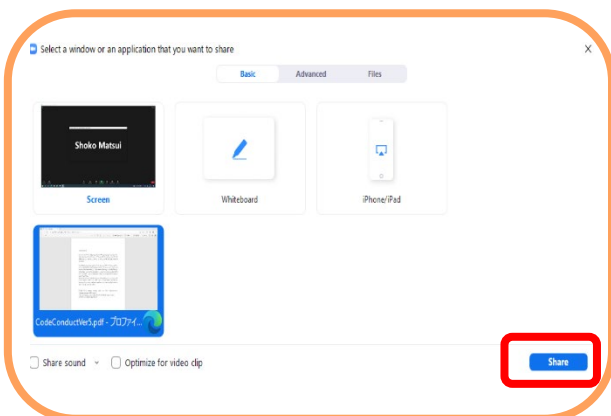


Click **[Share Screen]**.

## Selecting a screen to share

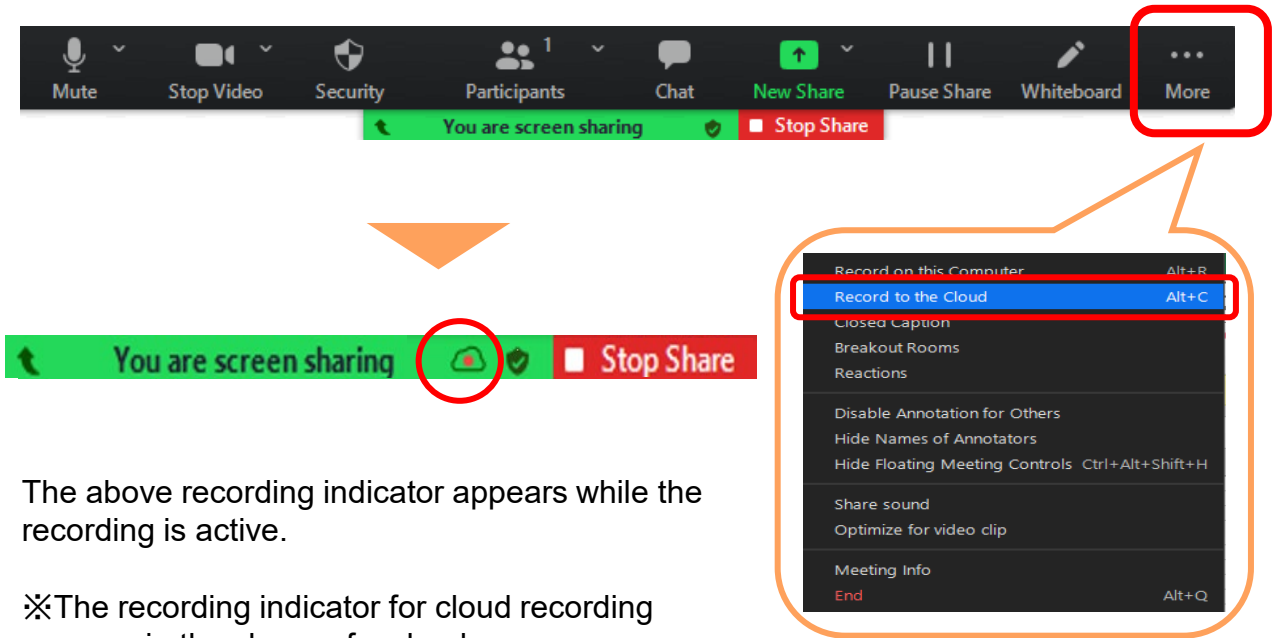
Select a screen to share in the presentation and click **[share]** on the lower right of the screen.

Hover the cursor over **[You are screen sharing]**. A meeting control bar will appear at the top of the screen.



## 2. Starting a Cloud Recording

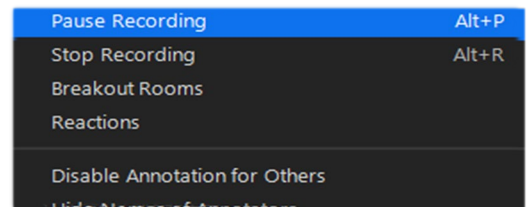
Hover the cursor over **[You are screen sharing]** and the control bar appears on your screen. To start your recording, click **[More]** at the right end of the bar and select **[Record to the Cloud]**.



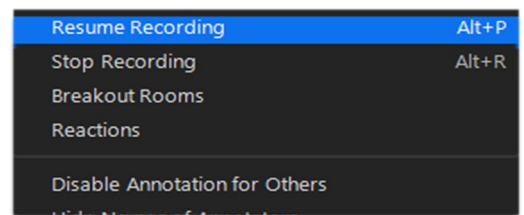
The above recording indicator appears while the recording is active.

※The recording indicator for cloud recording appears in the shape of a cloud.

To pause the recording, click **[More]** and **[Pause Recording]**.

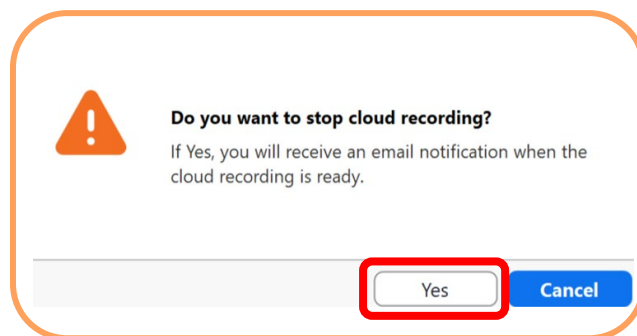
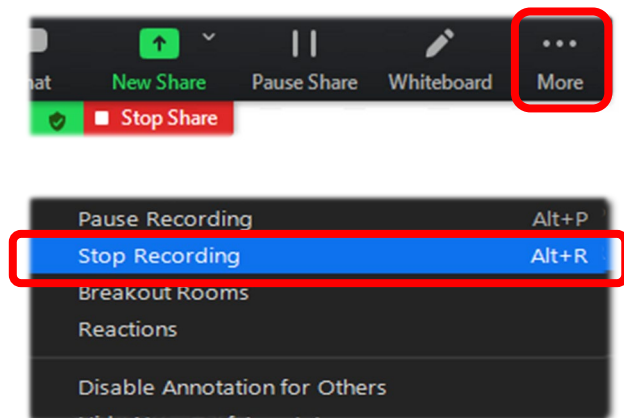


To resume the recording, click **[More]** and **[Resume Recording]**. The recording starts again.

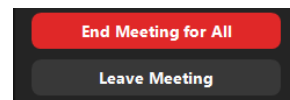


### 3. Stopping a Cloud Recording

To stop the recording, click **[More]** at the right end of the control bar on the upper screen. Select **[Stop Recording]**.



After you stop the recording, click **[Stop Share]**. Then, click **[End]** on the lower right of the screen to stop the meeting.



When the recording process has been completed, Zoom will send an email to your email address.

※To receive an email notification, please be sure to end the meeting.

## 4. Sharing a Cloud Recording

Hi \*\*\*\*\*,

Your cloud recording is now available.

Topic: My meeting

Date: May 24, 2021 \*\*\*\*\* PM Osaka, Sapporo, Tokyo

For host only, click here to view your recording detail(viewers cannot access this page):

[https://kyoto-u-edu.zoom.us/recording/detail?meeting\\_id=...](https://kyoto-u-edu.zoom.us/recording/detail?meeting_id=...)

Share recording with viewers:

<https://kyoto-u-edu.zoom.us/rec/share/xLXki10AUrz8...>

In the email from Zoom, click the URL **[click here to view your recording detail]**.

Profile

Meetings

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Recordings [redacted] Zoom Meeting

[redacted] Zoom Meeting

Jun 24, 2021 02:14 PM Osaka, Sapporo, Tokyo ID: [redacted]

0 total views • 0 total downloads [Recording Analytics](#)



Recording 1

2 files 1 MB

Download

Copy shareable link

The recording includes the files listed below:

Shared screen with speaker view

745 KB

Audio only

472 KB

Click on to play the video.

Share

Click **[Share]**.

※You need to be signed in.

Share this cloud recording

Share this recording

☒ Publicly

☐ Only authenticated users can view

Add expiry date to the link

Viewers can download

View recording on demand (registration required)

Passcode protection

Sharing Information

Hide

Topic: [redacted] Zoom Meeting

Date: Jun 24, 2021 02:14 PM Osaka, Sapporo, Tokyo

Meeting Recording:

[https://kyoto-u-edu.zoom.us/rec/share/\\_-pRHebs340GdlKnieEb2J2rPrk-Wkg6](https://kyoto-u-edu.zoom.us/rec/share/_-pRHebs340GdlKnieEb2J2rPrk-Wkg6)

Access Passcode:

Copy Sharing Information

Done

Click **[Copy Sharing Information]** and send the information, which includes the URL and the access passcode to the organizer of the research meeting. (e.g., via email)

Click **[Done]** to close the screen.

In case **[Passcode protection]** is OFF , change to ON and set a passcode and click **[Save]**.

Passcode protection

Save

Cancel

Passcode must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Have at least 1 special character (!, @, #...)

Hide