

## Using Zoom to Record Video and Audio Interviews

### LOG IN TO ZOOM

Go to [Zoom.us](https://zoom.us) and log in with your UWM email address and password. A University of Wisconsin System page will appear. Select UW-Milwaukee from the drop-down list and click Go. You will then need to enter your UWM email address and password again.

### ADJUST YOUR PERMANENT SETTINGS (only do this once)

After logging in, click the avatar icon in the upper right.

On the left side, click **Settings**.

Under the **Meeting tab** at the top, scroll down to the bar that says "Schedule Meeting"

Toggle select "Host Video" and "Participants Video"

Under "Audio Type" select "Computer Audio" and click "Save"

Back at the top of the page, click the **Recording tab**

Toggle select "Local Recording" (this may already be on)

Toggle select "Automatic Recording" and "Record on the local computer"

### SCHEDULE A MEETING (for each new interview)

At the top of the screen, click **Schedule**

Under **Topic**, give your meeting/interview a name

Set the date and time of your meeting/interview (UWM account gives you 40 minutes max)

Under **Video**, select "on" for both the host and participants

Under **Video**, select "Computer Audio"

Under **Options**, click "Show" and select "Automatically record meeting on the local computer"

Click “Save” button

Scroll down to **Invite Link**. Copy the link. Share this with your interviewee.

### **SEND INSTRUCTIONS TO YOUR INTERVIEWEE SO THEY’RE PREPARED**

#### **INTERVIEWEE INSTRUCTIONS:**

- If you’re using a laptop with a camera, place your laptop on a stack of books or a sturdy box. Your computer’s camera should be at nose level.
- If possible, use earbuds or headphones that have a built-in microphone and plug into your laptop. 2<sup>nd</sup> choice: Wireless or Bluetooth earbuds or headphones, or no earbuds/headphones. If not using earbuds/headphones, lean in a bit to the computer microphone.
- Don’t sit up against a wall. Your background should be as open as possible.
- Do not sit in front of windows unless they have shades or blinds you can control during the interview.
- Please have a table lamp at the ready. If you can take off the shade if necessary, better yet.
- Make sure you have a strong internet connection.
- If you’re using WI-FI, sitting close to your router usually helps provide a stronger signal.

### **START YOUR MEETING AND RECORD YOUR INTERVIEW**

For best audio quality, wear earbuds with little mic attached that you can plug into your computer jack.

On the left side of the Zoom screen, click **Meetings**

On the right, hover over meeting name and click **Start** button, follow prompt to **Open Zoom.us**

When your video window pops up, **Test Speaker and Microphone**

Then click **Join Audio** button and then click **Join With Computer Audio** button. **Note:** You must do this to record audio

When your interviewee joins, click **Gallery View** at upper right

If you want to record the two of you in a Q&A, keep your pictures side by side.

If you want to record your interviewee only, full screen, hover over the interviewee’s picture. Next to the blue **Mute** button, click on the **three blue dots**. In the dropdown menu, select **Pin Video**. Your interviewee will then be in the biggest box, and the words **Unpin Video** will be visible at the top of their box.

The red **Recording** light should be blinking in the app.

Check the interviewee's framing (head-and-shoulders) and lighting. Be sure available light is on their face and the background looks good.

Conduct your interview.

When you're done, click **End**, and **End Meeting for All**.

If using a Mac, a box may pop up that says "zoom.us would like to access your Documents folder." Click **OK**.

A box will pop up that says "Converting meeting recording." Leave it alone until it says "Save my recordings at:" Click the dropdown and choose a location on your computer to save the recording. Click **Save**.

You will then have a folder with an Mp4 video file of your interview and an m4a audio file of your interview. Rename these files with the name of your interviewee, but be sure to preserve the extensions (mp4 and m4a).