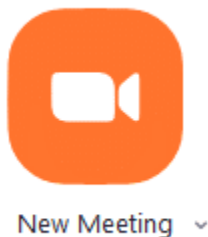


## Recording Lectures in Zoom for YouTube

1. Sign into your Zoom account after downloading here:  
<https://zoom.us/download> ---Contact [ITS@kirtland.edu](mailto:ITS@kirtland.edu) if you are unsure if you have a Zoom PRO account.
2. Click New Meeting:



3. Invite by Gmail (This will create a link to copy to your course or by email)

Choose your email service to send invitation



**This will only be necessary for a synchronous lesson that involves a live chat with your students. If not skip to step #4.**

4. Share a screen if you are sharing a document or image to share> Click Record> At end of the meeting click on End Meeting for All. It will automatically render a video saved to your computer. Select the Zoom.mp4 video to upload.

5. Follow the directions in the link below to upload to YouTube.

***(Reminders during upload: Select Unlisted for privacy setting and select English to automatically closed-caption).***

*Upload Videos to YouTube:*

<https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>