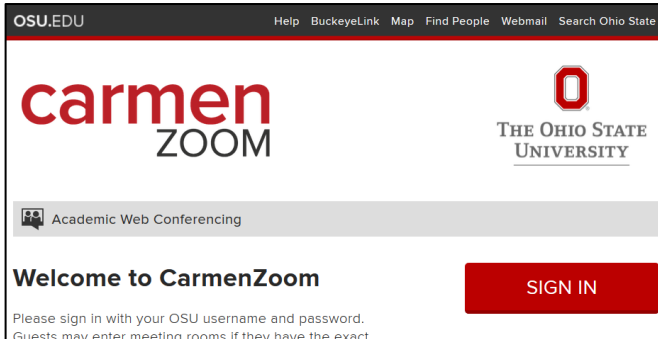
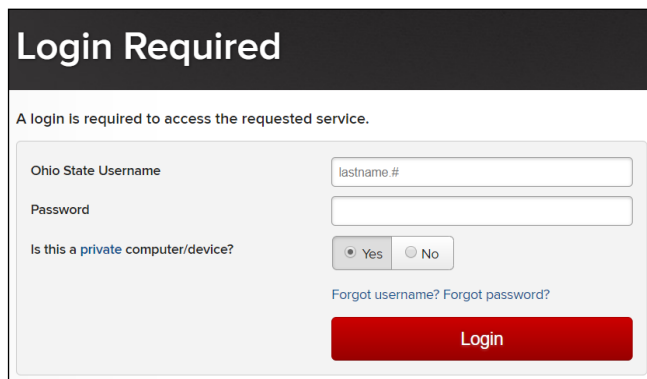


How to record in CarmenZoom, then access your recorded file from CarmenZoom & Share it via BuckeyeBox

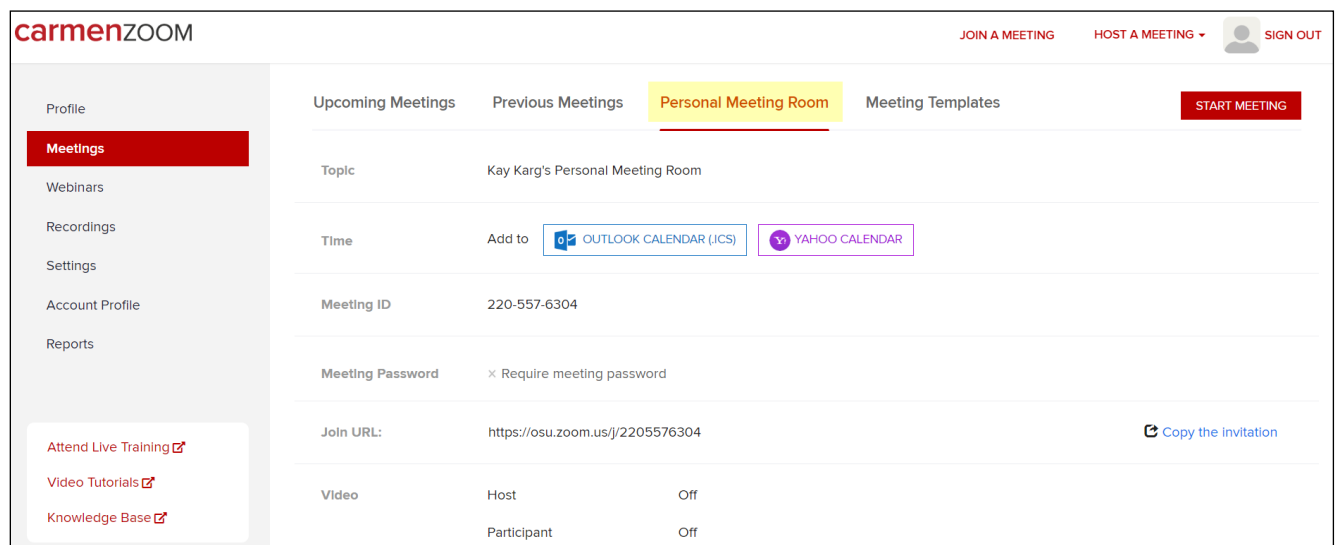
- Navigate to <http://zoom.osu.edu/>
- Click on the “Sign In” button



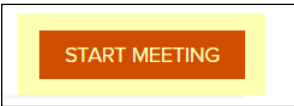
- Login with your lastname.# and university password



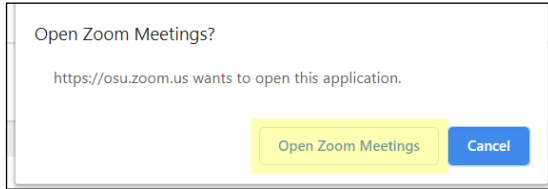
- To start your own recording through CarmenZoom, from the Meetings tab on the right hand side, click on the “Personal Meeting Room” tab.



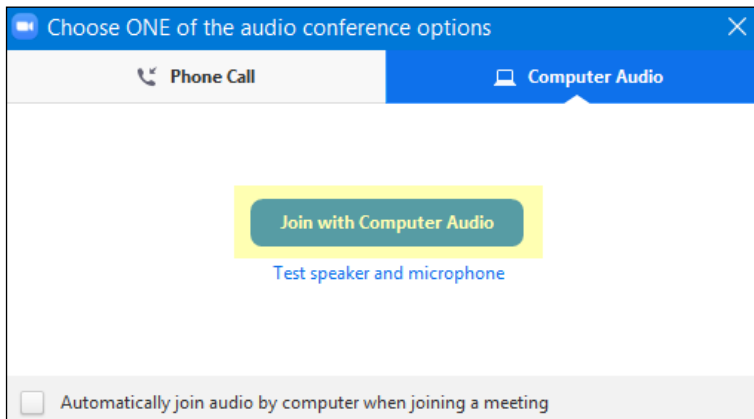
- Click on the “Start Meeting” button.



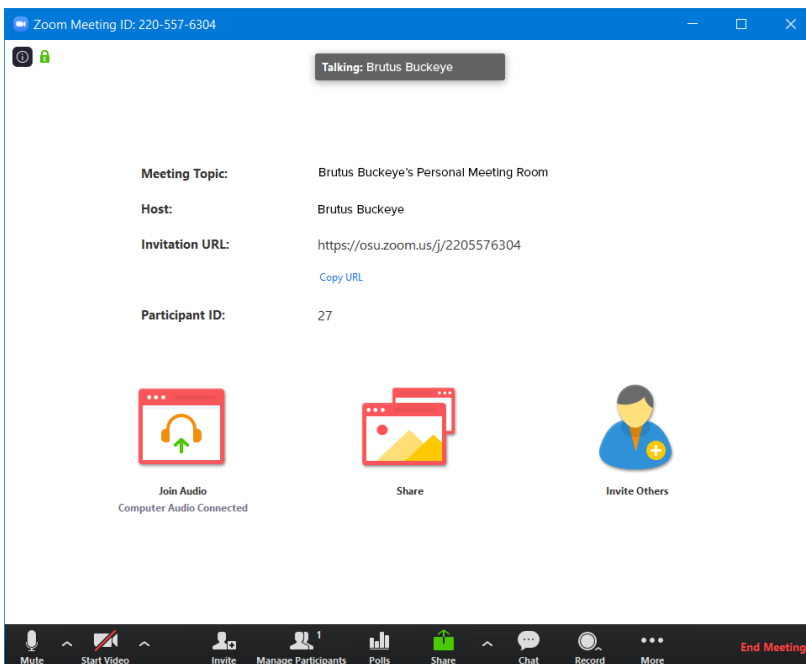
- A dialogue box will open. Click on the “Open Zoom Meetings” button.



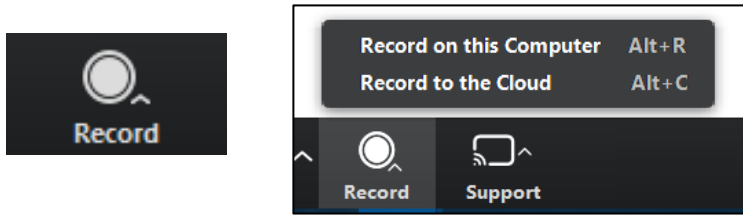
- Click on the “Join with Computer Audio” button.



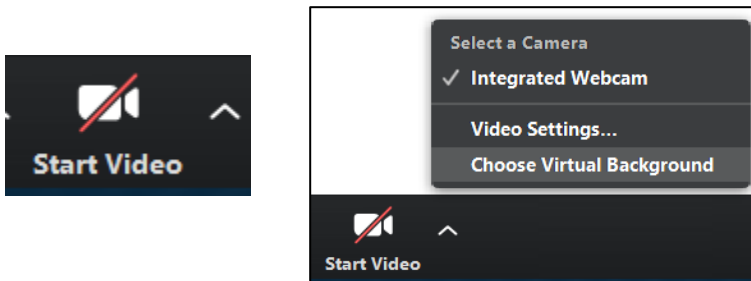
- You are now in your personal meeting room.



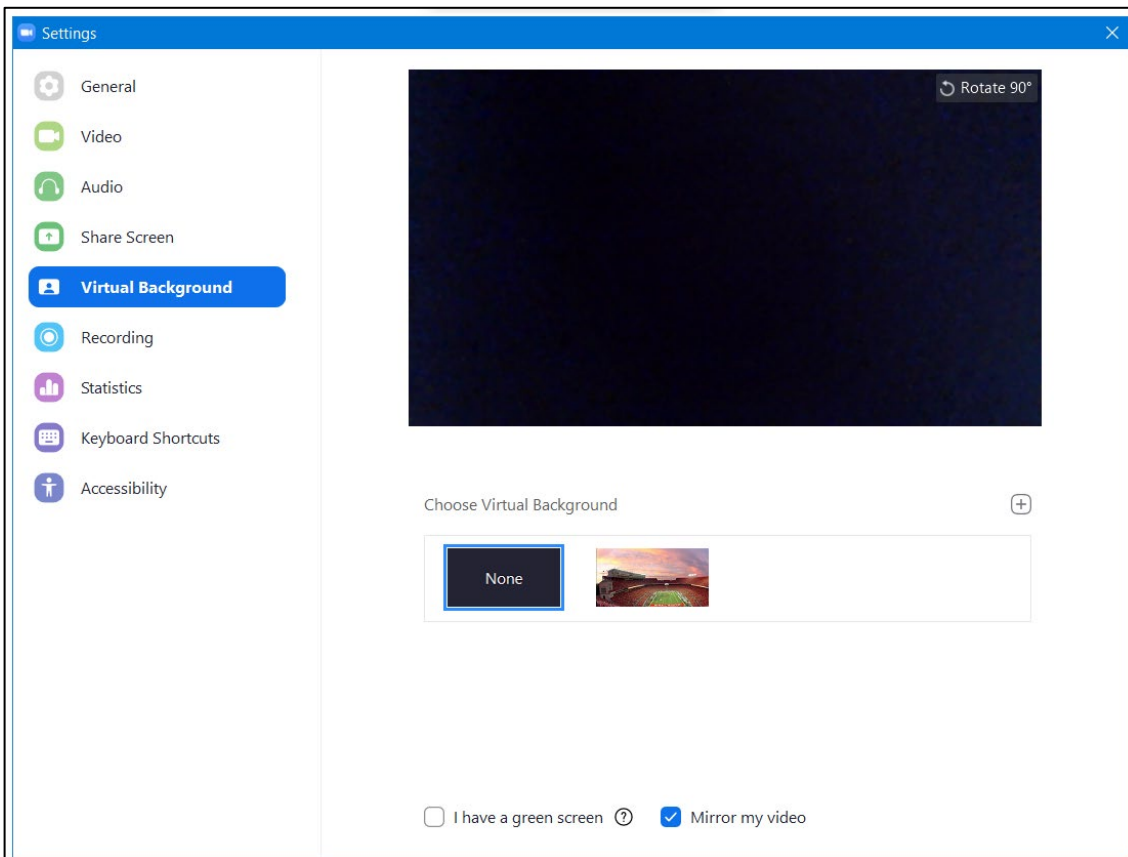
- The first thing you need to do is click Record, then click Record to the Cloud.



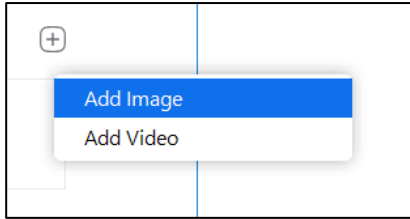
- Next, click on the “Start Video” button. Then click on the arrow to the right of the Start Video button, then select Choose Virtual Background.



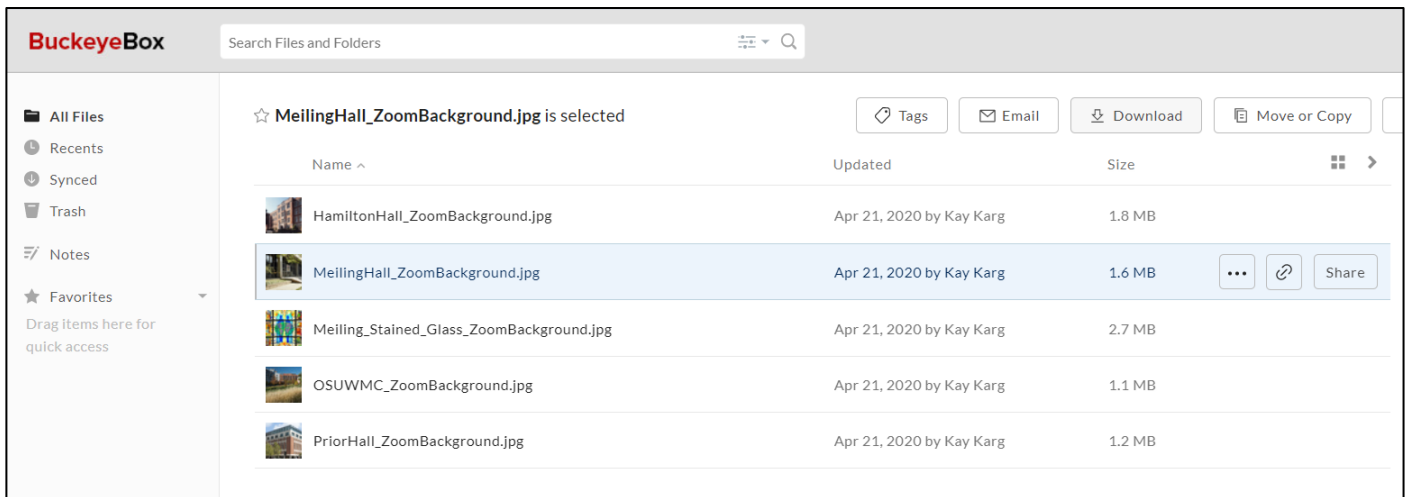
- From the Virtual Background pop-up window, apply a background of your choosing by selecting the plus button on the right side



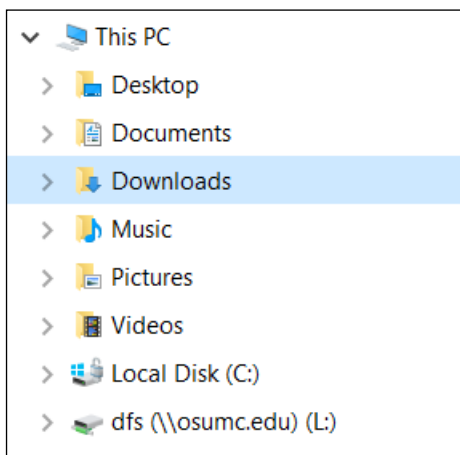
- Then click Add Image



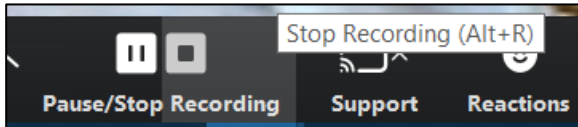
- You may use any image. OSU COM has approved and specifically formatted background images available, accessible via BuckeyeBox: <https://osu.box.com/s/ji6v0woentrd5rkdndc4w68tybulkilj>
- When you open the BuckeyeBox link, click on the image you like, then click the download button.



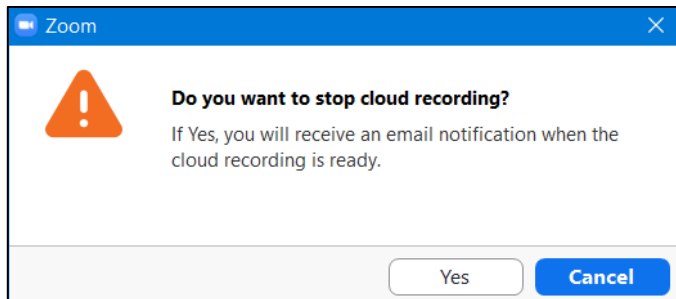
- The image should now be stored on your computer. Check your Downloads folder. When you locate the virtual background image file that you downloaded, click it and hit “Ok”



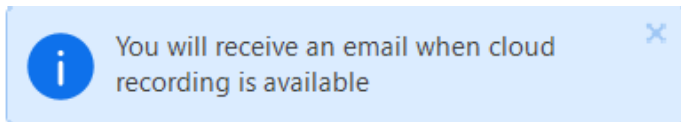
- You should now see yourself and your virtual background in your zoom window.
- Your message is currently being recorded.
- When you are finished recording, across the bottom, click the stop recording button.
- You may share your screen and presentation during this time.



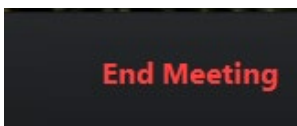
- When you click Stop Recording, the following window will display. Click Yes.



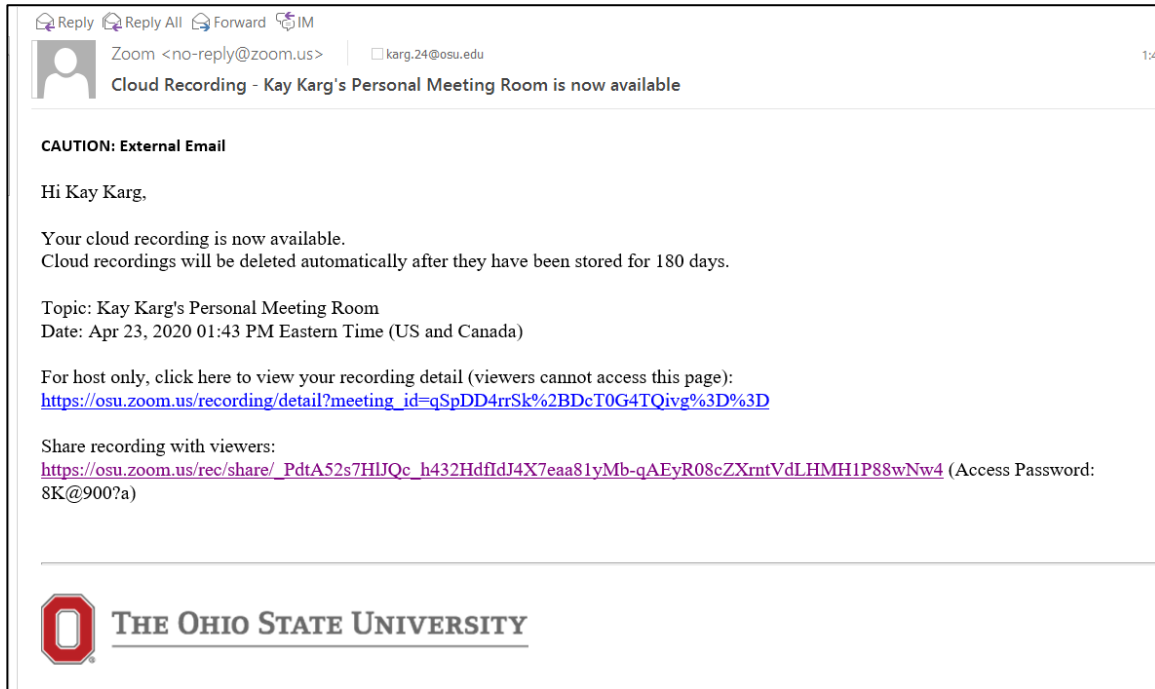
- You will have a pop-up in the top right corner of your screen that looks like this:



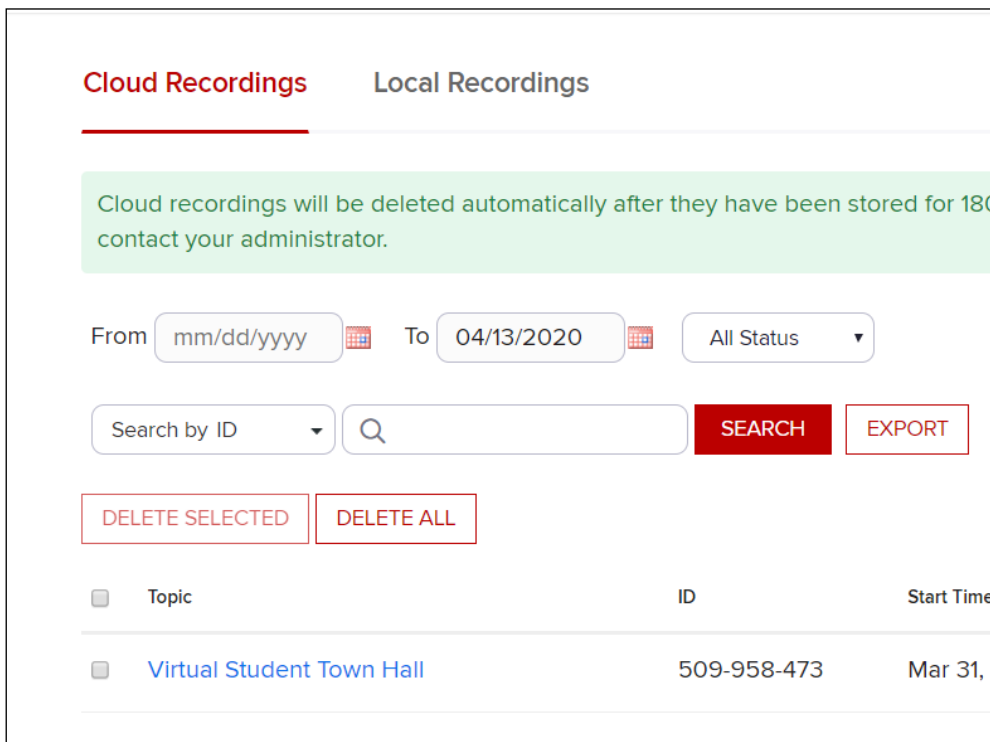
- You have now recorded your zoom session. Next, click End Meeting.



- You will receive an email when your recording is processed. Depending on the length of the recording, this can take anywhere from 5-10 minutes, to over an hour. When you receive your email, click on the first link.



- On the Cloud Recordings tab, under Topic, click on the blue title of the recording you just made.




- From the Recording page, click on the Download button

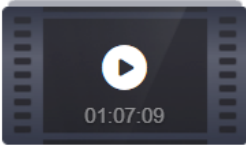
[My Recordings](#) > Virtual Student Town Hall

Virtual Student Town Hall

Mar 31, 2020 11:25 AM Eastern Time (US and Canada) ID: 509-958-473




This recording will be deleted automatically in 167 days. 





0 total views • 1 total downloads [Recording Analytics](#)



Recording 1

4 files 578 MB


 **DOWNLOAD (4 FILES)**  **COPY SHAREABLE LINK** 


-  Shared screen with speaker view
-  Shared screen with gallery view
-  Audio only
-  Audio transcript

- Navigate to buckeyebox.osu.edu
- Click on the Log In button

OSU.EDU Help BuckeyeLink Map Find People Webmail Search Ohio State

BuckeyeBox


THE OHIO STATE
UNIVERSITY

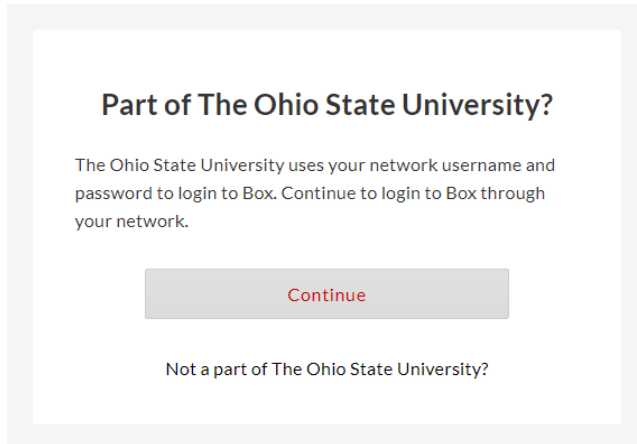


Log In

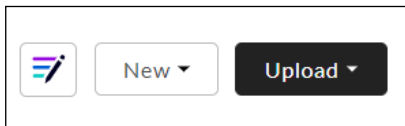
Sign Up

Ohio State has teamed up with Box to offer faculty, staff and students an easy way to share files and folders online.

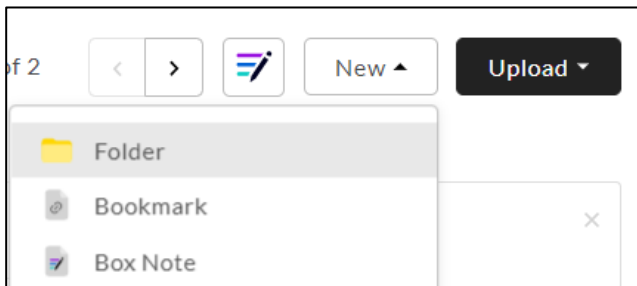
- When asked “Part of The Ohio State University?”, Click Continue



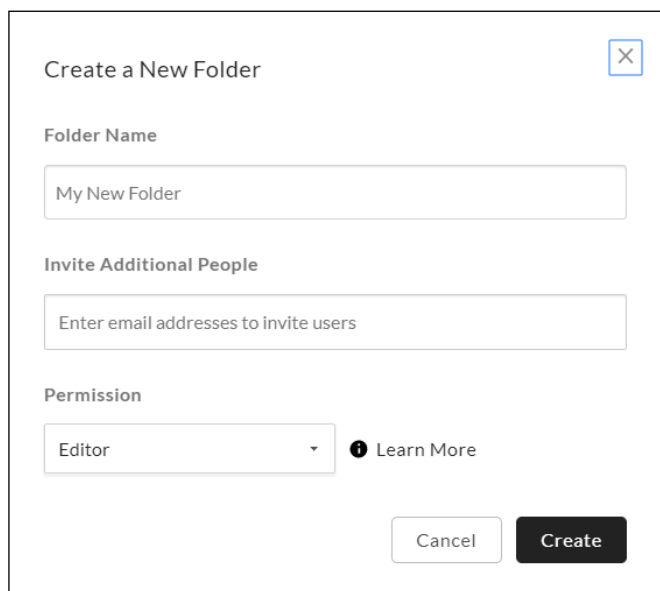
- In the top right corner, click the “new” button



- Click “folder”

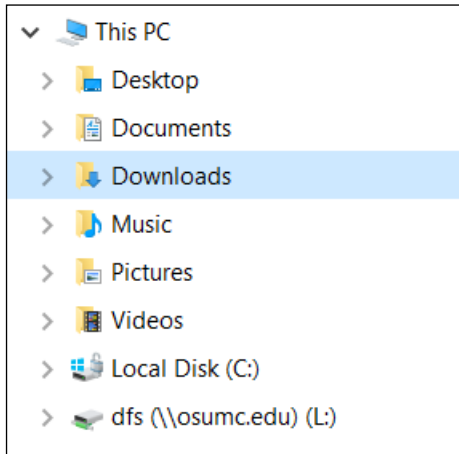


- Title your new folder



- In the “Invite Additional People” box, add karg.24@osu.edu
- Click “create”
- Open your new folder
- Click “upload”

- Find the files you downloaded earlier – they should now be stored on your computer. Check your Downloads folder. When you locate the CarmenZoom mp4 file, click on it, then click Ok.



- You have now shared your CarmenZoom recording!