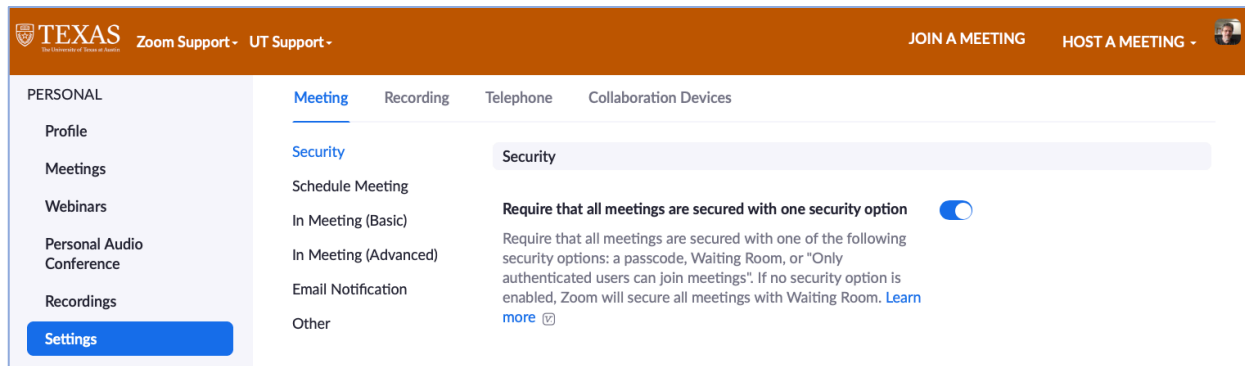


## How to schedule a Zoom recording for every class in UTC and GSB

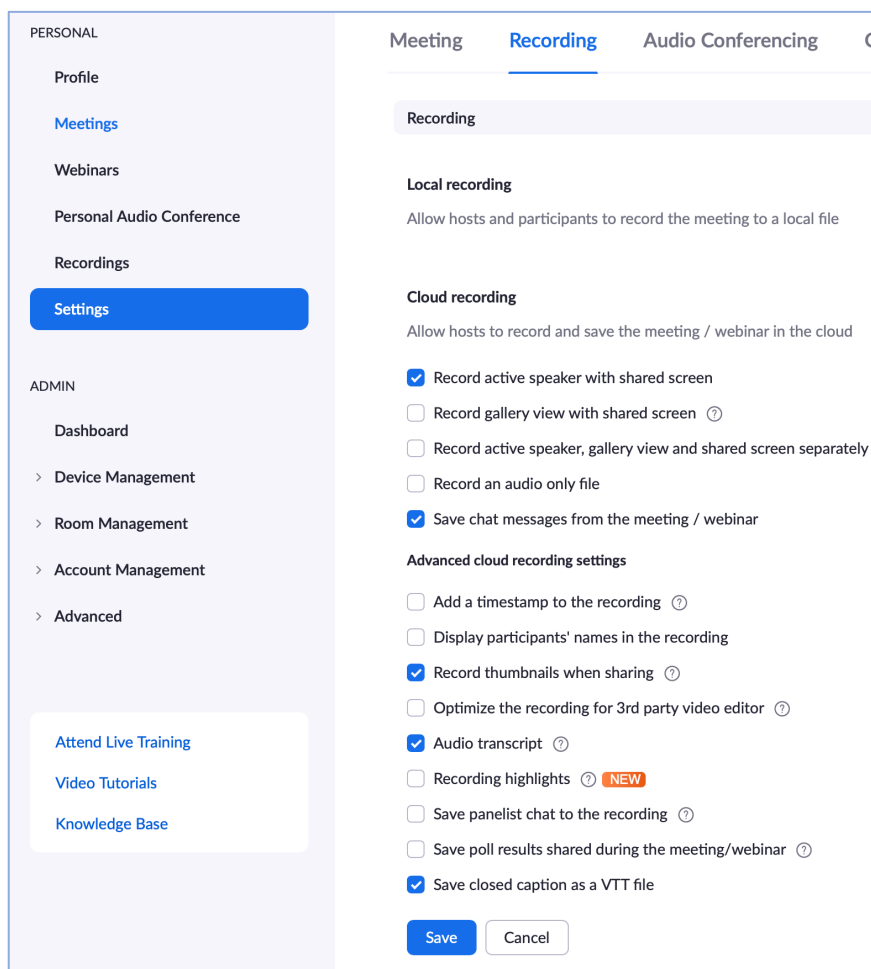
(also works for Zoom meetings if you still have on-line participants, you only need to do this once)

Open your preferred web browser and go to: <https://utexas.zoom.us/>

Login to Zoom and click on the **Settings** button on the sidebar...



...and then on the **Recording** tab on the topbar. Adjust your settings as shown below. Click **Save**



Towards the bottom of that page, set the **Recording Notification** to Guest only

Recording notifications - Zoom clients ⓘ

Show a disclaimer to participants when a recording starts

All participants  Guest only ⓘ

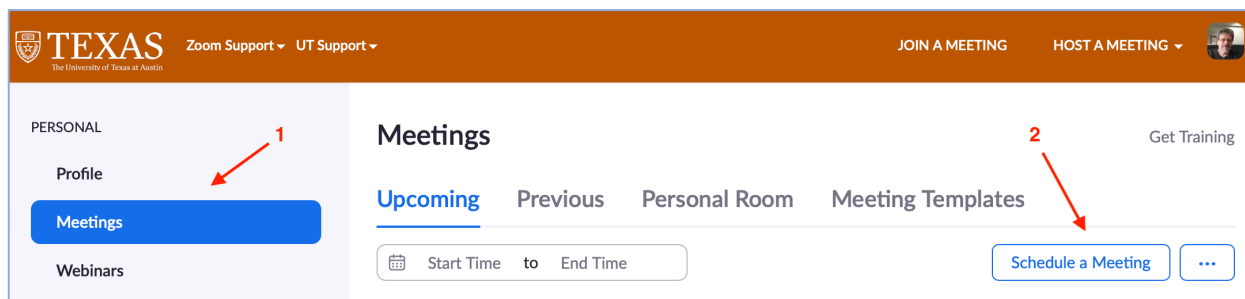
Play voice prompt for

All participants  Guest only ⓘ  No one

Ask host to confirm before starting a recording

*Note:* If you want to check your settings for the meeting, click the **Meeting** tab at the top bar beside the **Recording** tab. Adjust your settings as desired.

Next, click the **Meetings** button on the sidebar, followed by the **Schedule a Meeting** button on the right.



You can schedule your whole semester here, so you only need to do this once for the whole semester. It is possible to Edit the whole semester of the individual meetings later in case you make a mistake, if you change dates or times, let us know as we will need to make the same adjustments on the calendar.

*Note:* Do not over-schedule your class (Ex. Start early at 1:45 PM instead of 2:00 PM) since we are using a calendar that may cause conflict with an adjacent reservation.

You start a recording by clicking your meeting on the reservation calendar on the rooms' touch panel, and end the recording by clicking **End Call** on the touch panel. The dates and times are only for the calendar so it knows when to put your class on the display.

On the following pages are screenshots of a sample **Schedule a Meeting** schedule.

Here is a short description of the necessary fields:

- **Topic** - shows on touch panel
- **Description** - can be left blank
- **When** - enter date of first class and class start time
- **Duration** - enter the length of class
- Select check box at **Recurring Meeting**
  - Set your recurrence and last date recording needed
- **Security** - set a passcode of your choice
  - Select **Require Authentication to Join** to only let utexas.edu users in

- **Video** - turn **Host** on if you want to be recorded, off if you only want audio and presentation
  - turn **Participant** off if you do not have remote students
- **Audio** - set to **Computer Audio**
- Select checkbox to **Automatically record meeting in the cloud**
- Click **Save**


Topic

Description (Optional)

When    **Start Date and Time**

Duration  hr  min **Class Duration**

Time Zone

**Check here**   **Recurring meeting** **Every week on Mon, Wed, until Dec 8, 2021, 31 occurrence(s)**

Recurrence  **set to weekly**

Repeat every  week **every weekly**

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat **check your days**

End date  **By**   **After**  occurrences  
**Last date to be recorded**

Registration  **Required**

Security  **Passcode**  **security settings to avoid Zoom Bombing**  
Only users who have the invite link or passcode can join the meeting

**Waiting Room**  
Only users admitted by the host can join the meeting

**Require authentication to join: UT Austin** **security settings to avoid Zoom Bombing**  
\*.utexas.edu,utexas.edu [Edit](#)  
Authentication Exception [Add](#)

Video **Host**  on  off **set to ON if you also want to be recorded, not only audio and presentation**

**Participant**  on  off

**Audio**       Telephone     Computer Audio     Both      **set to Computer audio**

**Meeting Options**

Allow participants to join  before start time      **uncheck this to make sure you are the first person in the meeting**

Mute participants upon entry

Breakout Room pre-assign

Request permission to unmute participants

Automatically record meeting in the cloud      **Make sure this is checked**

Approve or block entry for users from specific countries/regions

**panopto\_folder\_context**     

**Alternative Hosts**     

         **Click Save**

After you click **Save** check that all your settings are correct on the summary page and then click the **Copy Invitation** button, this is the best way to capture all the information that we need to create the appointment.

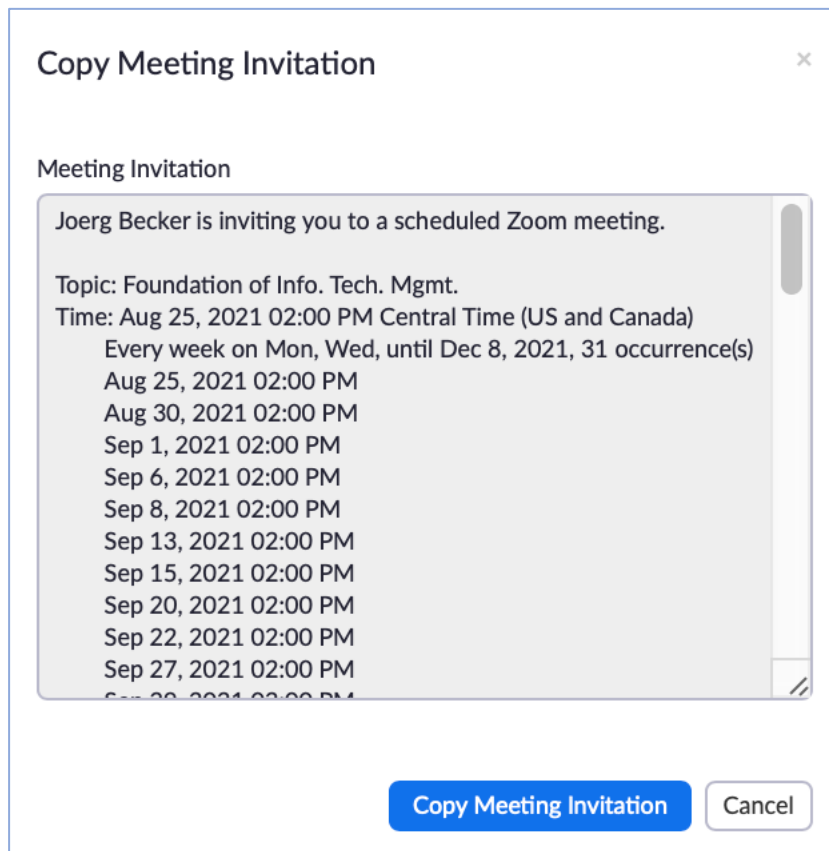
Topic	Foundation of Info. Tech. Mgmt.		
Description	This is to show hoe to schedule a recording for UTC and GSB		
Time	Aug 25, 2021 02:00 PM Central Time (US and Canada) Every week on Mon, Wed, until Dec 8, 2021, 31 occurrence(s) <a href="#">Show all occurrences</a>		
Add to	<a href="#">31 Google Calendar</a>	<a href="#">0 Outlook Calendar (.ics)</a>	<a href="#">Y1 Yahoo Calendar</a>
Meeting ID	986 2333 7057		
Security	<input checked="" type="checkbox"/> Passcode ***** <a href="#">Show</a> <input type="checkbox"/> Waiting Room <input checked="" type="checkbox"/> Require authentication to join: UT Austin *.utexas.edu,utexas.edu		
Invite Link	<a href="https://utexas.zoom.us/j/98623337057?pwd=UCtVbVJHcXMwWk9CaTQ3Sk1xYjFxFxQT09">https://utexas.zoom.us/j/98623337057?pwd=UCtVbVJHcXMwWk9CaTQ3Sk1xYjFxFxQT09</a>		<a href="#">Copy Invitation</a>
Video	Host	On	
	Participant	Off	
Audio	Computer Audio		
Meeting Options	<input type="checkbox"/> Allow participants to join anytime <input checked="" type="checkbox"/> Mute participants upon entry <input checked="" type="checkbox"/> <input type="checkbox"/> Request permission to unmute participants <input checked="" type="checkbox"/> Automatically record meeting in the cloud <input type="checkbox"/> Approve or block entry for users from specific countries/regions		

Click here



After clicking **Copy Invitation** a window will pop up with your meeting invitation information. Click the **Copy Meeting Invitation** button, dismiss the pop-up window and paste the copied information into an email addressed to [Media.Services@mcombs.utexas.edu](mailto:Media.Services@mcombs.utexas.edu)

*Note:* In your email please include the **room number** of the classroom that you are teaching in order for us to post your recording or zoom meeting request in the correct calendar.



If you have any questions or difficulties email [VC-Trouble@mcombs.utexas.edu](mailto:VC-Trouble@mcombs.utexas.edu) and someone from the team will assist you.

Hope this helps, MSB Media Services.