

Instructions for recording on your computer with Zoom:

- Click on zoom app
- Sign in
- Click “Start”
- Click “Join With Computer Audio”
- You are now in the room and can chat with the other participants if they have arrived.
- Click “Record” to start recording.
- When you’ve finished the interview click “stop”
- Once you’re ready to leave, click “End Meeting”
- Click “End Meeting for All”
- The recording will automatically save in your Zoom folder

To Send:

- Open Gmail
- Click “Compose”
- Click the paper clip symbol at the bottom of the email to attach a file
- Click “Zoom”
- Open the latest folder (the folder at the top)
- Double-click “audio_only.m4a”
- The audio is now attached. Include a short explanation of what the audio is in the email message and send to OCaudio.origins@gmail.com when you’re ready.

Thanks 😊