

## Recording a Meeting on Zoom

### Using Zoom:

[Starter Guide for Beginners Plus Tips and Tricks for Pros](#)

### Recording a Meeting Using Zoom:

[Zoom Recording 101](#)

[Zoom Recording Formats](#)

[Zoom Cloud Recording](#)

[Zoom Local Recording](#)

[Frequently Asked Questions about Recording](#)

### Audio:

[How to record great audio for video](#)

[10 Tips for Better Audio in Digital Video Production](#)

### High definition recordings:

- Your meeting recordings can be saved in high definition (HD), so when you play back your recordings you'll experience a crisper, clearer picture.
- To enable the [HD feature](#), navigate to your account settings, click video, then check "Enable HD."

### Accessing your Zoom Recordings:

- From the Zoom home screen, you'll notice four tabs across the top. If you go to the Meetings tab, you can access your Zoom recordings quickly and easily.
- [Accessing your Zoom Recordings](#)

## **Live Streaming:**

[Meeting versus Webinar](#)

[Zoom Video Webinar](#)

## **Other Resources:**

[Filming Clients Remotely](#)

[General Resources for Remote Meetings](#)

## **Consent for Remote Video Recording**

In Washington state, consent is considered obtained whenever one party has announced to all other parties in the conversation that it is about to be recorded, and the announcement itself is recorded.

[Recording Laws by State](#)

## **Obtaining Consent via Email:**

- Several days before your event, send the consent form to your participants.
- Request that they sign and send the form back before the session.
- Email or images of signed consent forms are acceptable.
- If participants don't have access to a printer, this can be an issue.

## **Obtaining Consent During the Session:**

- Send the consent form before your event and let participants know that during the session, we will ask for verbal consent to participate, and that consent will be recorded.
- This can be an issue if you have to delete the session recording at some point after the project is over.

## **Obtaining Consent via Facebook:**

- Set up a consent form on [SurveyGizmo](#).
- SurveyGizmo allows you to add a signature question, in addition to printing a name to give consent.
- Participants can use their computer trackpad or phone screen to give an e-signature.

- Other Survey Options available:
  - [Qualtrix](#) - UW has accounts available for staff and educators

### **Obtaining Consent via Legally Approved Options:**

- Set up the consent form on [Adobe Sign](#) or [DocuSign](#).
- Send the form to participants via email, and they send you back the signed forms.
- DocuSign and AdobeSign signatures are legally binding.

### **Resources:**

- <https://acrobat.adobe.com/us/en/sign/compliance/electronic-signature-legality.html>
- <https://www.docusign.com/how-it-works/legality/global>
- <https://acrobat.adobe.com/content/dam/doc-cloud/en/pdfs/adobe-sign-us-guid-e-e-signatures-wp-ue.pdf>
- <https://www.fdic.gov/regulations/compliance/manual/10/x-3.1.pdf>