

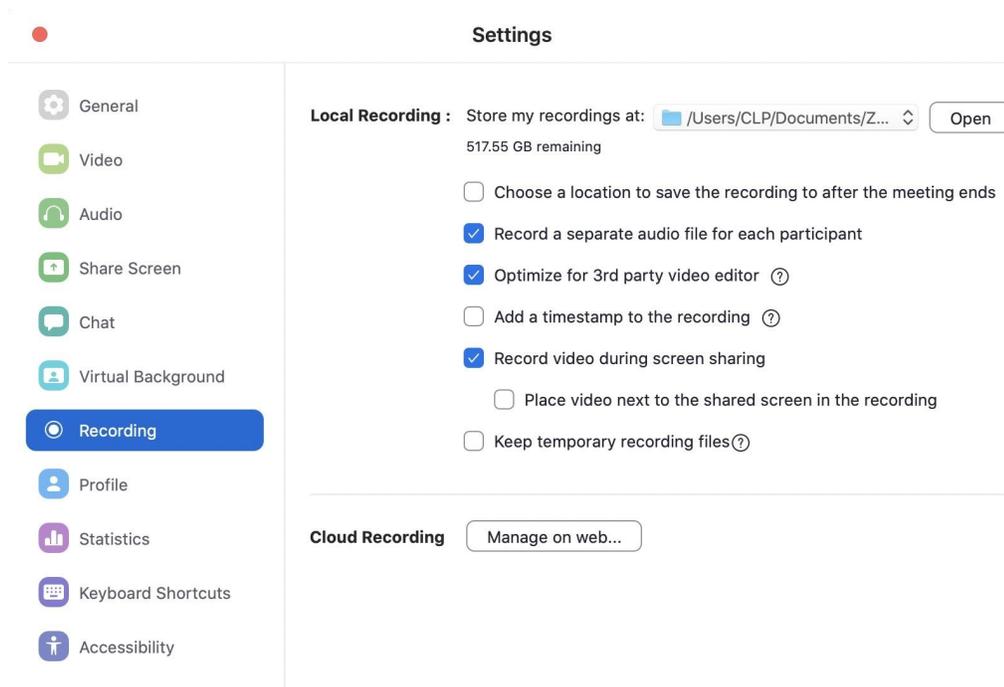
Using Zoom to Record a Video Interview or Panel Discussion

How do you record a quality video interview, conversation or panel when you can't be in the same room? There are many ways to pull this off, but one of the easiest is to use the built-in recording features in a Pro Zoom Account.

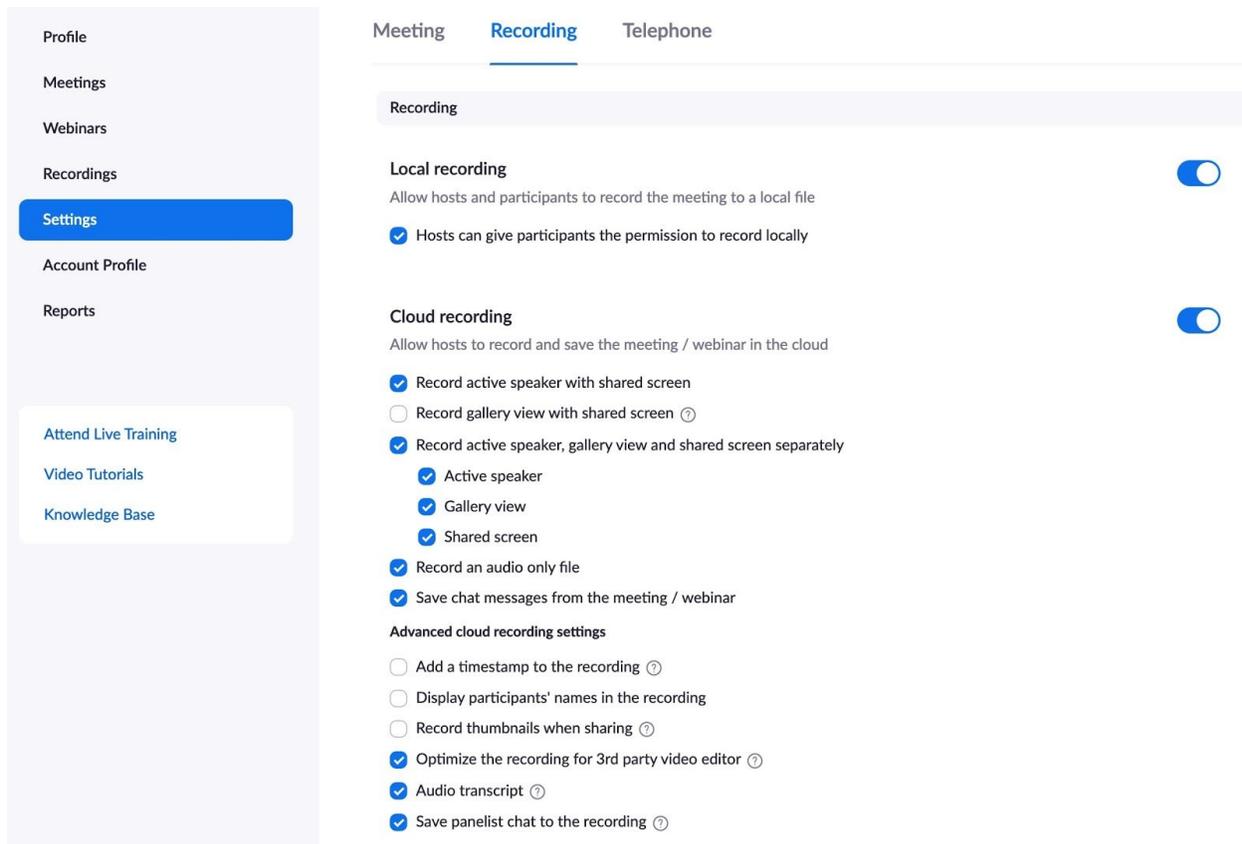
Let's say we want to record a conversation between Alex and Beth, with a third person, Carlos, helping to manage the project. Carlos will be the Zoom meeting host. He'll set the meeting to record locally on his computer (this will allow for higher quality video than cloud recording).

Zoom has settings in a couple different places that Carlos, the host, will want to adjust:

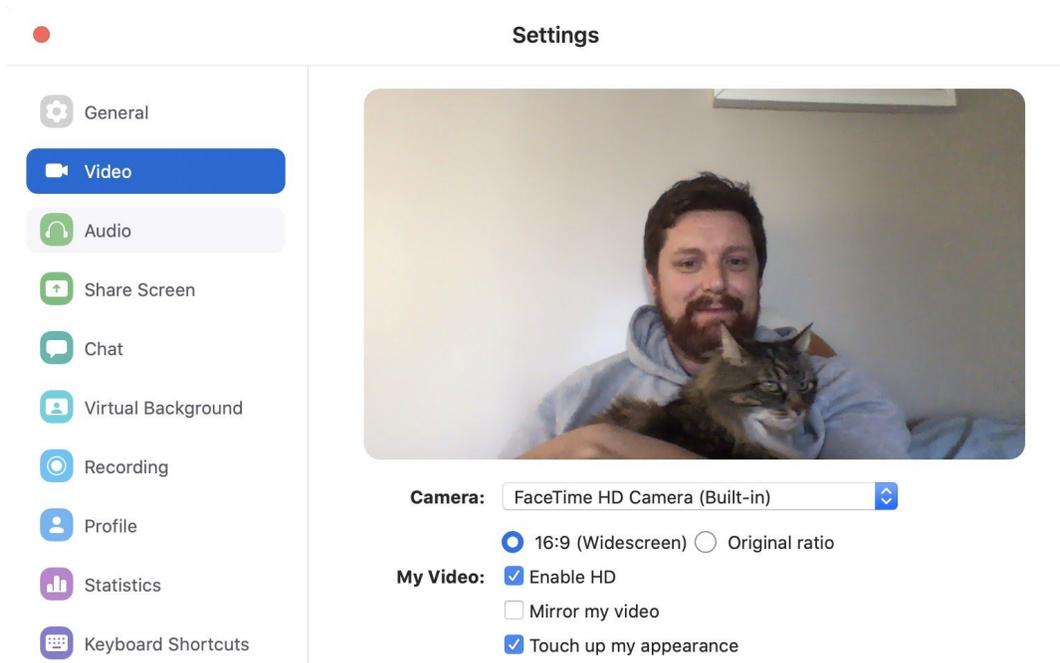
- 1) In the Zoom desktop app, open "Preferences" from the top nav menu. Click on "Recording" in the screen that pops up, and adjust the setting like this:



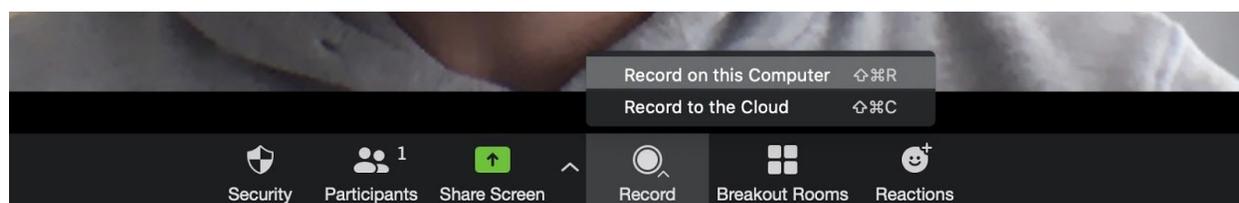
2) In the web browser where you sign into Zoom, there's another group of settings the host will need to adjust, under the "Recording" tab, like this:



3) Back in the Zoom desktop app, Alex and Beth will adjust their settings under "Video" to enable HD video (and touch up their appearance, if they want to):



- 4) Carlos will start the meeting, and Alex and Beth will join. Carlos will hit “Record” on the bottom bar, and select “Record on this Computer”



- 5) Zoom will use the “speaker view” technology to automatically record the screen of the person who’s speaking. When Alex is talking, his camera will show in the recording. When Beth is talking, her’s will show. Zoom will also produce a recording of the “gallery view” showing all the speakers at once. And a separate audio file of each speaker.
- 6) When the meeting ends, Carlos will get a message that his recordings are being processed, and they will show up in the folder that was selected back in step 1.
- 7) Carlos can use video editing software to trim the videos, switch back and forth between the views, and add graphic overlays and logos. But even without any of that, the speaker view version of the video will be a relatively high quality recording that looks better than your average Zoom call.

You could use this same workflow with just two participants. Or you can add additional participants beyond just three — but speaker view may falter in auto-switching if there are too many participants all speaking at once, so use your mute buttons!

Check out our general [Guide to Zoom Conferencing](#) for more basic settings, and for recommendations for optimal composition, lighting and audio for each participant.

There are a few other setup options for those who want to further improve production values:

Option 2: Guests record on separate devices, mix them in post.

Essentially the participants will interact via a Zoom call, but each record themselves on a separate device like their mobile phones. Afterwards, someone will collect those files and combine them in video editing software.

Advantages: Higher video quality, more flexibility in video mix. Doesn't require a pro Zoom account.

Disadvantages: Labor intensive, requires and some video editing expertise. Participants have to manage their own recording and transfer large files.

Option 3: Live-mixing using Zoom spotlight video

Using spotlight view on Zoom Pro and a separate monitor, Carlos live-mixes the conversation and records it from his screen using QuickTime or Open Source Broadcaster (or sends it to livestream)

Advantages: Full control over video mix, You can still add graphics in post, but post production is faster. Less tech for participants to navigate.

Disadvantages: Lower video and audio quality for both participants, depending on bandwidth

For more information about these options, [contact us!](#)