# Podcasting with Zoom

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**Zoom** is software that you probably already have on your computer if you have taken any classes at Princeton.  As you know, Zoom is a video conferencing tool in which multiple people can meet simultaneously.  You probably also know that these meetings can be recorded. It is this recording feature that potentially makes Zoom a useful tool for recording podcasts, particularly if there are multiple hosts in the podcast or if you are interviewing someone remotely.

To get started using Zoom for podcasting, go to the Princeton Zoom portal at https://princeton.zoom.us/.

Here you will schedule a meeting and change a few of the settings. It is a good idea to schedule a meeting in advance, especially if you are interviewing someone.  When you schedule a meeting, Zoom can provide you with an invitation that you can give to your interviewees. Scheduling your recording will also give you time to prepare a script. Even if your podcast will consisty of a conversation or an interview, it is always best to at least begin your podcast from a prepared script.
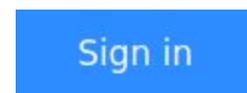
Click the Sign-in button on the front page.

After you have logged in, click the Schedule a Meeting link in the upper-right corner of the screen.

On the resulting page, fill out the details of your meeting, such as a title and the date and time of the meeting. Most of the other settings can be left as the default settings, except perhaps the sections labeled Audio and Video. You may want to set the Video setting to the off position for both Host and Participant, just to save bandwidth.  If you forget to turn off video, it is not a problem. After you record your session, Zoom will provide you with both audio and video versions of your session.

Notice in the Audio section that you may select Telephone, Computer audio or both. It is mostly like that the default setting, Telephone and Computer Audio, is set, but it is worth pointing out that participants do not need a computer to participate in the podcast. It is entirely possible for the participants (other than the host) to call-in to the podcast using just a telephone. The audio quality will very likely be much poorer, but in some situations, the ease of allowing interviewees to simply use their telephones, may make it worth it.

Click the Schedule button at the bottom of the page to save the meeting.

Now that you have your recording time scheduled, there are a few other things to consider.  First, you as the host of the podcast (and therefore the person recording the podcast) will need to be using a computer. Zoom will allow you to record your session and save those recordings to your computer, but you cannot do with while using the mobile app. Another detail worth noting is that within the settings in the Zoom application, it is possible to indicte that you would like a separate audio recording for each participant of the session. This can be very useful if you plan on doing any 'post-production' in an audio editor such as Audacity. In an audio editor, each speaker will be separated into a separate track, meaning that if you need to mute the audio of a single speaker, such as for example if their telephone rings in the background, you can do this very easily. For most simple podcasts however, the usual single audio track for all participants is fine.

Within the Zoom application, open the setting by clicking the cog icon in the upper right. Select the Recording tab and take note of the location where recorded files will be stored.

When you meeting session begins, before you actually start recording, check your audio settings. The microphone icon in the lower-left corner of the application will indicate that your microphone is actiove and give you an indication of the 'levels' of the microphone. A menu is also available by clicking the small upward-facing arrow next to this icon that allows you to select from other possible audio inputs.  Note that a proper, external microphone will almost always provide better sound quality than the built-in microphone on your laptop. Even if you have a set of earphones that include a microphone, it can be a good option because it will be more likely to be able to isolate the sound of your voice.

When you are ready to record, click the Record button at the bottom of the application. Notice that when you do, the button changes to dual Pause and Stop buttons. You can pause as much as you like during the session.  It is not until you actually end the meeting that your recording will be saved to your computer.

Once you end the meeting, you will get a prompt telling you that Zoom is converting your meeting recording. This may take several minutes depending on the length of the recording.  When it is complete you can find the recording on your harddrive at the location that you noted earlier in the Zoom settings. At that location, you will find a series of files, most likely a combination of both .m4a files (audio, equivalent to an mp3 file) and .mp4 video files.
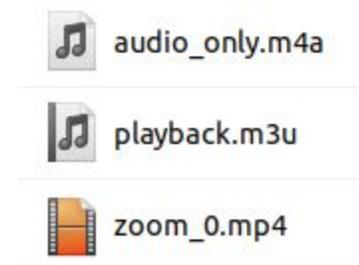


If you wish, you may open these audio files in an audio editor, such as the free Audacity software or GarageBand, to optionally add intro music or sound effects.