

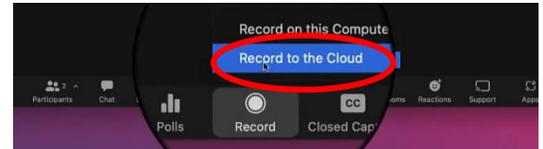


Getting Ready to Record on Zoom

1. Sign in to your HDOE email account on Zoom's website:
<https://zoom.us/signin#/login>

Recording Supervision of RF Study Cases

1. When you are ready to record your supervision session, start your Zoom meeting.
2. Click the **Record** button in the menu then select **Record to the Cloud** to begin recording.



3. When you finish discussing your case, click **Stop Recording**.
Note: You can also Pause/Resume the recording if needed.

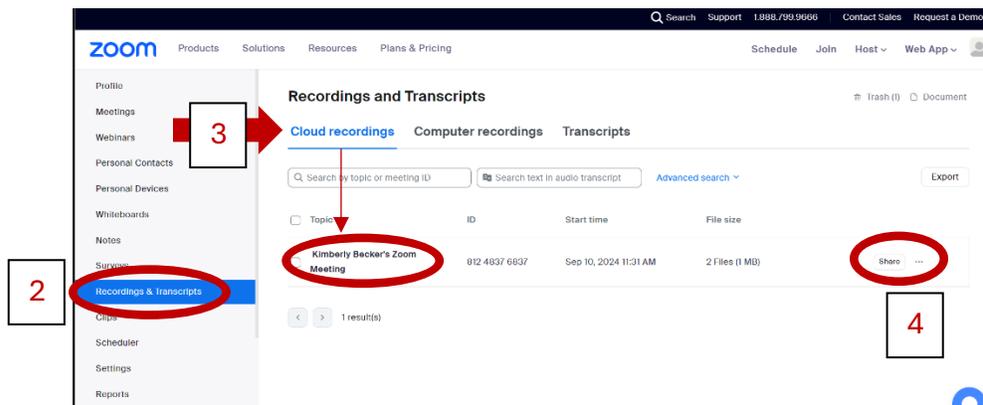


4. Exit the Zoom meeting by clicking **End** on the right. The recording will need a few minutes to be processed by Zoom before it is ready for downloading.



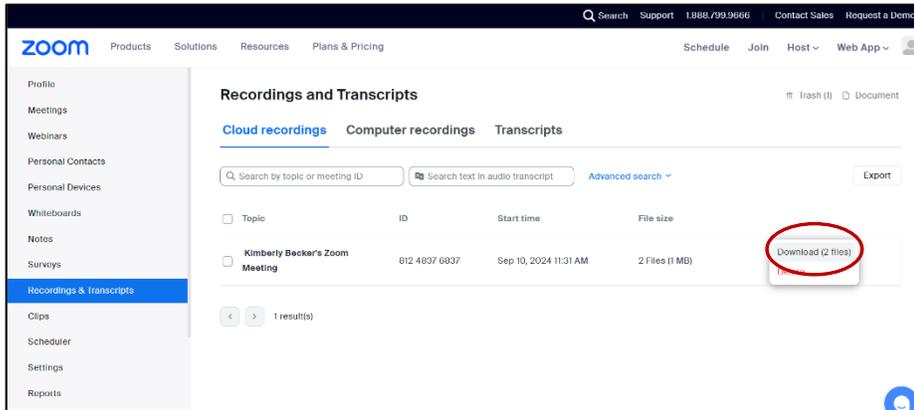
Downloading the Recording(s)

1. Sign in to your HDOE email account on Zoom's website:
<https://zoom.us/signin#/login>
2. In the Personal menu on the left, click **Recordings & Transcripts** (or it might be called Recordings).
3. Under **Cloud Recordings**, find the recording that you wish to download.
4. Then, click the **three dots**.





5. Select **Download (2 files)**. Note: Your browser may ask you to Allow Zoom to download multiple files.

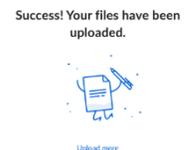


Uploading the Recordings

1. Go to the **Downloads** folder on your computer and find the downloaded file(s) from Zoom (typically 2 audio files).
2. Add your **names** to the front of the file name (e.g., Becker and Chorpita_20240910).
3. Go to the secure **Box File Link** (“Hawaii Reaching Families Recordings”):

<https://app.box.com/upload-widget/view/758692ttjibi938a63cc1yhsvzhi1l7h/262285926860>

4. Click **Browse your device** and then go to your **Downloads** folder and select the **recording files**. Note: You may also drag and drop files directly.
5. Confirm that all recording files are selected and click **Upload**.
6. Exit the browser once you see the Success message.



If you have any questions, contact Kim Becker beckerkd@mailbox.sc.edu