

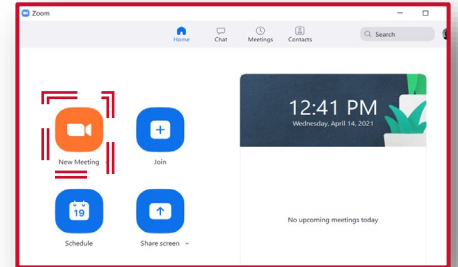
RECORDING A VIDEO PRESENTATION IN ZOOM

1

- Download the Zoom app on your desktop.
- Connect your headphones or external microphone to your desktop.
- Pause desktop and/or mobile device notifications and close all unnecessary programs and applications on your desktop.
- Open your display file (i.e., PowerPoint) and minimize the screen. If you are using dual monitors, be sure that your display file is located on your main screen.
- If using a PowerPoint file, place the presentation in Slide Show mode.

2

- Open the Zoom app and click on **New Meeting**.
- If prompted, select **Join with Computer Audio**.
- Ensure that your camera and microphone are on. For audio voiceovers, turn off your camera.
- You may use the **Test Speaker and Microphone** feature to ensure that your microphone and camera are well adjusted.

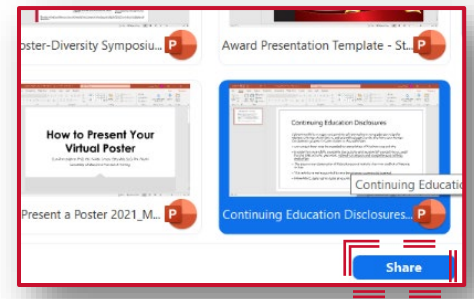


3

- Click **Share Screen** on the bottom toolbar.

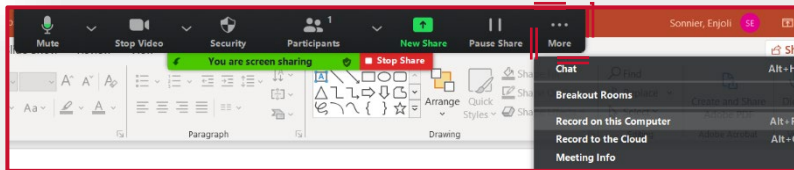


- Select the file for display (i.e., PowerPoint) from the pop-up window and click **Share** in the bottom right corner.
- You are now in Share mode. You can reposition or resize the webcam window, as needed.



4

- Click on the **More** icon on the Zoom control toolbar and select **Record on this Computer** to automatically save the recording as an mp4 file on your computer. Select **Record to Cloud** for your file to be uploaded to the Zoom Cloud server (this process is not immediate).



- You are now recording and may begin your presentation. Use the **More** icon to pause or stop your recording if the **Stop/Pause Recording** option is not available on the bottom toolbar.
- Advance your slides or pages using the right arrow key.

5

- When you are finished recording your presentation, click on **Stop Recording** in the bottom right or by use of the **More** icon.
- Click **End Meeting** or **End** using the **More** icon.
- Click **End Meeting for All** and Zoom will automatically begin processing your mp4 file.