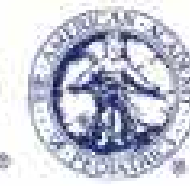


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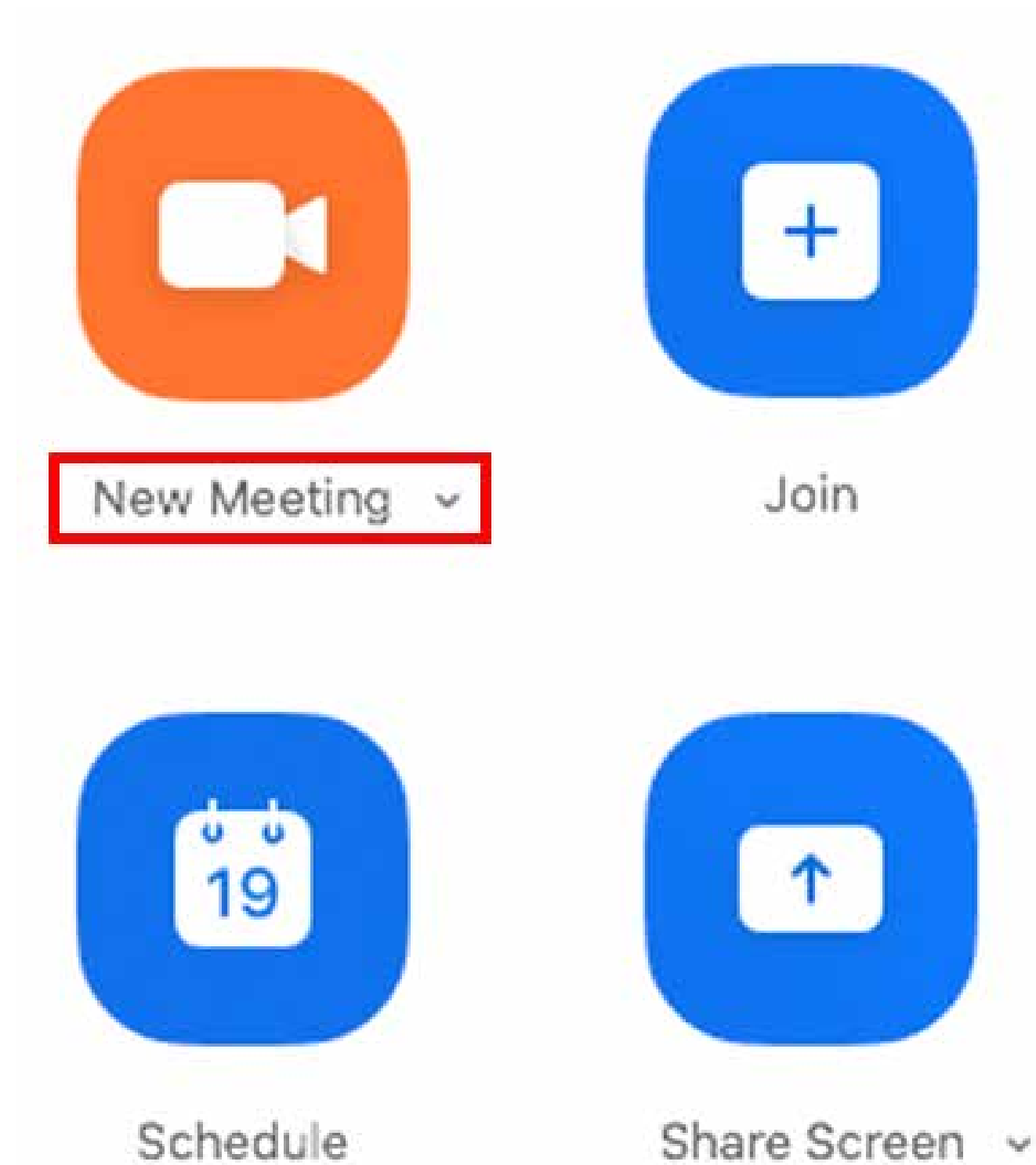
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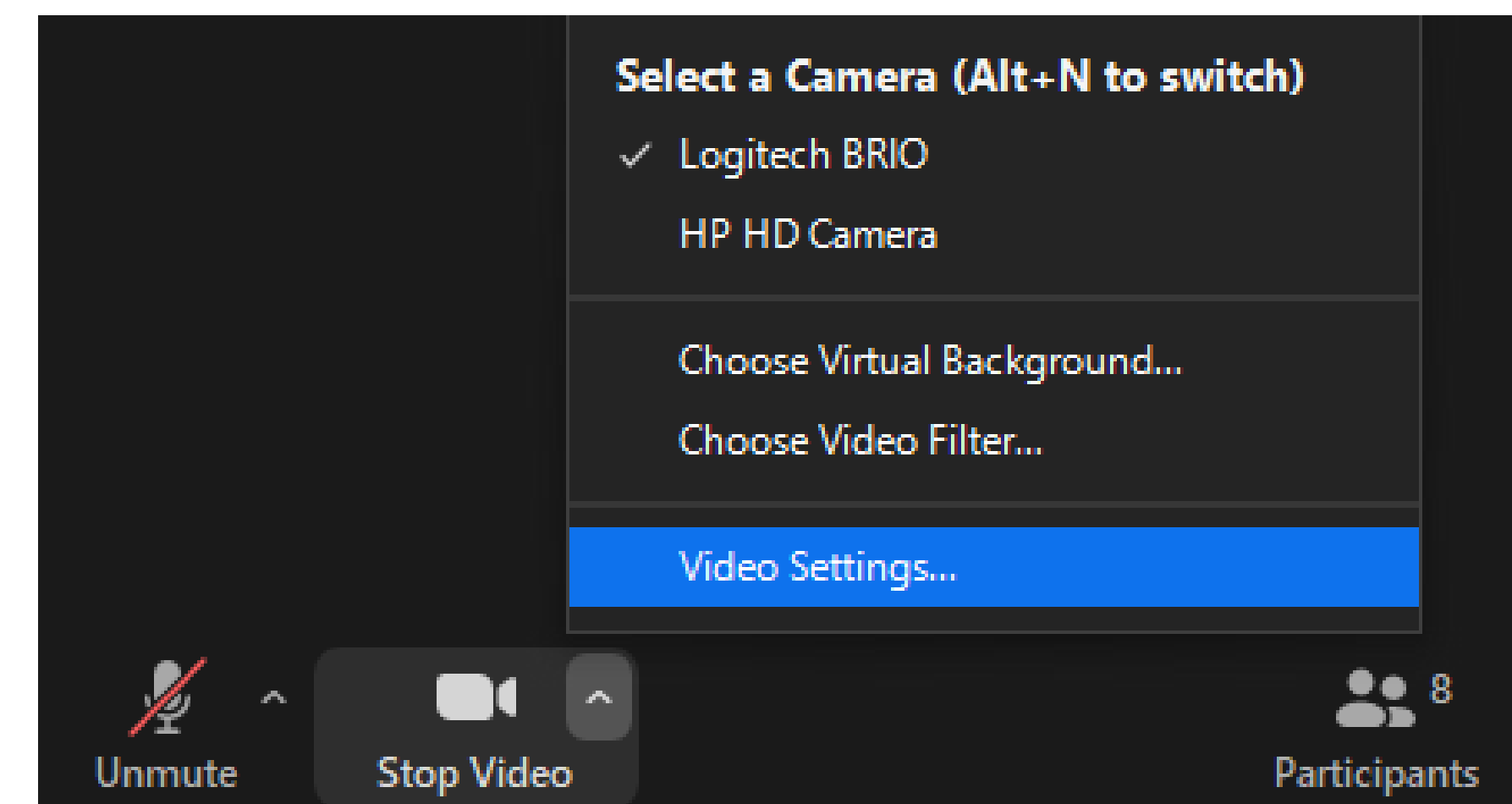
RECORDING YOUR PRESENTATION USING ZOOM

RECORDING YOUR PRESENTATION USING ZOOM

- Open the Zoom Application.
- Select **“New Meeting”**, you can choose to start the meeting/ recording with or without your camera by clicking on the arrow to access a pull down menu.

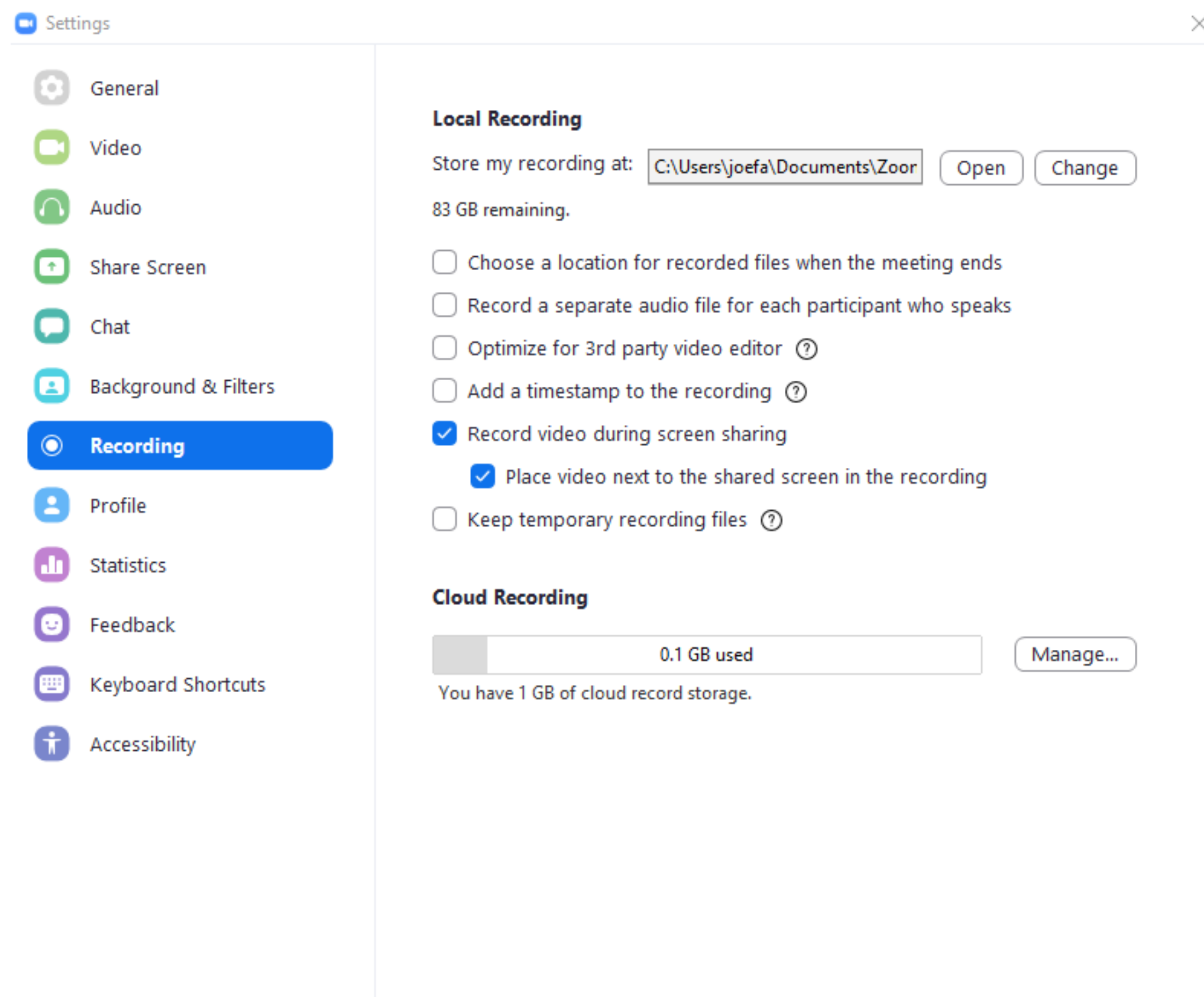


- You should get a pop-up window asking if you want to **“Join with Computer Audio”**, click Yes.
- Click on the arrow next to the video camera icon and click **“Video Settings”**



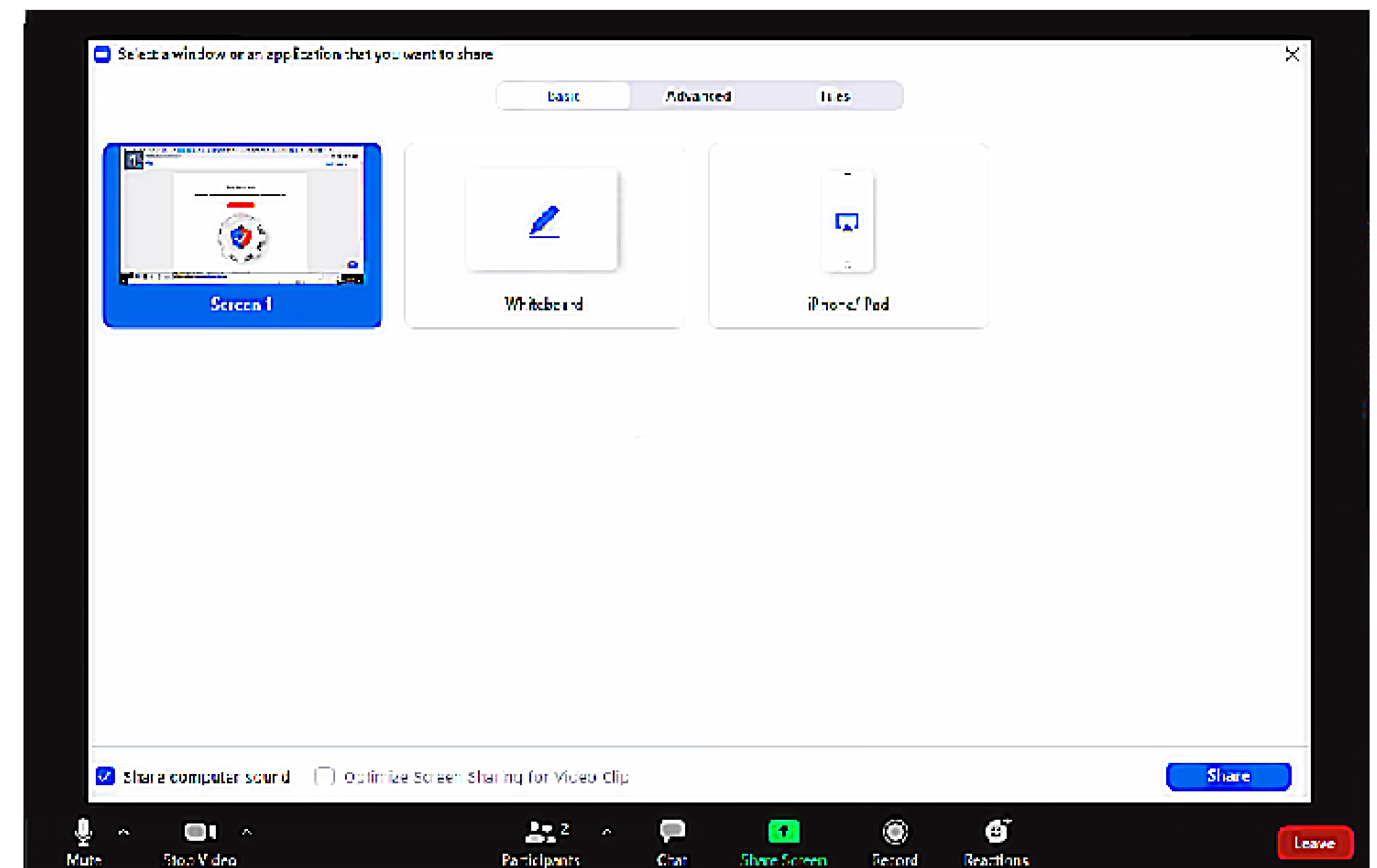
RECORDING YOUR PRESENTATION USING ZOOM Cont.

- Once in Settings select “**Recording**” on the menu on the left. Under “**Local Recording**” make sure the following boxes are checked “**Record video during screen sharing**” and “**Place video next to the shared screen in the recording**”.



- Close the Settings menu.

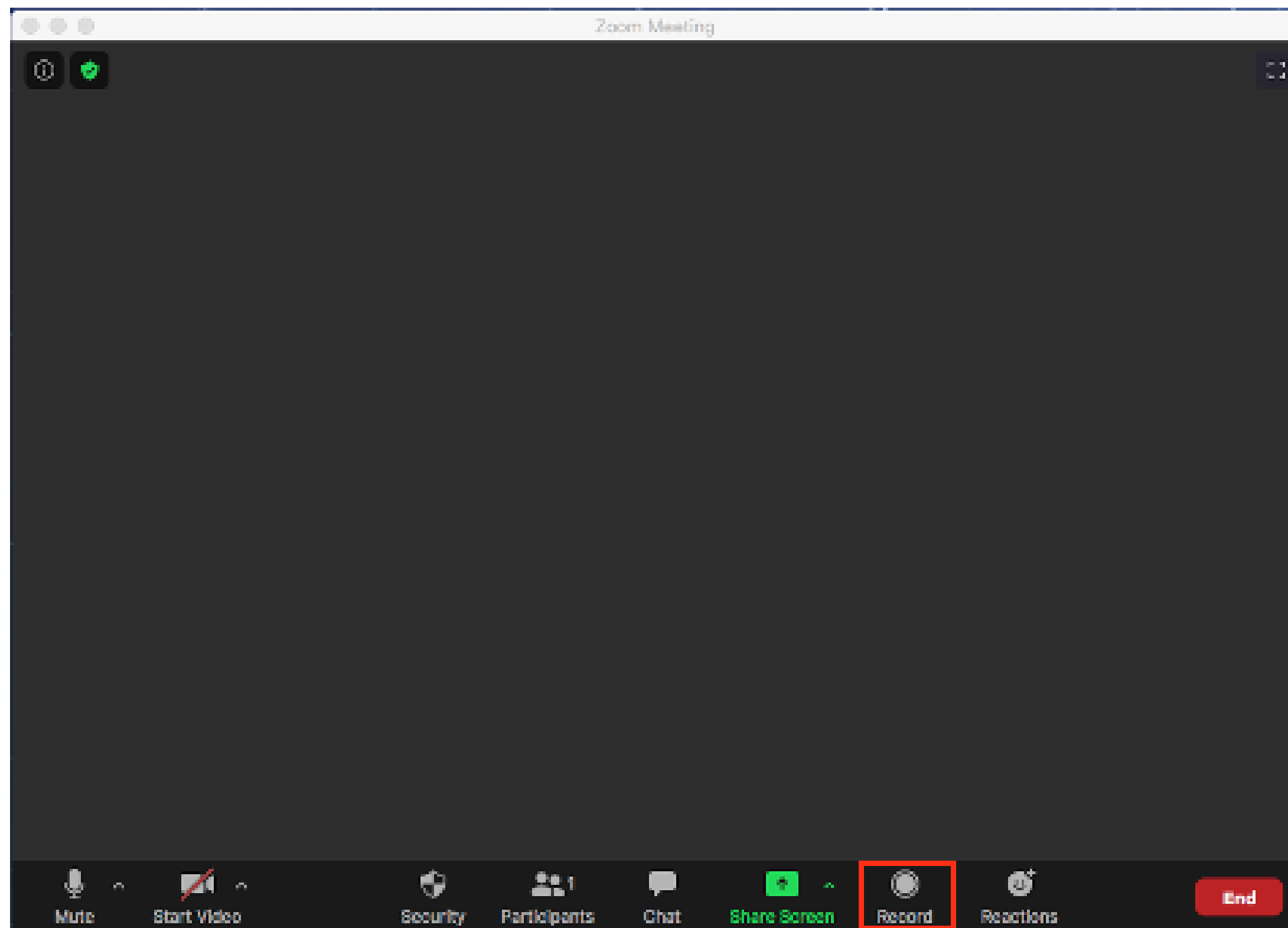
- Click “**Share Screen**” in the Zoom window.



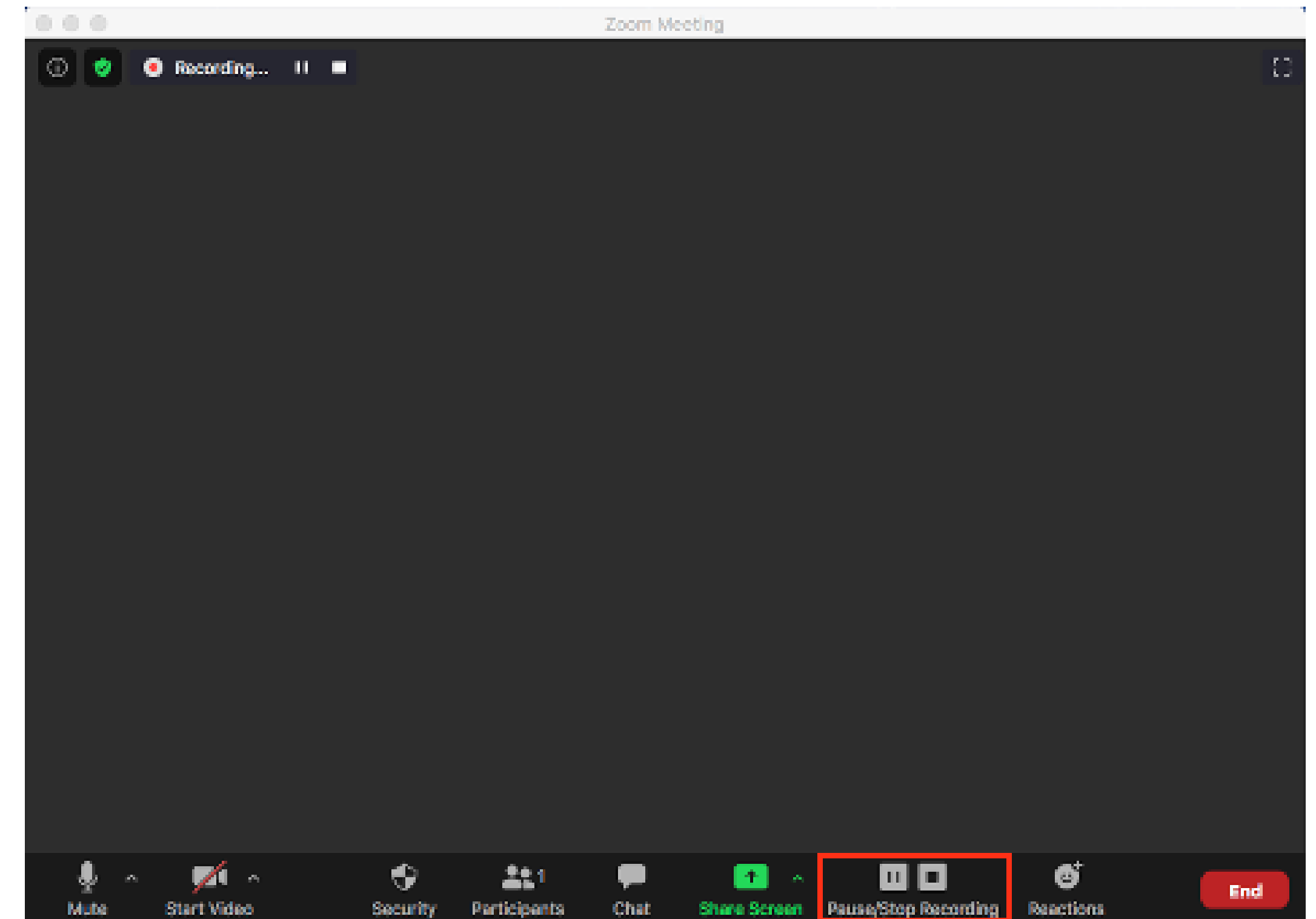
- If you have audio in any video within your presentation make sure in the Share screen to check “**Share computer sound**” in the lower left of the window.
- Choose the screen you want to share.
- Select your presentation on the screen in slideshow mode so it fills the screen.

RECORDING YOUR PRESENTATION USING ZOOM Cont.

- At the bottom right of the Zoom window you should see a button marked **“Record”**. Click it and then select **“Record on this Computer”**



- You are now recording. You can pause and/or stop the recording with the buttons on the Zoom window.



- After you stop the recording, end the meeting and Zoom will create an MP4 video file for you to upload. This may take a few minutes. **Please do not cancel the rendering process while the video is finalizing or you will lose your recording.**

RECORDING YOUR PRESENTATION USING ZOOM Cont.

- We recommend making a short test video and checking your results before recording your full presentation. Your recording should look as follows.



- If you have another recording software you are familiar with please feel free to use it. The recording should be in MP4 format, with a resolution of 1920x1080.