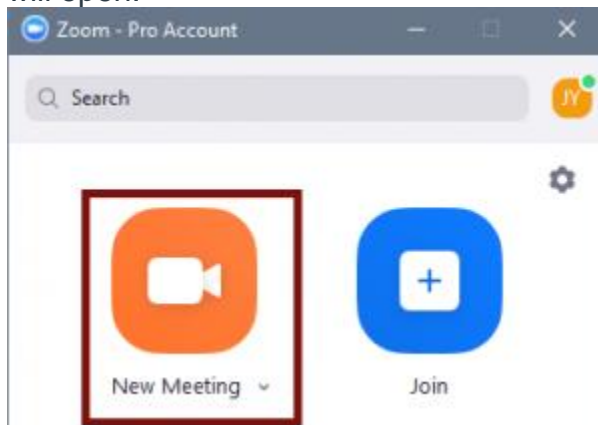


Recording Presentation How To Guide

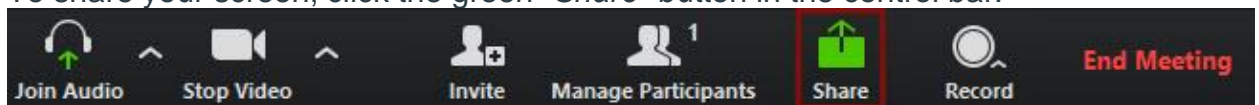
These instructions presume you are using a **desktop or laptop computer**.

Zoom will allow you to record **video of yourself and/or video of your computer screen**.

1. If you have not already done so, do to <https://zoom.us/> and download the *Zoom Client for Meetings*. After the file downloads, open it and follow the prompts to install.
2. Once Zoom is installed, open the app and you will be prompted to log in.
3. Start a Zoom meeting
 - When Zoom opens, click the “*New Meeting*” button and a Zoom meeting room will open.

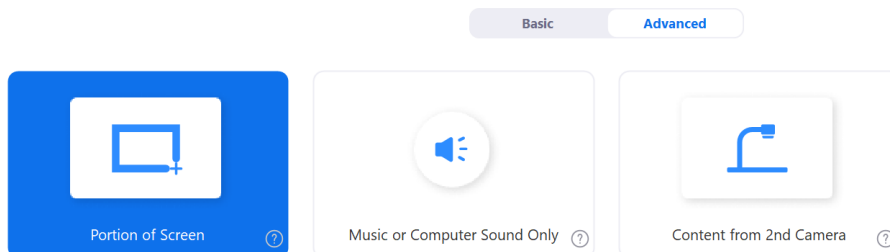


- Click the “*Test speaker and microphone*” link below the “*Join with Computer Audio*” button to make sure your webcam and microphone have connected properly. When they are working, click the “*Join with Computer Audio*” button.
4. Record your presentation
 - To share your screen, click the green “*Share*” button in the control bar.

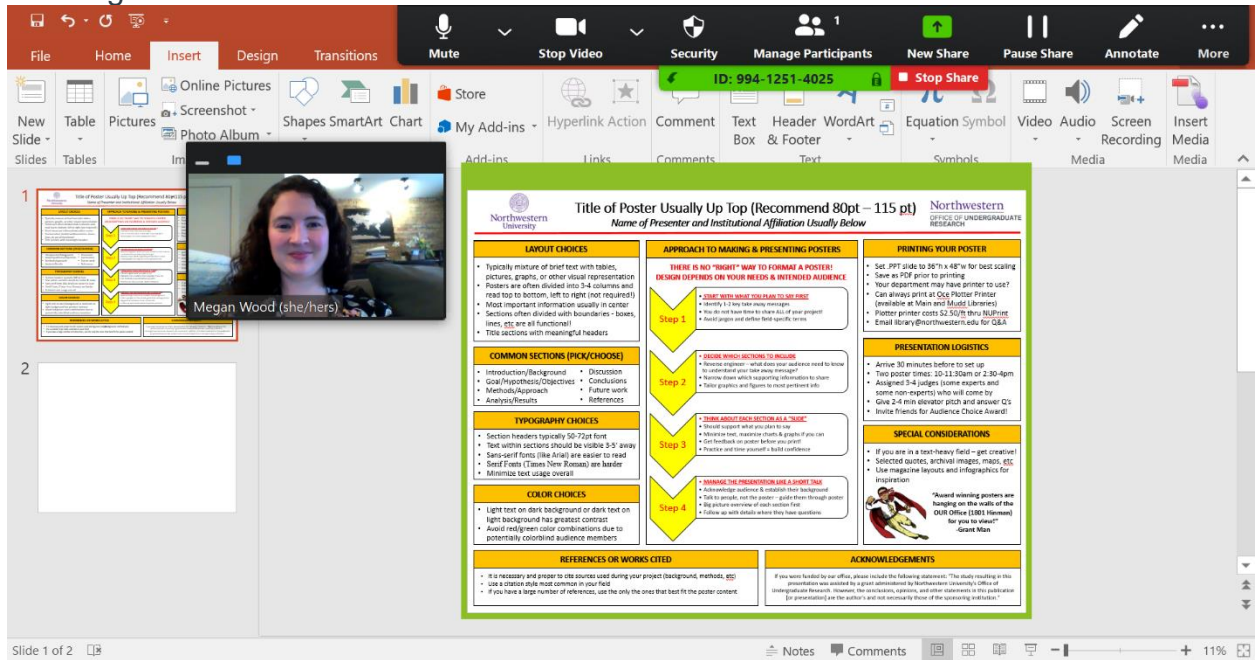


If you have slides, there are two ways to share them. We're going to assume it is most likely that you only have one monitor - so the best way to share only the slide area of PowerPoint by clicking on the “*Advanced*” tab, selecting “*Portion of screen*”.

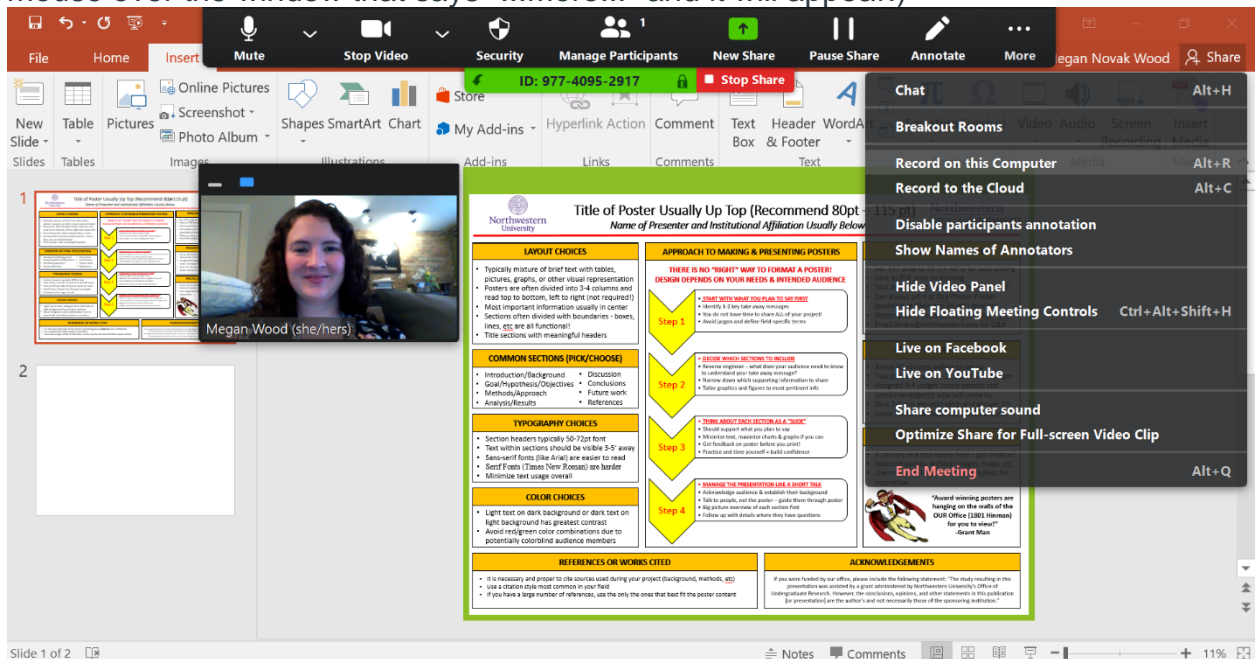
Select a window or an application that you want to share



- Then fit the green box around your slide. If you have 2 monitors, open your presentation in slide show view and share the monitor where the presentation is showing.



- When you're ready to start, click the "Record" button at the bottom of the meeting window, or use the shortcut key Alt + R. (If you do not see the record button, mouse over the window that says "...More..." and it will appear.)



- Select "Record on this Computer" instead of "Record to the Cloud", as processing times in the Zoom cloud are very long.
- When Zoom is recording you will see a small red dot at the top left of the meeting window.

5. Finish your recording and save your presentation

- When you are done recording, click the “Stop Recording” button in the control bar (or Alt+R again) and then click “End Meeting” at the bottom right.
 - Zoom will ask if you want to keep the meeting running; click “End meeting for all.”
 - Once the meeting ends, a window will pop up that tells you the mp4 file is being converted. It will allow you to select a folder to save the file. **We recommend saving it to some place you can navigate to again easily** as the default is in a folder within the Zoom application labeled by date and meeting ID number.
6. Open the saved files
- After Zoom processes your recording and saves it to your selected destination, there will be 3 files: audio_only (m4a file), playback (m3u file), and zoom_0 (mp4).
 - The zoom_0 mp4 file type is the one you will use to upload to YouTube!