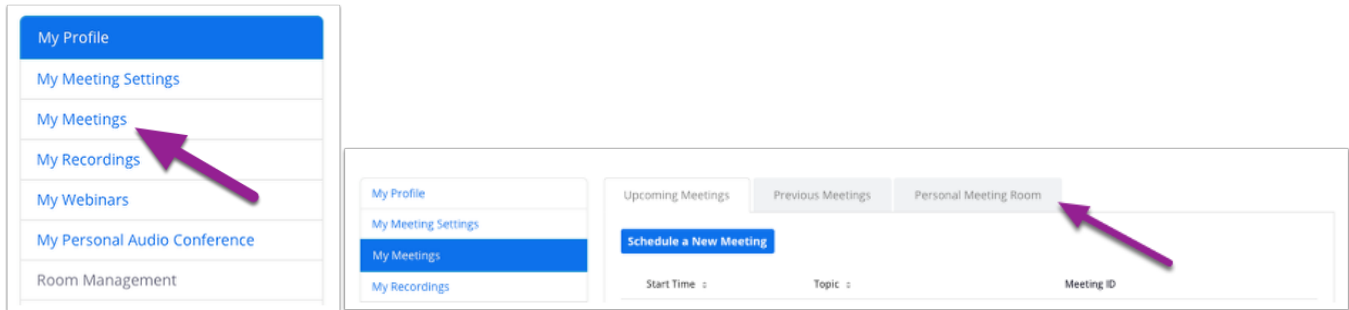


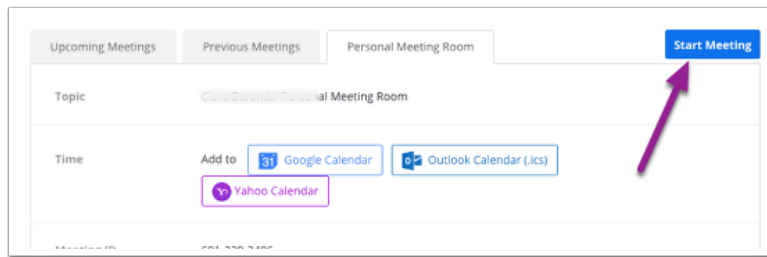
Recording Presentations with Zoom

Zoom is an excellent application for delivering presentations to groups or individually. Zoom has tools that make screen sharing, recording, and annotation simple. This document outlines the basics of recording meetings that you can share with students and colleagues.

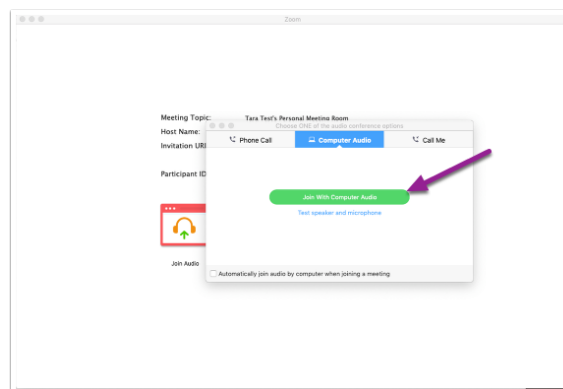
- Open Zoom and sign in to your account. Within Zoom, click **Meetings** and then **Personal Meeting Room**.



- Click **Start Meeting**.



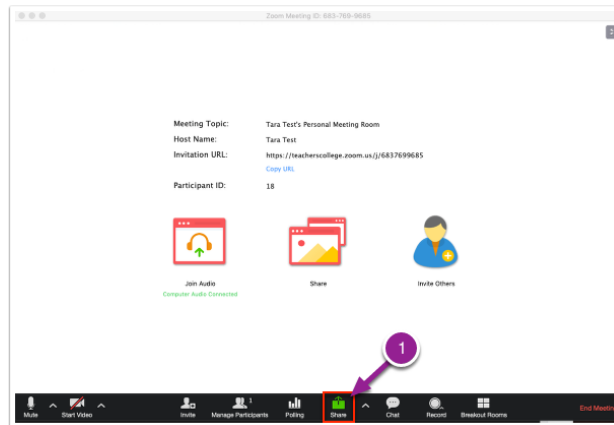
- Click **Join with Computer Audio**.



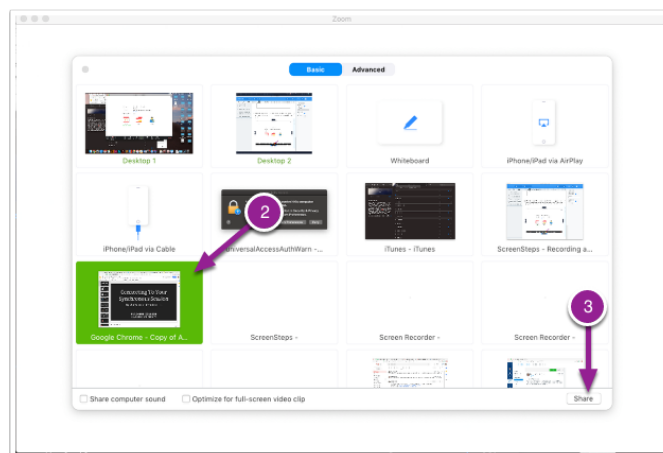
- Before you begin recording make sure that your microphone is **unmuted** to record your speech. If you want to record yourself with your webcam, make sure that your camera is on. Both microphone and camera should have no red slash through them.



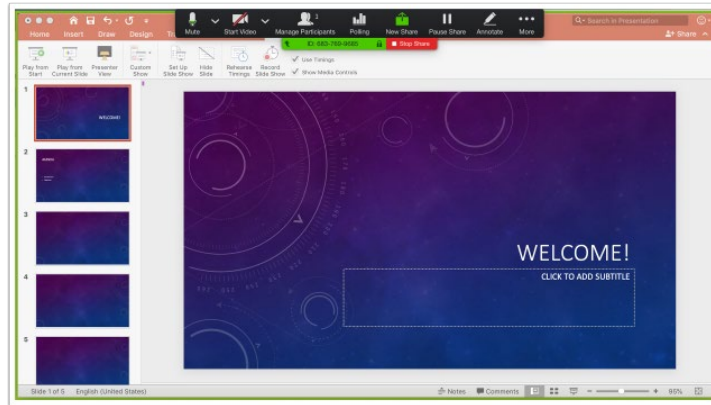
- Click **Record** and then **Record to the Cloud** from the bottom navigation bar.
- Click the green **Share** button from the Zoom navigation bar.



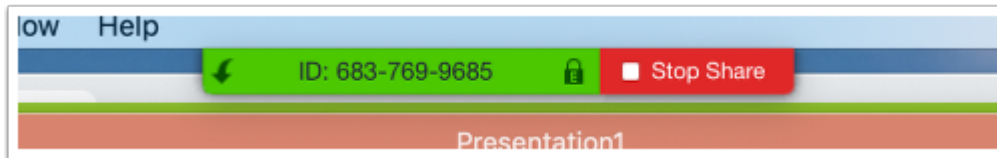
- You can share your entire computer screen or just one application (e.g., PowerPoint, Excel).
- Click on what you would like to share and click **Share**.



- Whatever you've selected to share will then appear as the main screen.



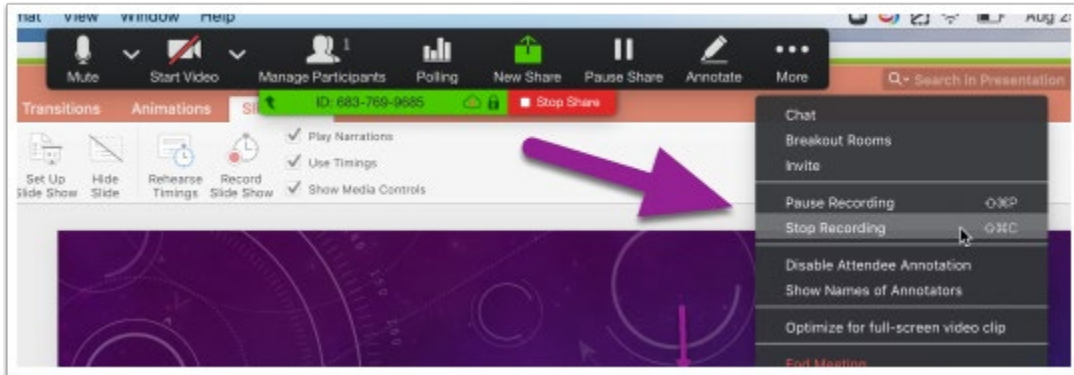
- To begin recording, hover your mouse over the green and red bar at the top of the screen.



- Hover your mouse over More and click on Record to Cloud or Record on this Computer.



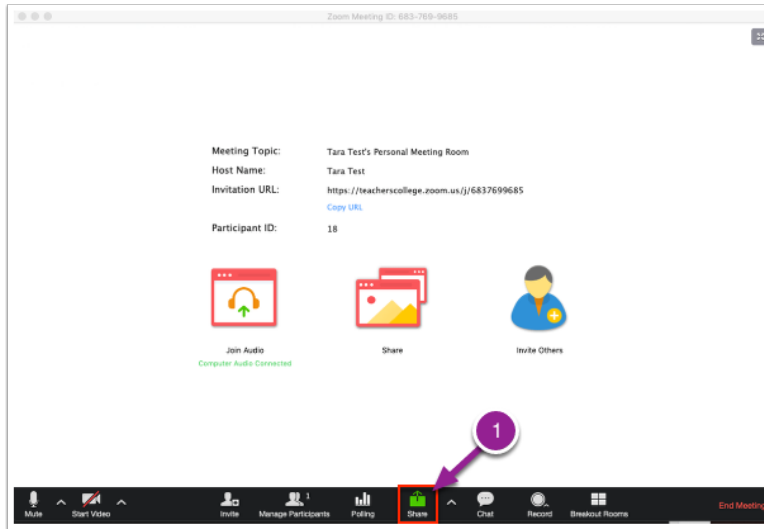
- The recording will begin.
- Begin your presentation and everything you say and do on the screen will be recorded by Zoom.
- To stop recording, hover over the green and red bar at the top. Go to More and select Stop Recording.



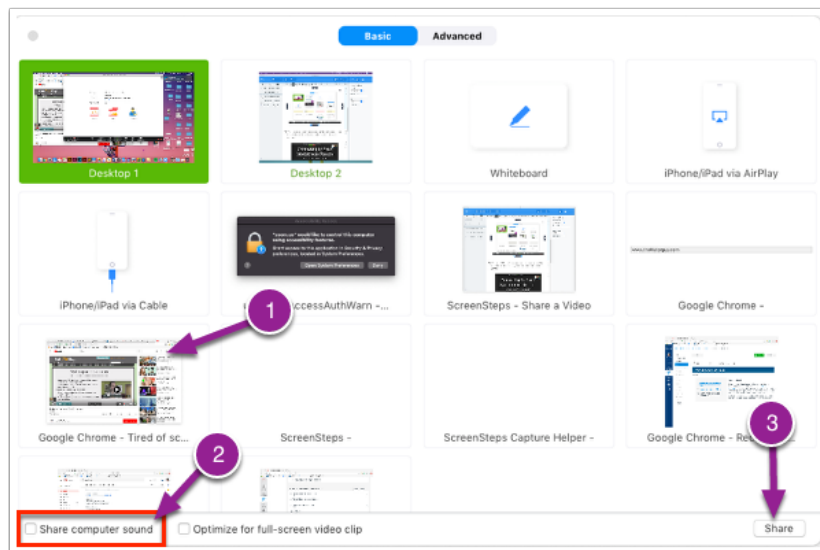
- When Zoom has finished processing your recording, you will get an email alert.

Share Video Sound During Zoom Presentation

- Click the green Share button from the Zoom navigation bar.



- Select the screen with the video you would like to share. At the bottom of the screen click the button that says Share computer sound and click Share.



- Your video will then appear as the main screen. When you play the video, the sound will also be recorded to your presentation.



- To stop sharing your video click the red Stop Share button at the top of the screen.

