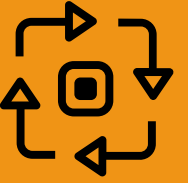




# HOW TO RECORD YOUR PRESENTATION on ZOOM

# DOWNLOAD / INSTALL ZOOM



Website: [zoom.us](https://zoom.us)

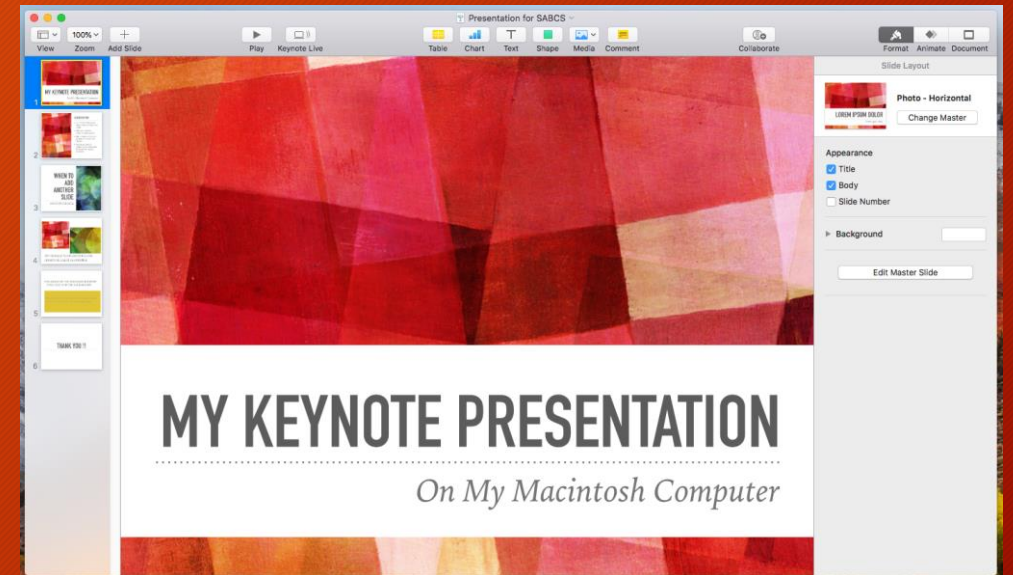
Setup a 'free account'



# OPEN YOUR PRESENTATION



# PowerPoint

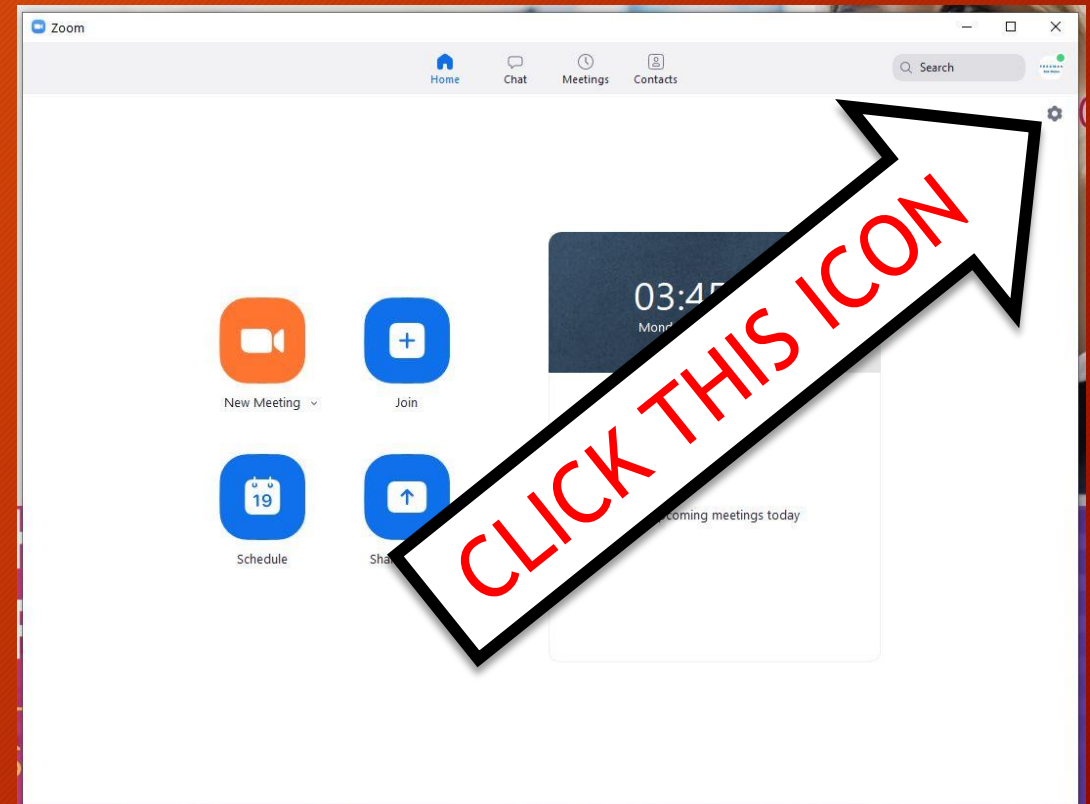


# Keynote

# OPEN THE ZOOM APPLICATION



Open Zoom  
Confirm Settings





# SETTINGS

Settings

General

**Video**

Audio

Share Screen

Chat

Virtual Background

Recording

Profile


Statistics

Feedback

Keyboard Shortcuts

Accessibility

Rotate 90°



**Camera:** USB3.0 HD Video Capture

☒ 16:9 (Widescreen) ☐ Original Ratio

**My Video:**

- ☒ Enable HD
- ☐ Mirror my video
- ☐ Touch up my appearance

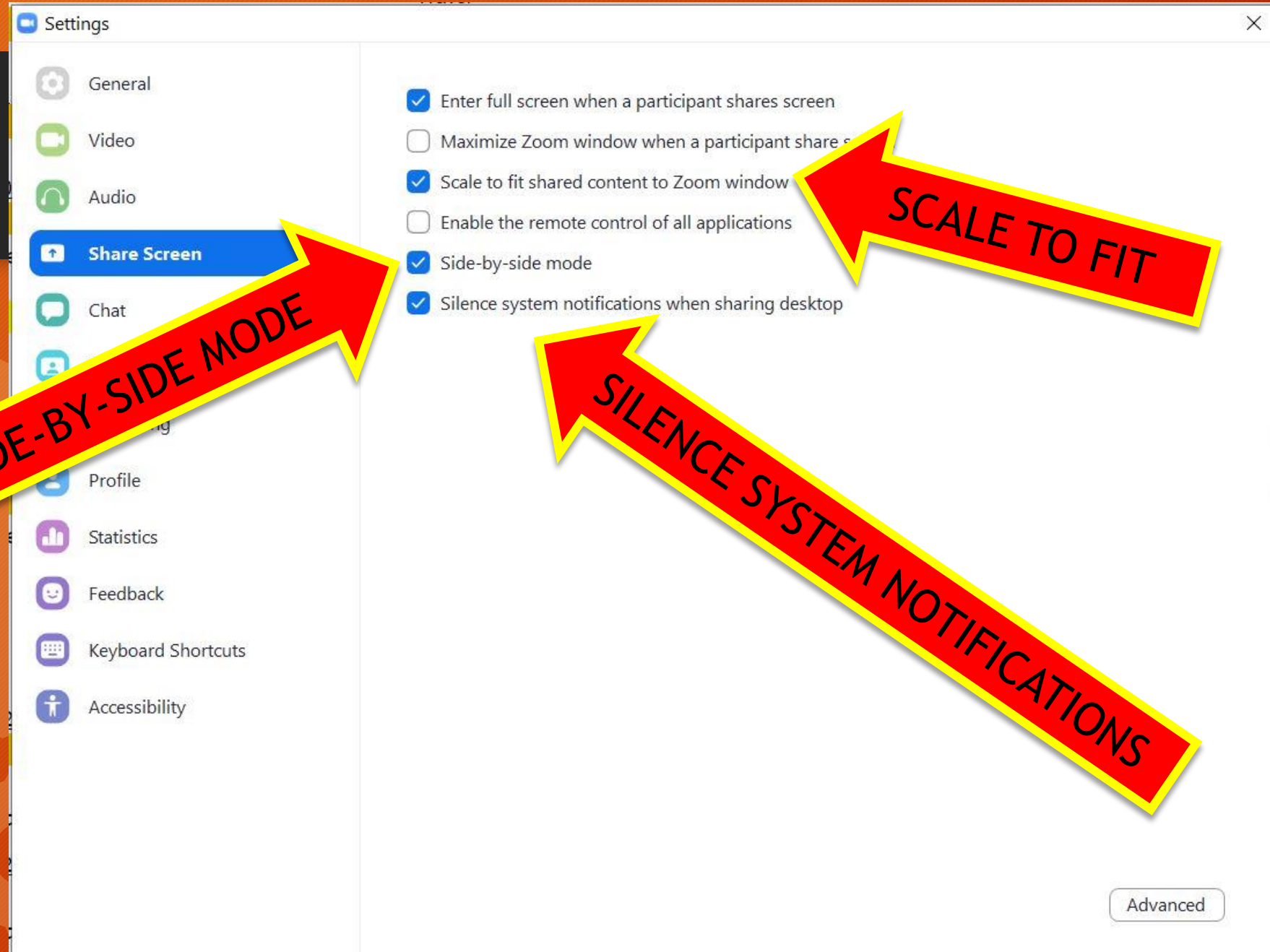
**Meetings:**

- ☒ Always display participant names on their video
- ☒ Turn off my video when joining meeting
- ☒ Always show video preview dialog when joining a video meeting

Advanced

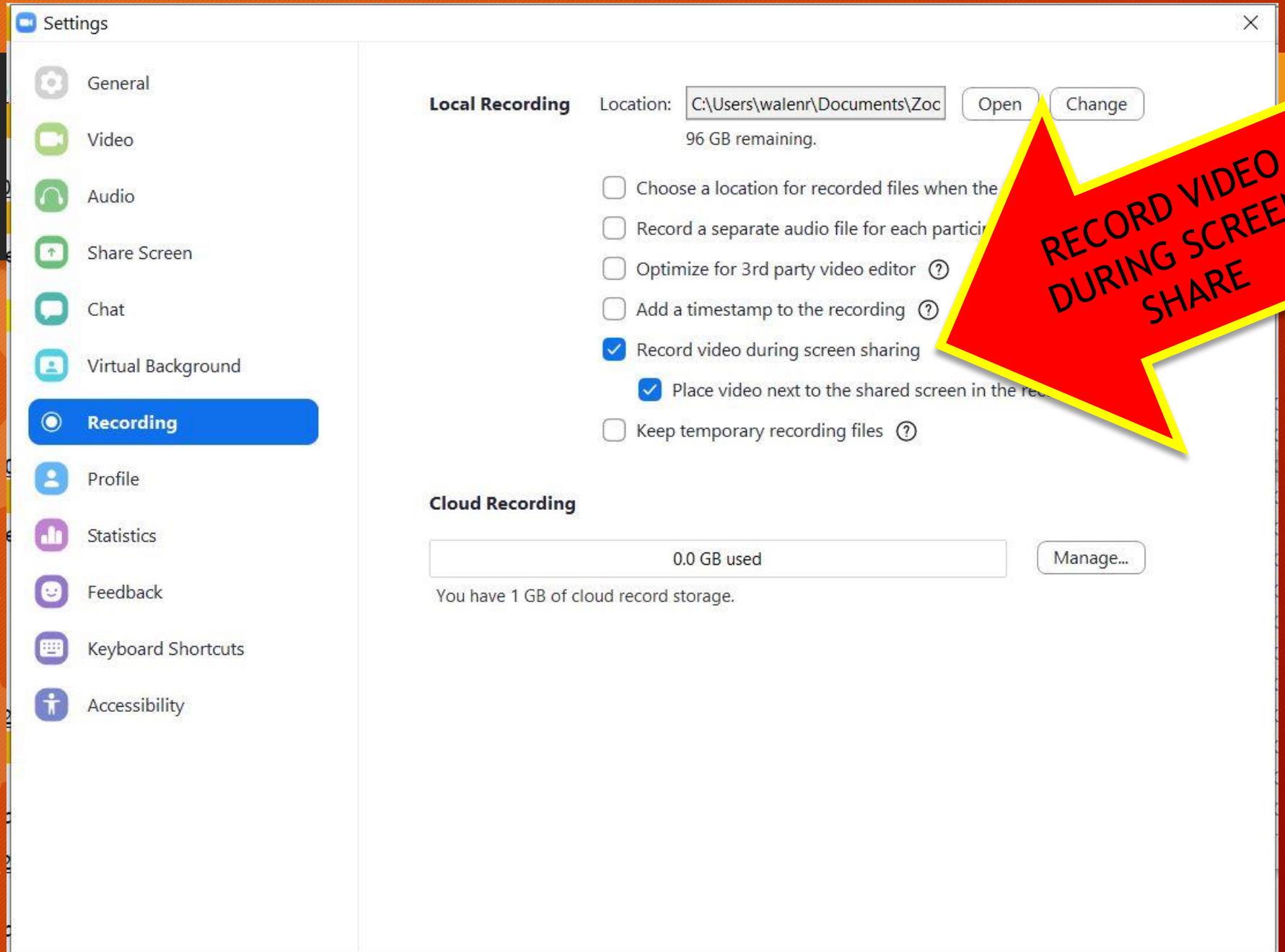
16:9 (WIDESCREEN)  
ENABLE HD

# SETTINGS





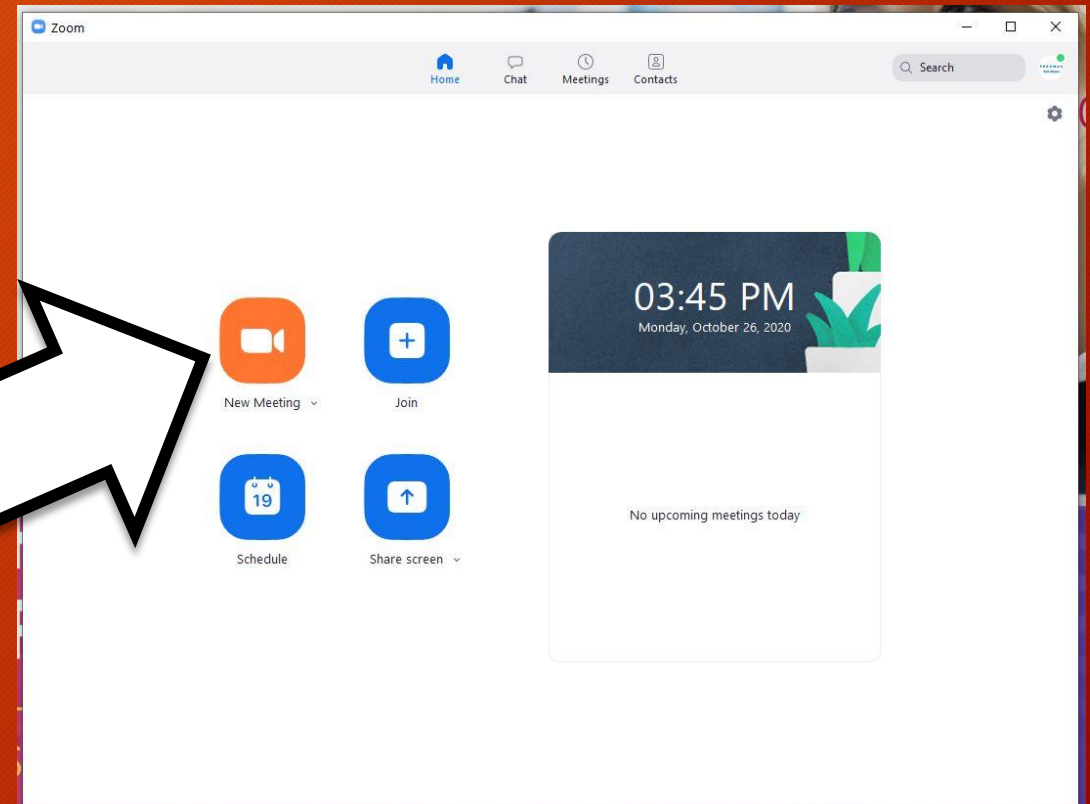
# SETTINGS



# OPEN THE ZOOM APPLICATION

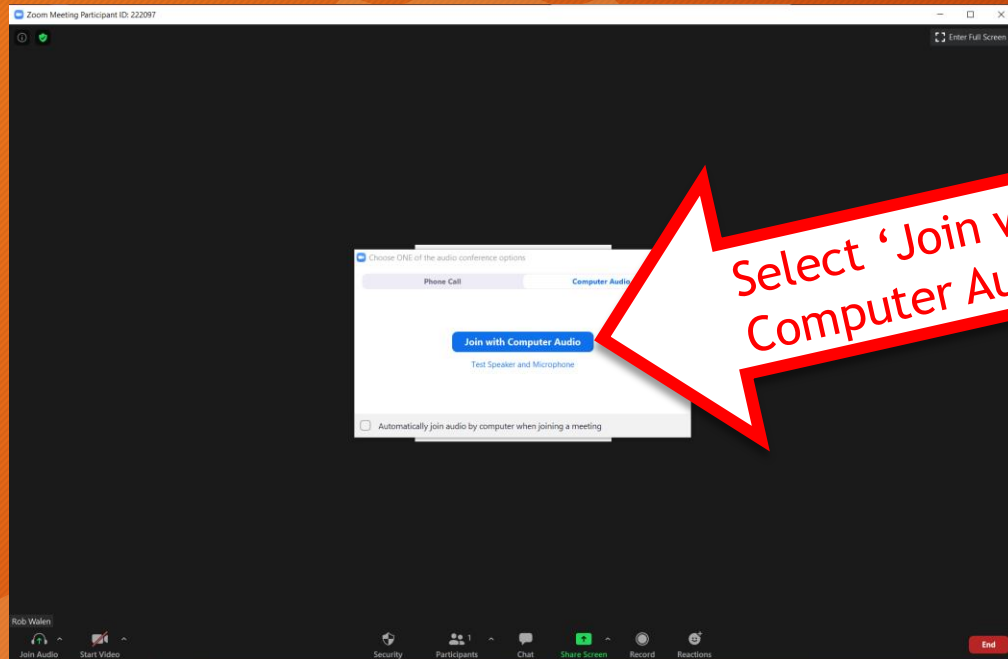


Click 'New meeting'



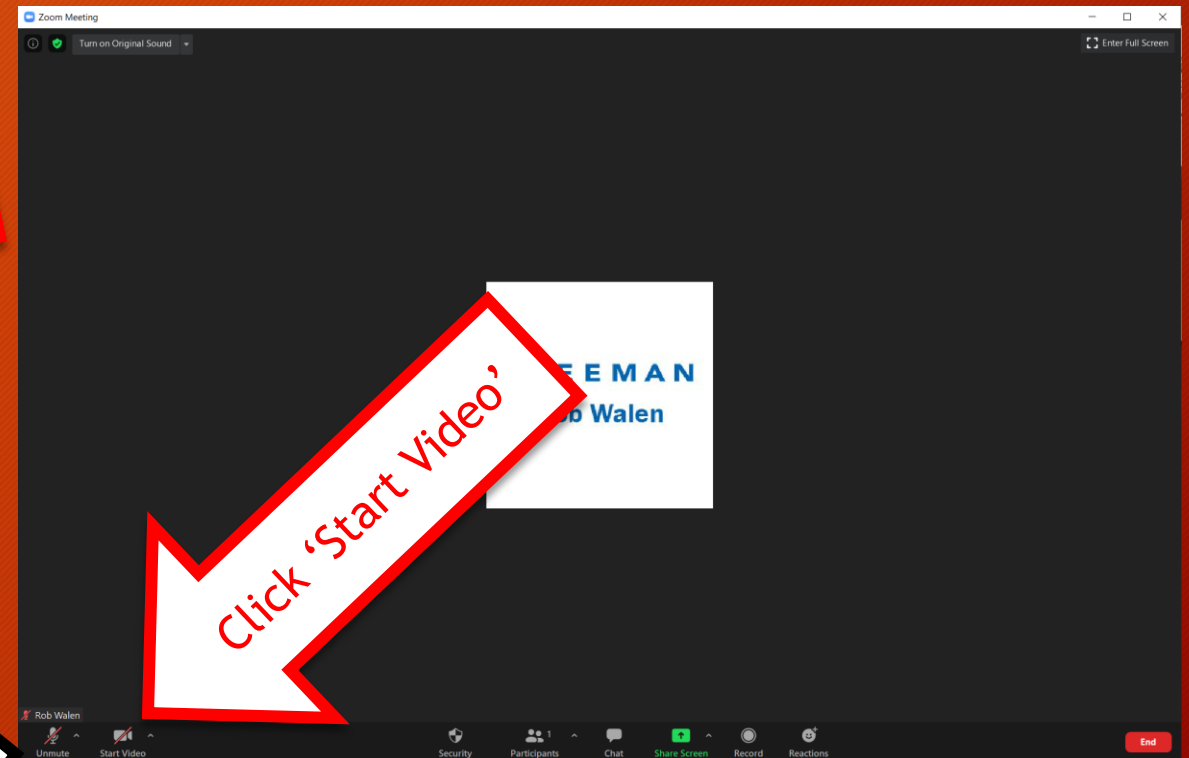


# OPEN THE ZOOM APPLICATION

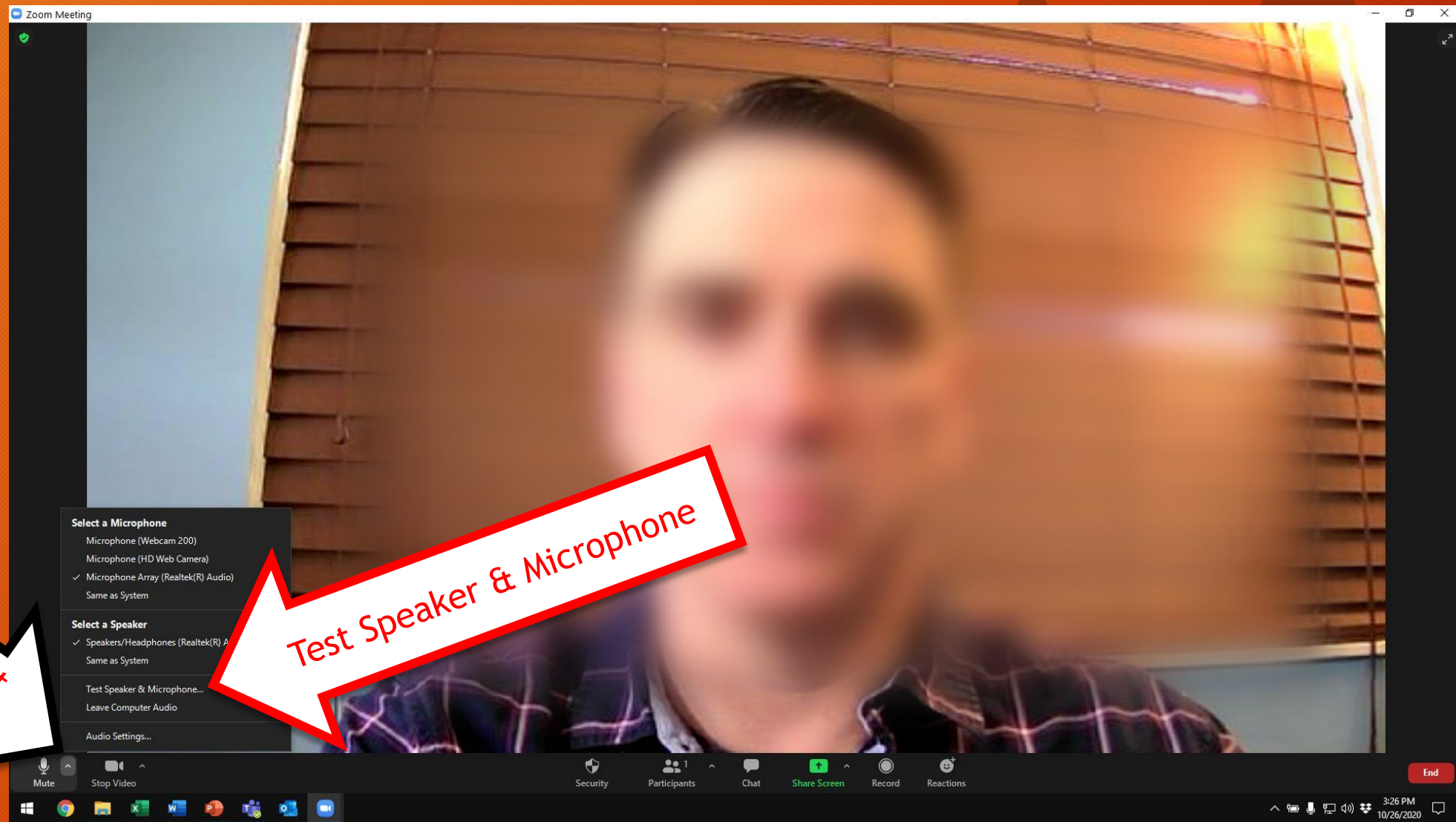


Select 'Join with  
Computer Audio'

Click 'Start UnMute'



Click 'Start Video'



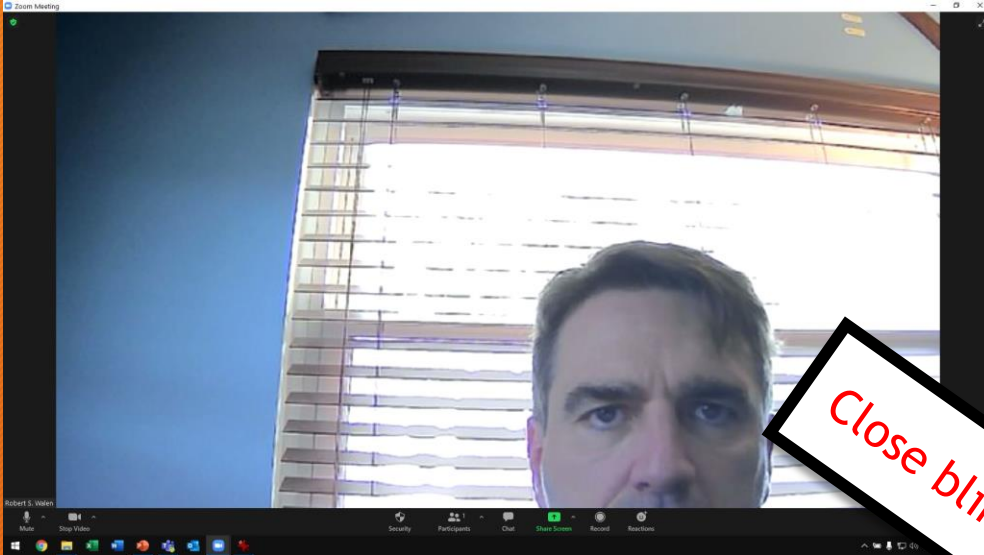
Select Audio menu next  
to microphone icon

Test Speaker & Microphone

Confirm your microphone is working properly



- Adjust your camera so you appear in the center of the picture



Close blinds/doors behind you

- Adjust lighting to highlight your face





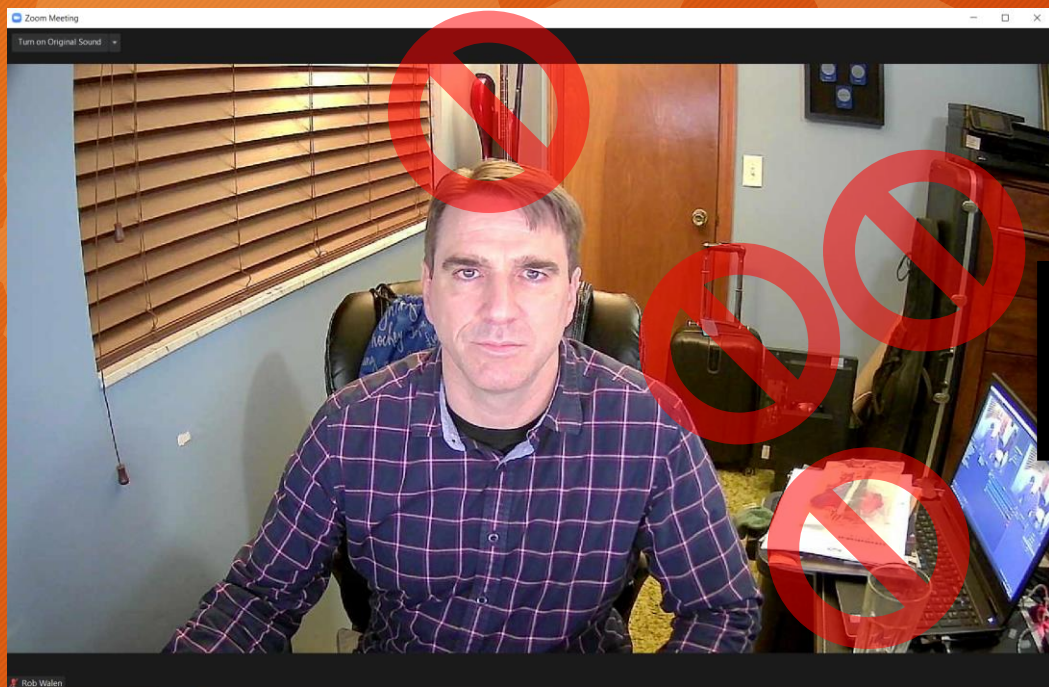
# APPROPRIATE ATTIRE



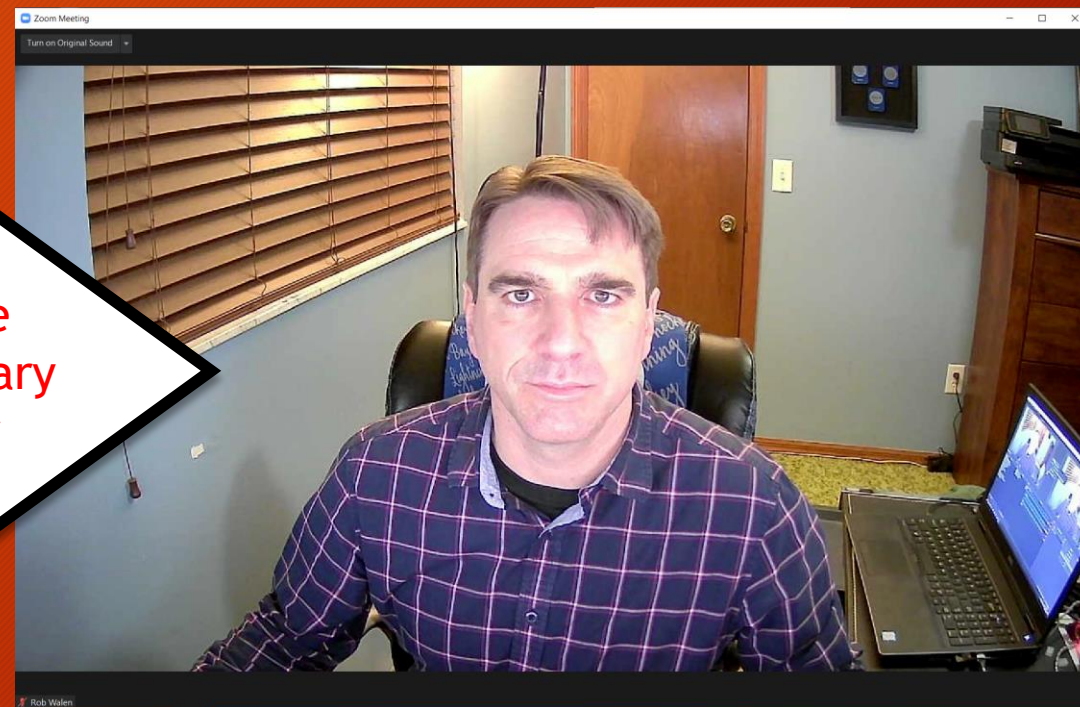
Don't wear checkers/stripes  
(it creates moire or 'zebra' effect)



# WHAT APPEARS BEHIND YOU?

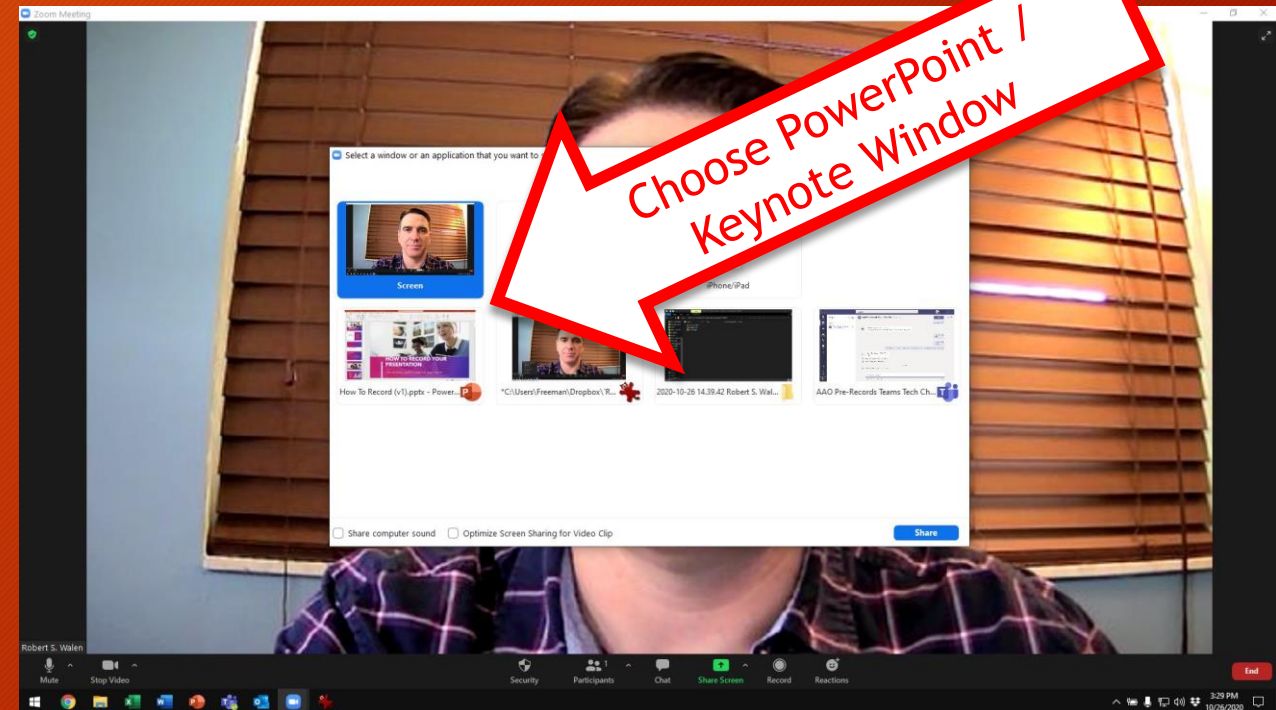
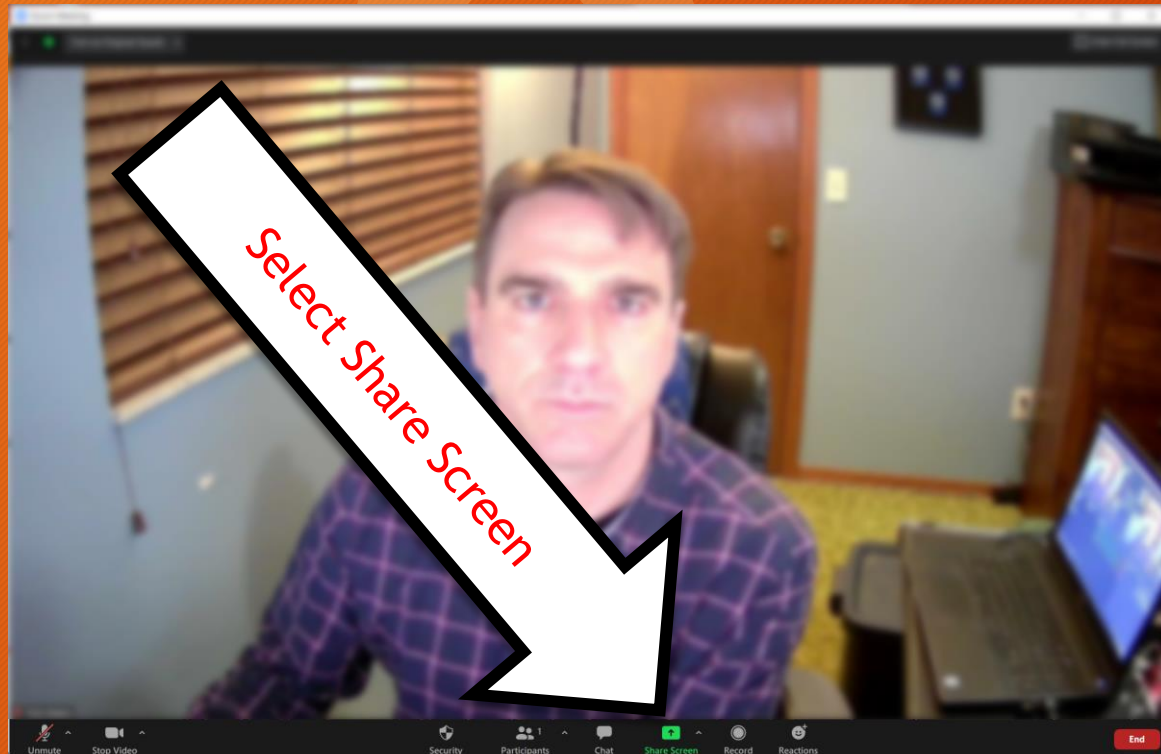


Remove  
unnecessary  
clutter





# ENGAGE 'SCREEN SHARE' MODE IN ZOOM





# BEGIN SLIDESHOW / PRESENT MODE



The Zoom controls hover at the top of the screen

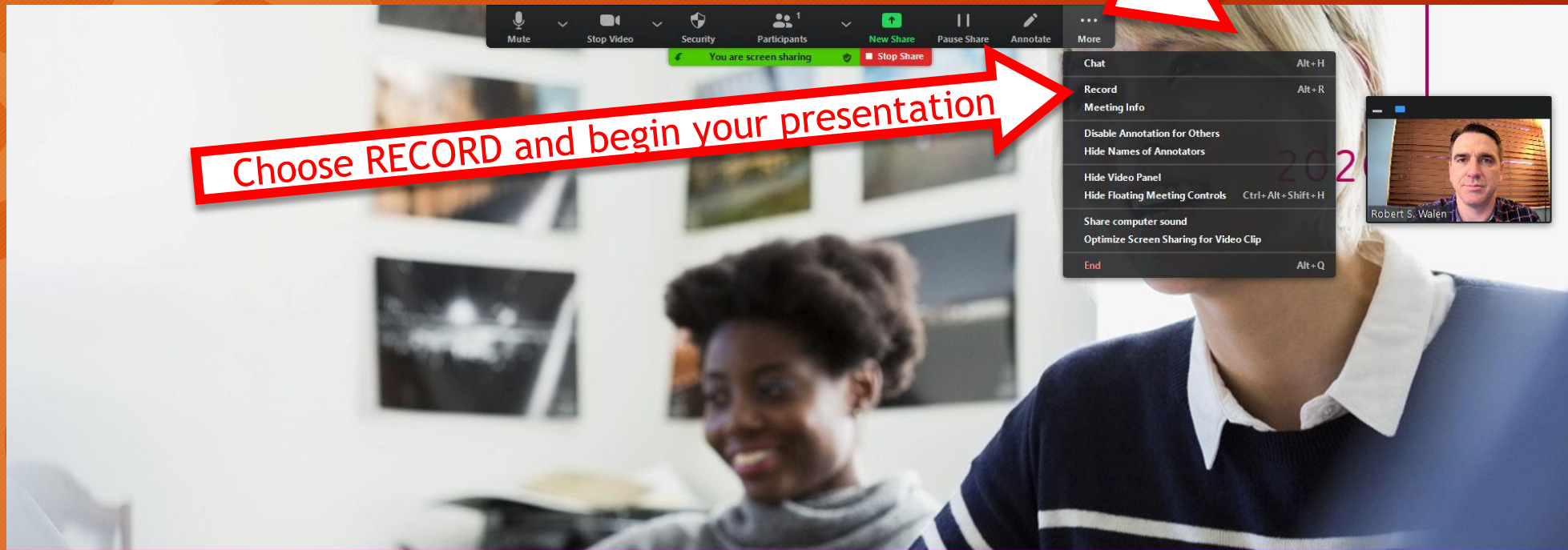


# START THE RECORDING



Click 'More' dropdown menu

Choose RECORD and begin your presentation





# PRESENT YOUR PRESENTATION



Use your mouse or keyboard  
arrows to advance your slides

# STOP THE RECORDING



Click 'More' dropdown menu

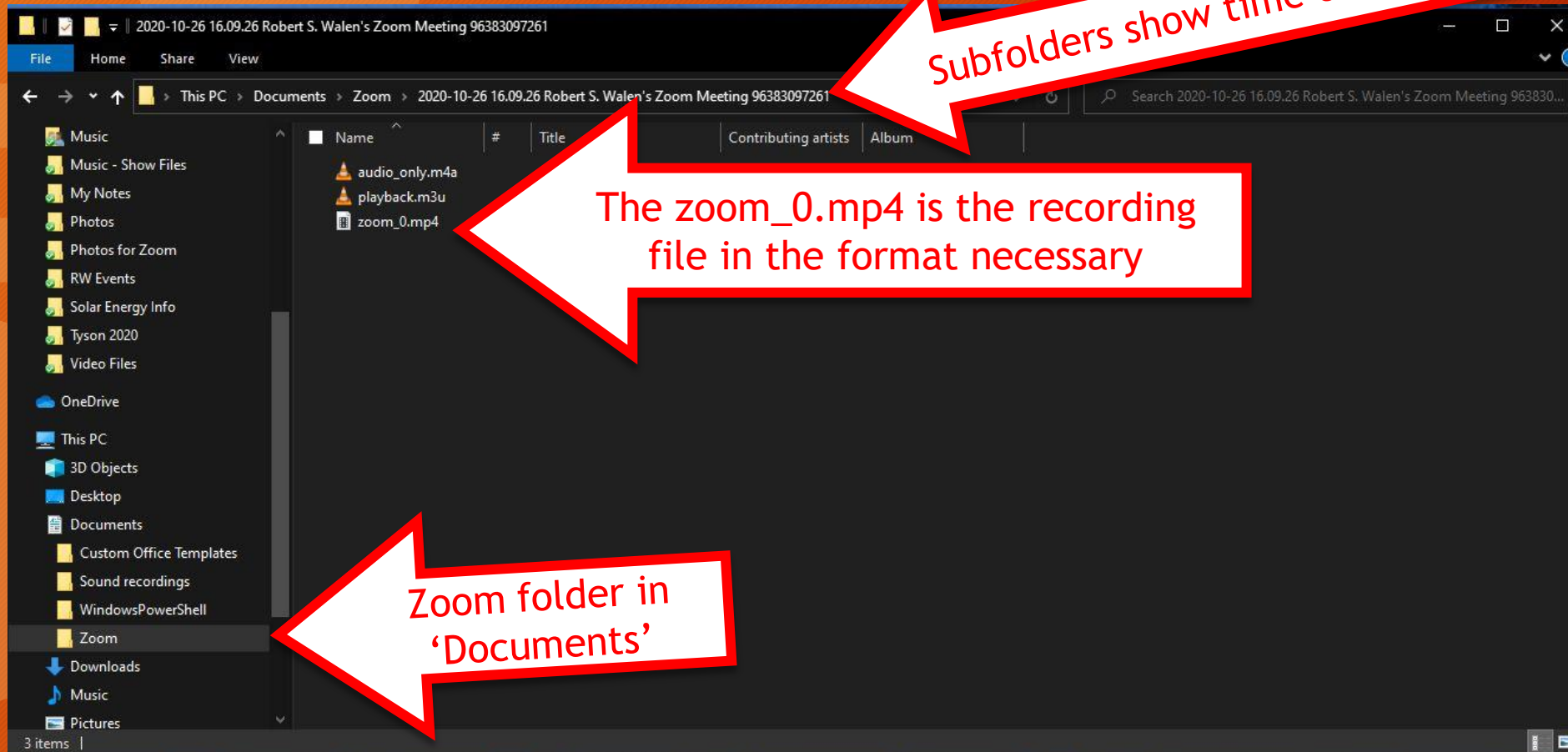


Choose STOP to end the recording

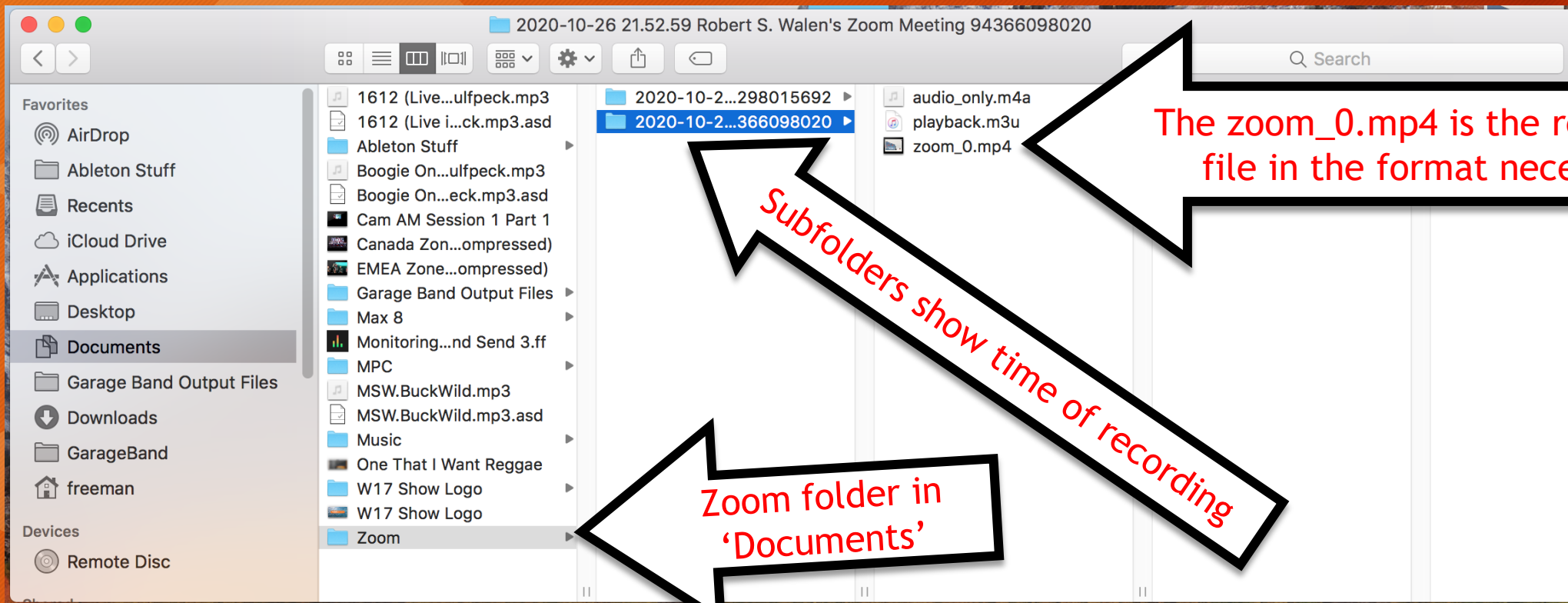
THANK YOU!



# ON A PC: THE RECORDING FILE



# ON A MAC: THE RECORDING FILE



Zoom folder in  
'Documents'

Subfolders show time of recording

The zoom\_0.mp4 is the recording  
file in the format necessary



# RENAME THE FILE



When naming your file, please keep the length under 30 characters and do not include special symbols

\$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [ ] `

as this will prevent your presentation from uploading through the submission website.

## UPLOAD THE FILE



Upload the file to the location  
designated by the  
Meetings Department



**THANK YOU!!**

