Using Zoom to Record a Presentation

Why use this

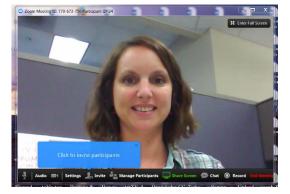
<u>Zoom</u> is a virtual conferencing tool. In addition to hosting and recording meetings, Zoom can be used to record and share a presentation. <u>Watch this example of a video presentation created using Zoom</u>

- 1. Go to https://zoom.us/ and download the program.
- 2. Open the Zoom program

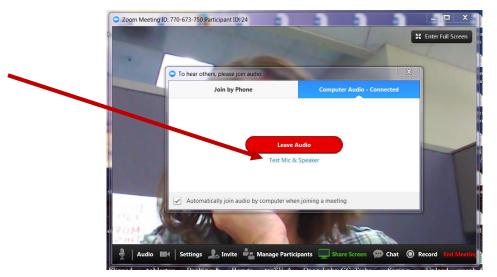
3. In the Zoom window, click on the Start with Video button



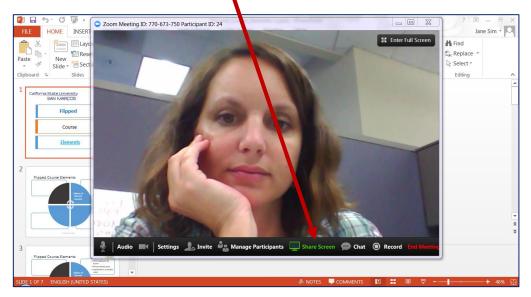
4. It will open Zoom with your video camera turned on



5. On the bottom left, click on the Audio button to test your mic and speaker



- 6. Open the PowerPoint Presentation
- 7. Click to Share Screen Share Screen button



8. Select the PowerPoint presentation window and click on the Share Screen button

Se	lect a window or an applicatio	n that you want to share		X
	Desktop	iPhone/iPad		
	Capture Saved	Flipped_Course_Elements-1.pp.	ZOOM - Pro Account	
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- 9. You will see your screen appear with green around it
- 10. Roll your mouse over the top if the screen where you see a green button
- 11. Roll over to the three dots above More then choose Start Recording for the list

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- 12. Use the down arrow to advance your slides as you present your presentation
- 13. When you are finished, roll your mouse over the top of your screen where you see a green button
- 14. Roll over the three dots above More and choose Stop Recording from the list

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15. Click on the Stop Share button

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- 16. You will be taken back to the Zoom meeting window
- 17. On the bottom right, click on the **End of Meeting** button
- 18. Click on the **End Meeting for All** button

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19. You will see a box saying the video is being processed

- 20. Once it finishes, a folder will open with several files
- 21. Upload the largest file size (probably called zoom_O.mp4) to YouTube

Tip: Refer to the Student How-To guide for uploading videos to YouTube and make sure you add your video as **unlisted** and not private.

