HOW TO RECORD YOUR PRESENTATION USING ZOOM
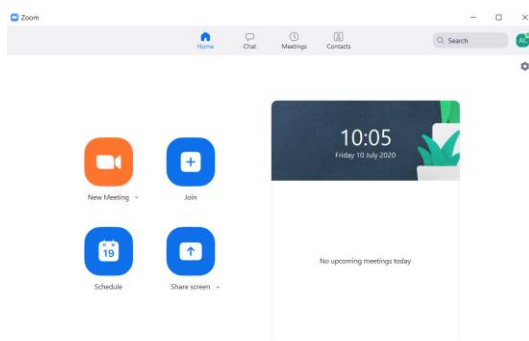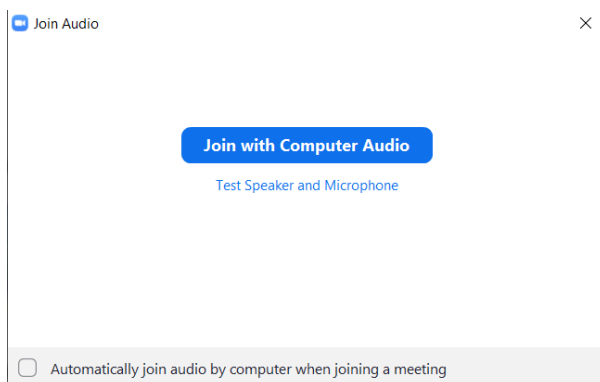
Other platforms are available to use but we find zoom is the easiest.

1. Download zoom https://zoom.us/download

2. Create a free account

3. Once logged in there are 4 options (New Meeting, Join, Schedule and Share Screen):
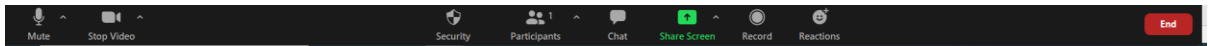

   Select **New Meeting**

4. Another box will appear and you will have 2 options (Join with Computer Audio and Test Speaker and Microphone):
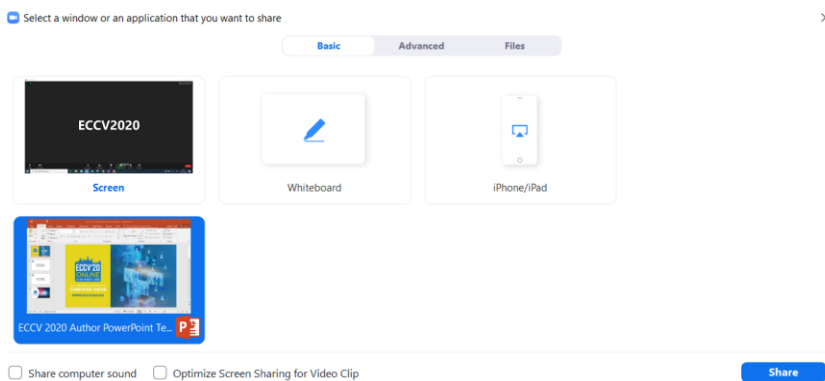

   Please test speaker and microphone to make sure everything works for you. Once tested you can then select **Join with Computer Audio**

5. If you are using slides as part of your presentation please select **Share Screen** from the bottom panel:



and select your slides:

Once you have selected your slides click **Share**

6. You will see that your video image appears in the top right hand corner, you can choose to not share your video. If you would like to have you video image to be shown you can make this bigger and move it to another place on the screen:


7. You should select to show your presentation as a slideshow. Once you are ready you can then start to record.

8. At the top of the screen you should see a green and red stripe which says **You are Screen Sharing and Stop Share** if you hover over this a black box will appear:
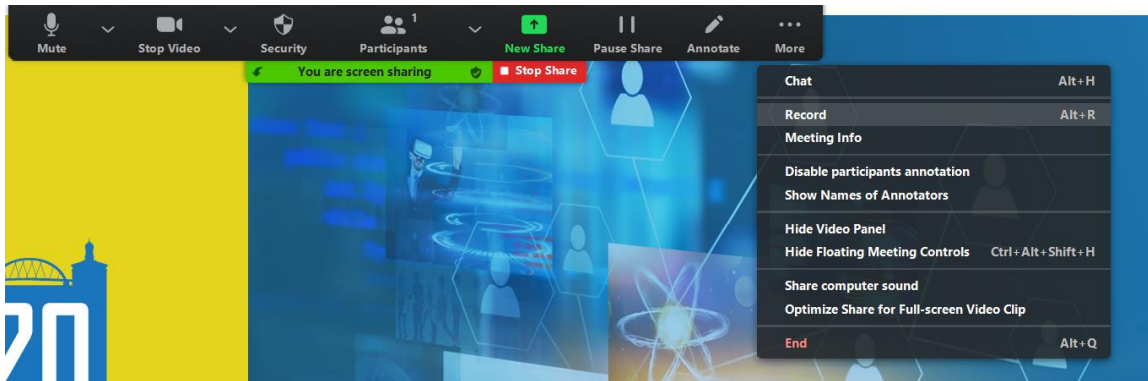

Select the 3 dots **More** and scroll down to select **Record.** You will now be recording and you should start to deliver your presentation.

9. When you have completed your presentation you should stop sharing your presentation by selecting the red box at the top of the screen **Stop Share:**
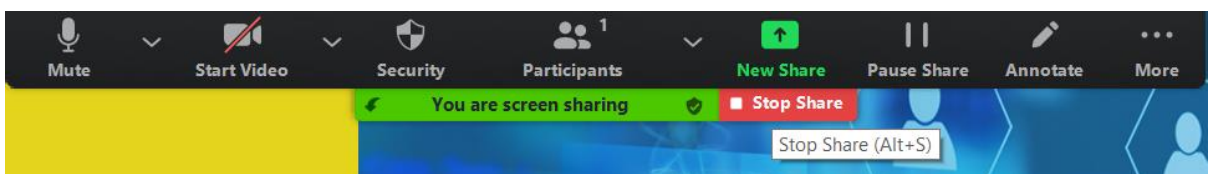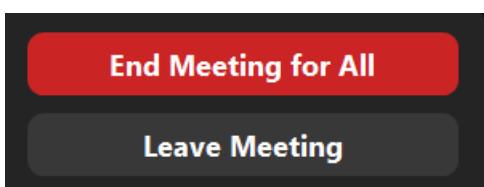

10. You can then thank the audience for watching and stop recording.

11. To stop recording you will see a box at the bottom of your screen which says **Pause/Stop Recording**:
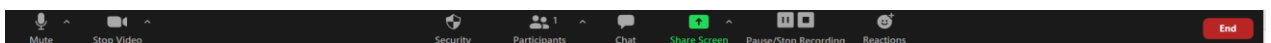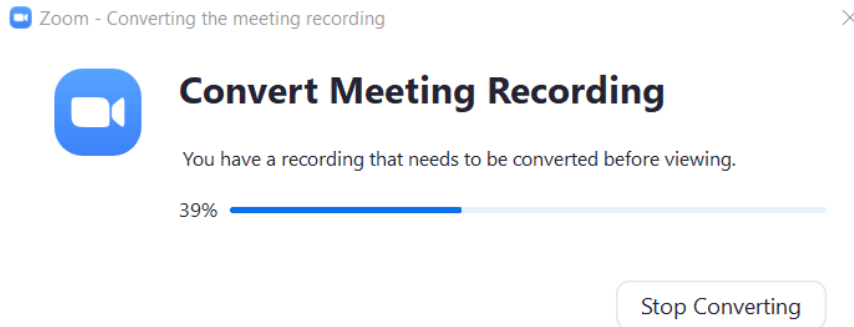

Press **Stop Recording**

12. You should then click the red box **End** and then **End Meeting for All:**

13. Zoom will convert your meeting recording into an mp4 file:

And will save to your computer:

14. Please **watch** your mp4 zoom file to make sure it has recorded properly

15. You may want to edit the beginning and end of your video so that it shows your presentation straight away. The audience will not want to see you getting set up. You can find easy editing software by searching the internet, there are many available

16. Your mp4 file is what you will need to **upload** into the **Paper and Presentations Site**