RECORDING A PRESENTATION USING ZOOM

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

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

You can use Zoom in a browser or by using the Zoom Client for Meetings app for Windows, Mac, or ChromeOS. Go to Zoom: https://zoom.us/

Instructions

1. Go to https://zoom.us/ and click the "*Log in to Zoom*" button.

2. Click **"Host a Meeting**" at the top right of the page and choose "with video on"

3. If you have the Zoom app installed, your meeting room will open in the app

4. Join your audio by clicking the "***Join with Computer Audio***" button. It helps to use a headset or earbuds for Zoom meetings for better audio quality. If this is the first time you have used Zoom with your current microphone or speakers/headphones, it's a good idea to check your audio quality before recording.

5. If you are using slides, to record in your presentation click the green "*Share Screen*" button in the control bar at the bottom.
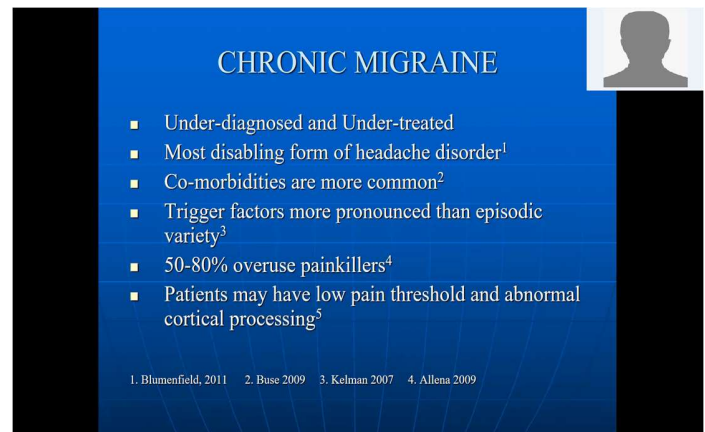
6. When you're ready to start, click the *"Record"* button at the bottom of the meeting window.
    o   If you are using the Zoom desktop app, you would choose "***Record to Computer***"
    o   When Zoom is recording you will see a small red dot at the top left of the meeting window.

7. When you are done recording, click the "***Stop Recording***" button in the control bar and then click "*Leave*" at the bottom right. Zoom will ask if you want to leave and keep the meeting running or end the meeting for everyone. Click "***End Meeting***" to close the meeting room.

8. Once you end the meeting, your recording will start to convert automatically, and you can save it onto your Desktop. Then the recording can be shared via WeTransfer or Google Drive