



Zoom is not only an excellent tool for online video meetings, it can also be used as a powerful tool for recording video presentations. You can initiate a Zoom meeting without any other participants and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record. Best of all, all these features are available with a free Zoom account.

## USING ZOOM & POWERPOINT TO RECORD YOUR PRESENTATION

You can download and install the **Zoom Client for Meetings** by following this link: <https://zoom.us/download>

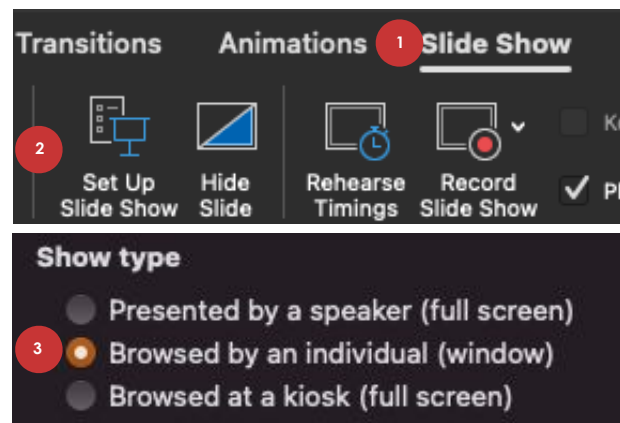
It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls. Doing a test recording can be extremely helpful before you record your actual presentation.

## PREPARING POWERPOINT FOR RECORDING WITH ZOOM

PowerPoint typically takes over your computer screen in fullscreen mode when you run a presentation. Fullscreen mode can make recording with Zoom more difficult.

These steps will allow you to present in slideshow view without being in fullscreen mode.

1. Open your PowerPoint presentation file
2. Click **Slide Show**
3. Click **Set Up Slide Show**
  - a. Under **Show Type**, click **Browsed by an individual (window)**
  - b. Click **OK**
4. Click **Play from Start** or **From Beginning** to begin the slide

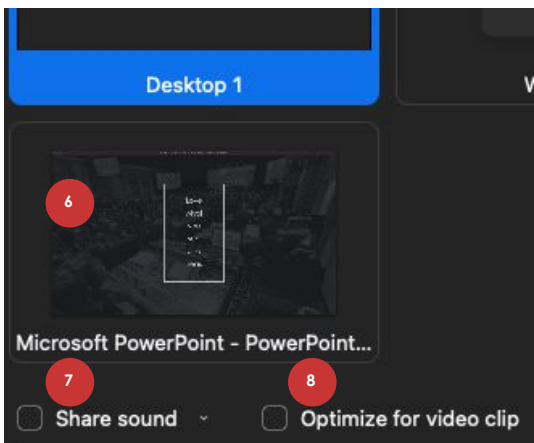
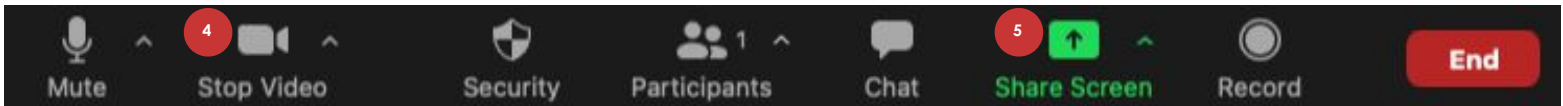
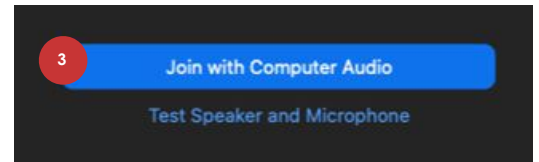


# Self Recording Instructions

Using Zoom & PowerPoint to Record Your Presentation

## GETTING READY IN ZOOM

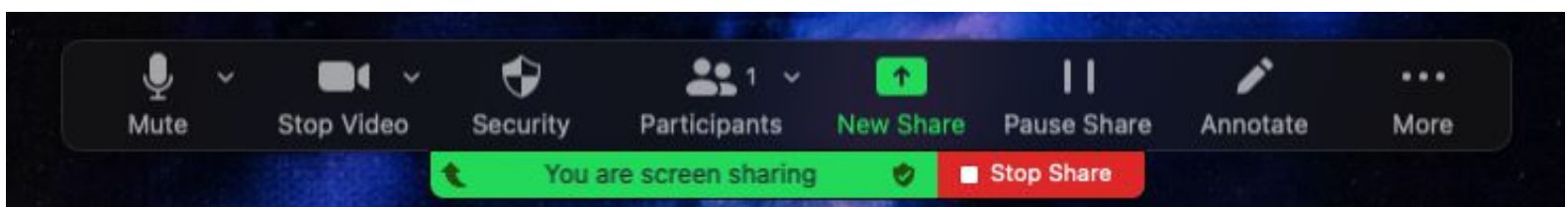
1. Open the Zoom app
2. Click **New Meeting**
3. Click **Join with Computer Audio**
4. Recording your webcam feed along with your presentation is optional. If do not wish to record your webcam, you can turn off your camera by clicking **Stop Video**
  - a. Be sure to turn off your webcam before you start recording
  - b. You can reposition and resize your camera feed
  - c. When your webcam is turned on, the webcam feed will be recorded regardless of whether it is positioned within the green recording border



5. At the bottom of the Zoom window, click **Share Screen**
6. In the Share window selector, click your PowerPoint window that you wish to use in the recording
7. If your presentation includes sound, check the box for **Share computer sound**
8. If your presentation includes a video, check the box for **Optimize Screen Sharing for Video Clip**
9. Click **Share**

The screen or window that is being shared/recorded will have a green outline.

When a screen or window is being “shared” in Zoom (i.e., recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.




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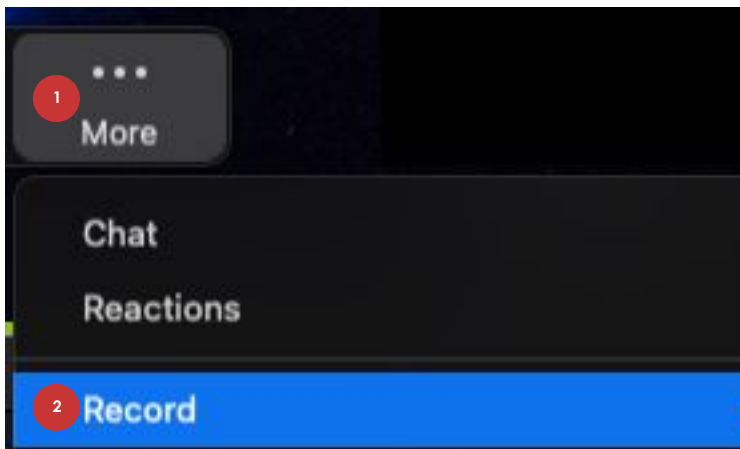
## ZOOM SETTINGS FOR macOS

By default macOS restricts access to record your screen. You will need to authorize Zoom to record your screen in the System Preferences.

1. In the menu bar, Go to  | **System Preferences**
2. Select **Security & Privacy**
3. Select the **Privacy** tab
4. Unlock your System Preferences by clicking the **Lock** icon and entering your password
5. Scroll down to and select **Screen Recording**
6. **Check the box** next to Zoom
7. You may need to close and reopen zoom



## RECORDING IN ZOOM



1. To begin recording, click **...More** in the Zoom control bar at the top of the screen
2. Click **Record** or **Record on this Computer** in the drop-down menu that appears
3. Be sure to check if your mic is muted. If you are muted, click **Unmute myself** in the Zoom control bar

You are now recording and ready to give your presentation.

You can pause recording at any time by clicking **...More**, in the Zoom control bar, then **Pause Recording**. (or press **Alt+P** on Windows or **⌘+Shift+P** on Mac)

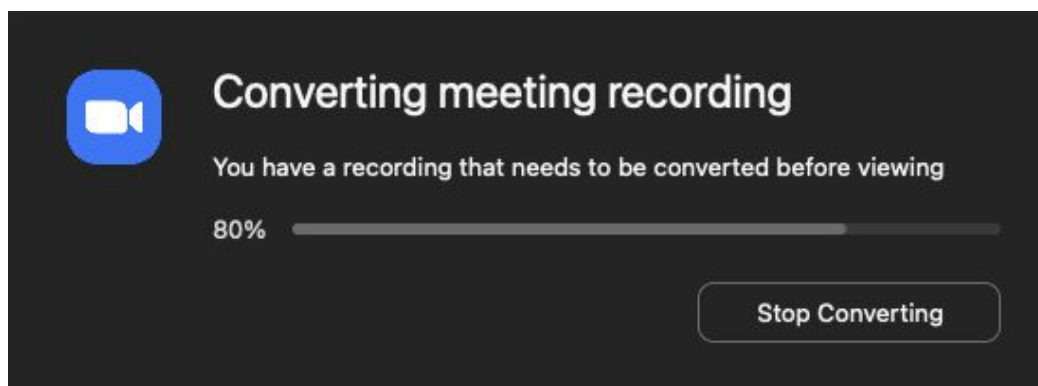
If you are unable to control PowerPoint or Zoom with your keyboard, first **click the PowerPoint window** to focus your keyboard commands on that window.

# Self Recording Instructions

Using Zoom & PowerPoint to Record Your Presentation

## COMPLETING YOUR RECORDING

1. When you are finished, click **...More** and click **Stop Recording** in the Zoom control bar at the top of the screen
2. Click **Stop Share** in the Zoom bar at the top of the screen
3. Click **End Meeting** then click **End Meeting for All**

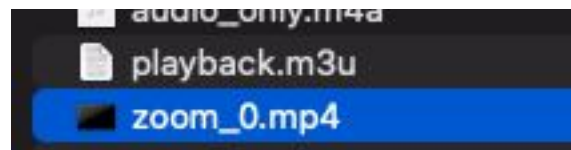
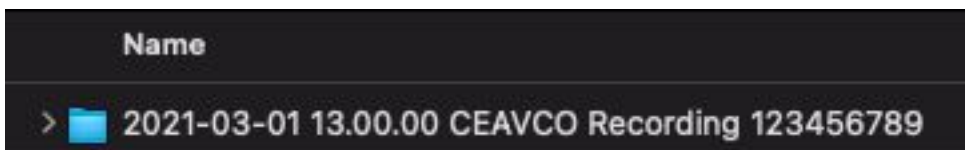


Zoom will prepare your recording and store it on your computer. Please be patient and wait for the recording conversion to complete.

## REVIEW YOUR RECORDING

When zoom has finished processing your recording watch your recording to ensure your presentation and audio are correct and clear.

1. To find your recording go to your documents folder and find the Zoom folder.
  - a. **Windows:** C:\Users\[Username]\Documents\Zoom
  - b. **macOS:** /Users/[Username]/Documents/Zoom
  - c. **Linux:** /home/[Username]/Documents/Zoom
2. Inside the Zoom folder locate the most recent recording folder and open it.
  - a. Folders are named by Date, Time, Meeting Name and Meeting ID
    - i. Ex. March 1st, 2021 at 1:00 PM would be named  
**2021-03-01 13.00.00 Meeting Name 123456789**
3. Locate a file named **zoom\_0.mp4**. This is your presentation recording. Open the file to play and watch it completely through



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## THINGS TO KEEP IN MIND

- ◆ You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen and selecting the window you wish to record.
- ◆ When recording be sure to **turn off phones and notifications** on your computer that could cause distractions during recording.
- ◆ If you are recording your webcam **avoid sitting in front of windows or bright light sources**. It can prevent your face from being visible.
- ◆ When speaking be sure to speak as if you are talking to a large room. **Projecting your voice is really helpful** in obtaining a clean audio recording.