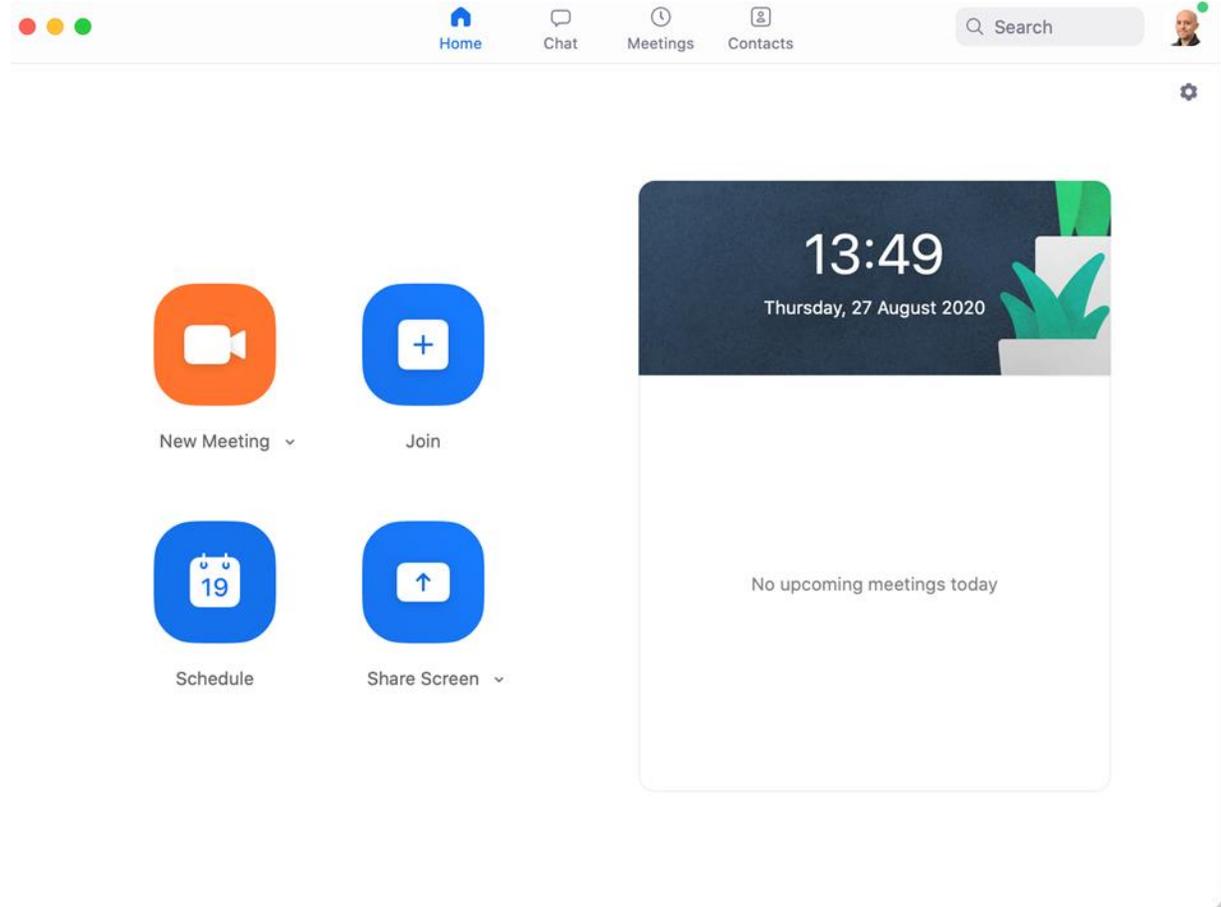


# Recording a presentation via Zoom

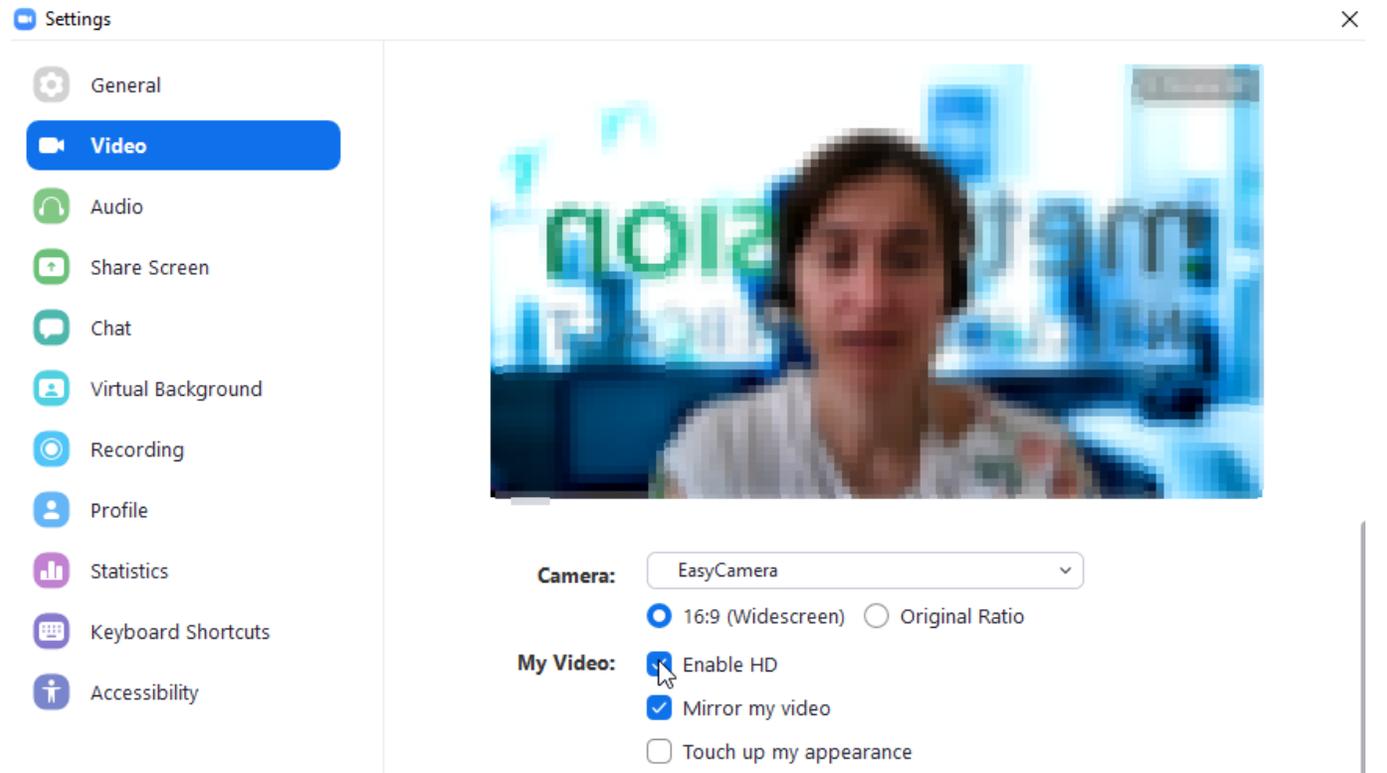
In this document you will find instructions on how to record your presentation through Zoom.

For more detailed instructions on how to record a meeting on Zoom please visit Zoom support [site](#)

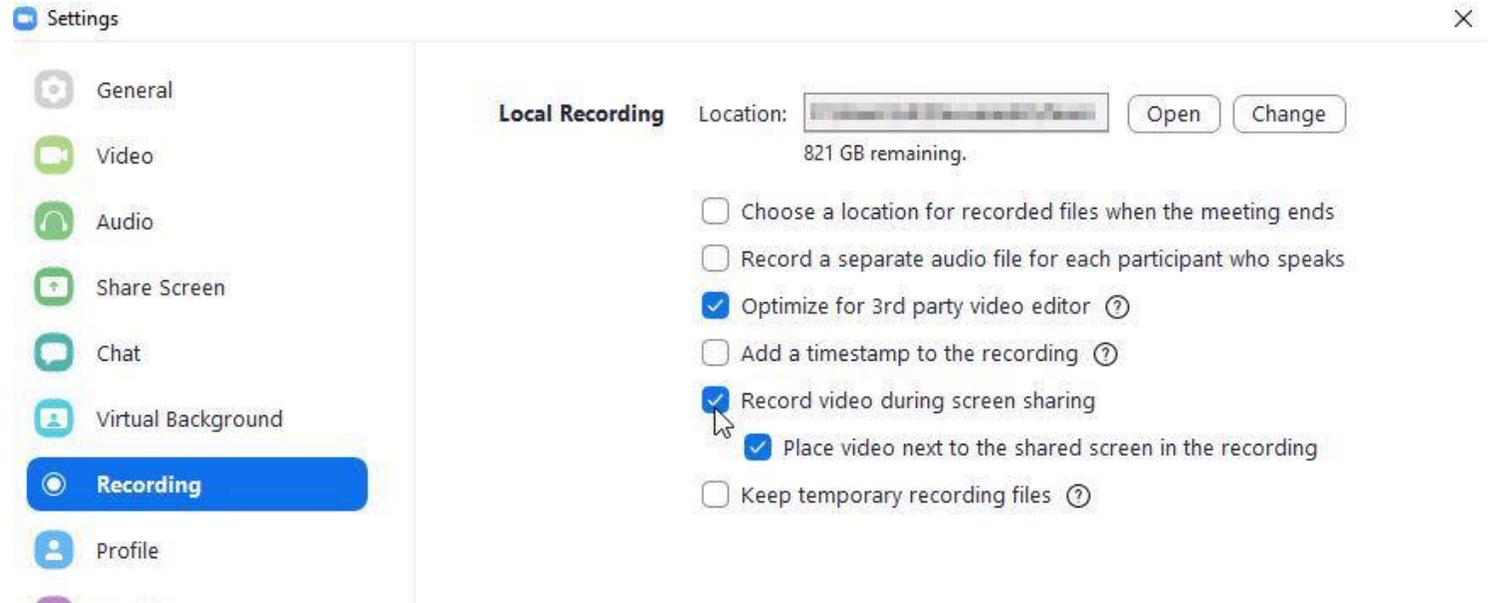
- Open your presentation on PowerPoint
- [Signup](#) for a free Zoom account, if you do not already have one
- Open Zoom on your device
- Select the **'New Meeting'** option



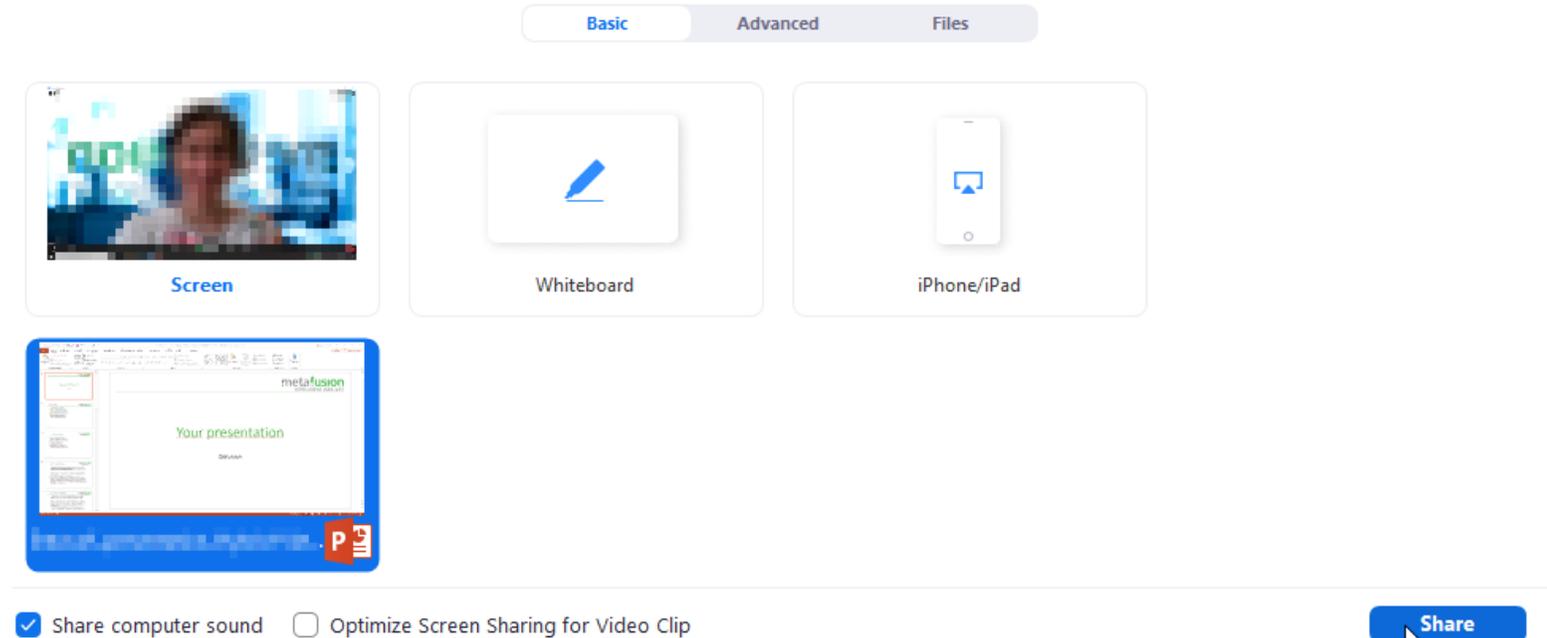
- Zoom will open up, showing you on the camera
- Click on the gear icon in the top- right corner to open the settings
- Adjust the settings to match those shown on the right



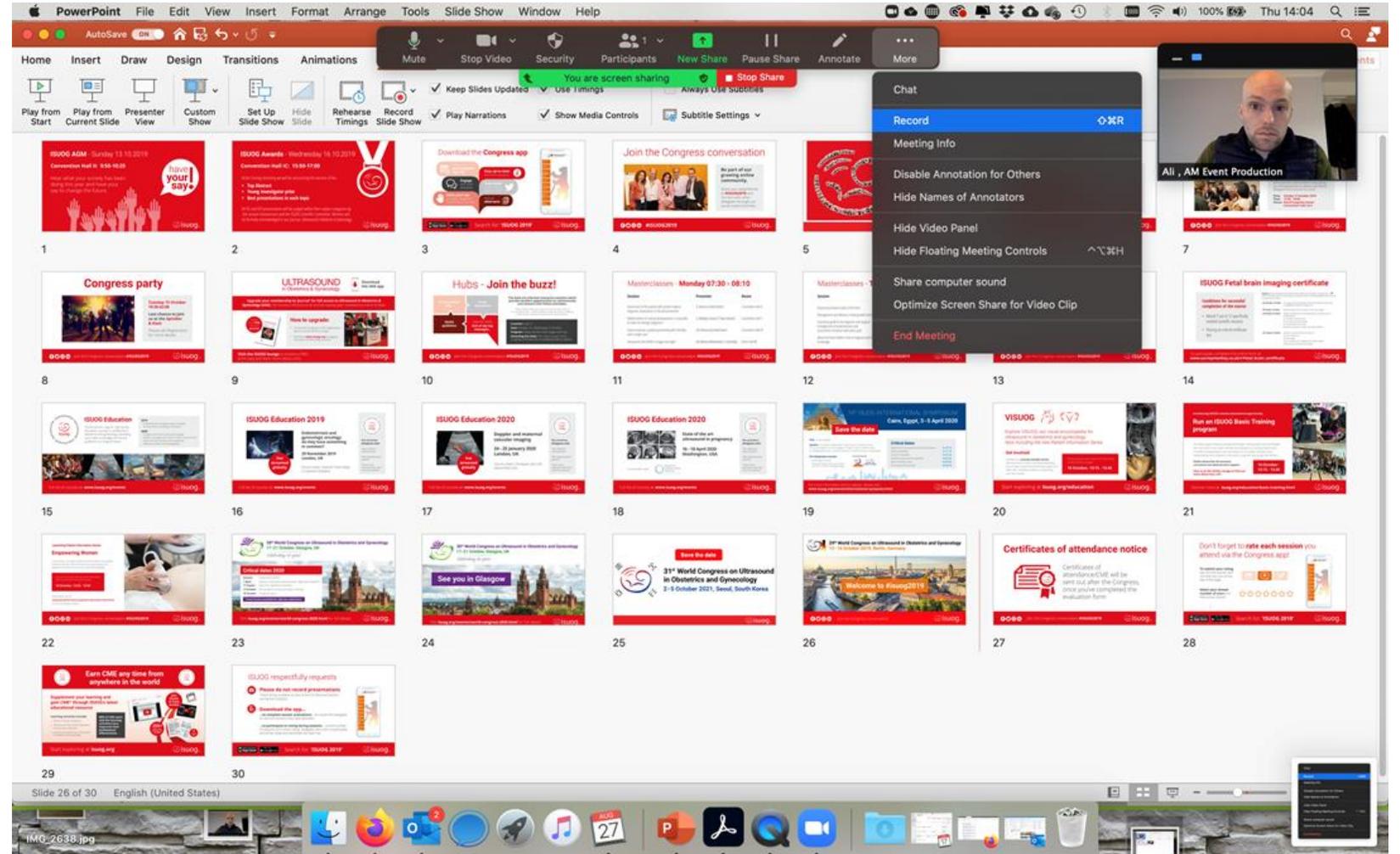
- Verify the location for your local recordings and change it if necessary
- Select ‘Optimize for 3rd party video editor’
- Select ‘Record video during screen sharing’
- Select ‘Place video next to the shared screen in the recording’



- Once done, close the settings
- Select **'Share Screen'**
- Select your presentation app window (Blue Border indicates selection), select the **'Share computer sound'** checkbox and click the **'Share'** button on the right



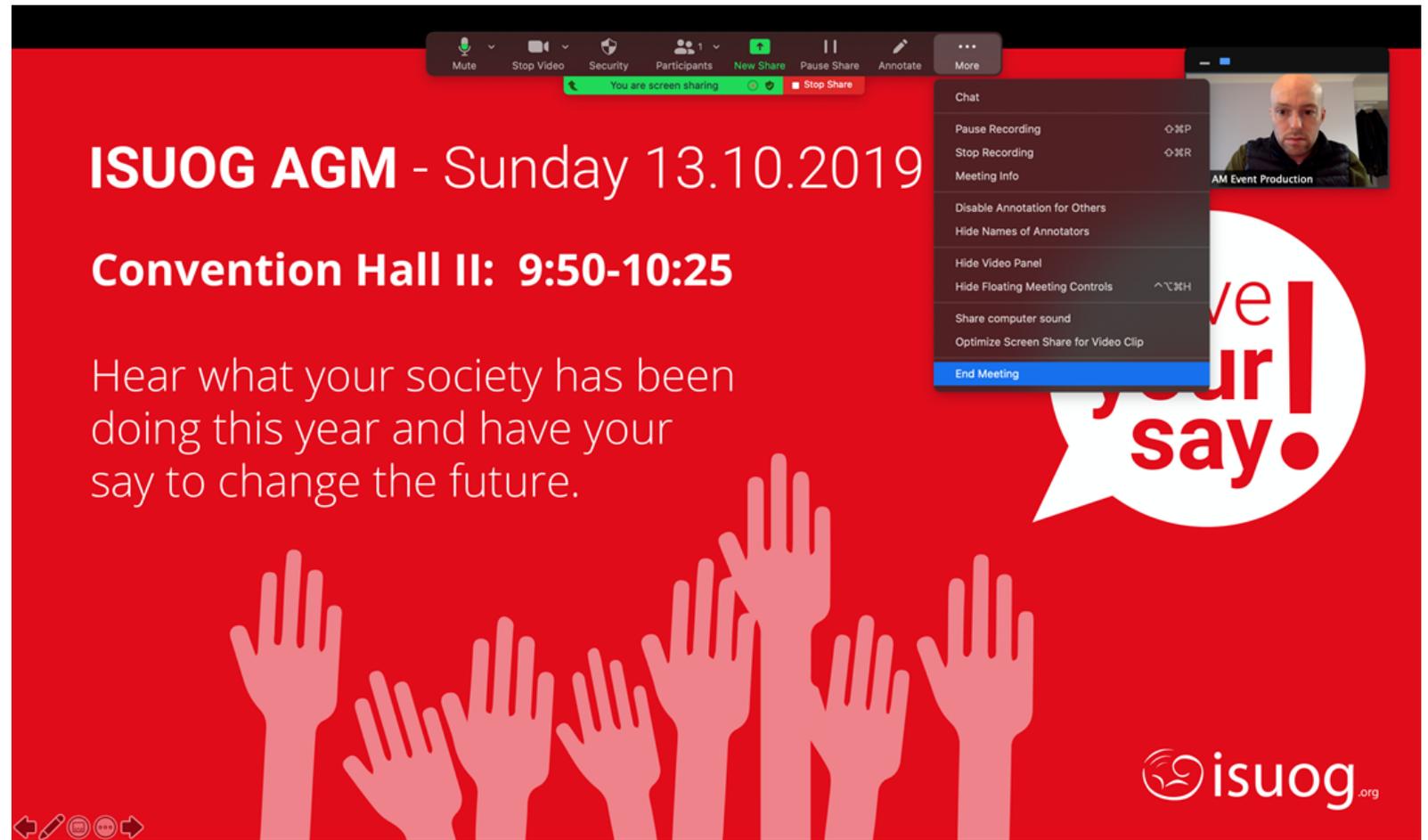
- Once ready to present, press the **'Slide Show'** icon on PowerPoint
- Open the Zoom menu bar and click **'More'** – **'Record'**



- Present your slides while narrating them. You will see on the Zoom menu a recording icon

The screenshot shows a Zoom meeting interface. At the top, the Zoom control bar is visible with icons for Mute, Stop Video, Security, Participants, New Share, Pause Share, Annotate, and More. A yellow arrow points from the text 'on the Zoom menu a recording icon' to the 'New Share' button. The main content is a red slide with the following text: 'ISUOG AGM Sunday 13.10.2019', 'Convention Hall II: 9:50-10:25', and 'Hear what your society has been doing this year and have your say to change the future.' To the right is a speech bubble containing the text 'have your say!'. At the bottom right is the 'isuog.org' logo. A small video thumbnail in the top right corner shows a man speaking. At the bottom left of the slide, there are navigation icons for back, forward, and search.

- Once you are finished presenting, in the Zoom menu click **'More'** – **'End Meeting'**



The screenshot shows a Zoom meeting interface. The main content is a red slide with white text: "ISUOG AGM - Sunday 13.10.2019", "Convention Hall II: 9:50-10:25", and "Hear what your society has been doing this year and have your say to change the future." Below the text are several white hand icons. In the bottom right corner of the slide is the ISUOG logo and the text "isuog.org". The Zoom toolbar at the top includes buttons for Mute, Stop Video, Security, Participants, New Share, Pause Share, Annotate, and More. The "More" menu is open, showing options like Chat, Pause Recording, Stop Recording, Meeting Info, Disable Annotation for Others, Hide Names of Annotators, Hide Video Panel, Hide Floating Meeting Controls, Share computer sound, Optimize Screen Share for Video Clip, and End Meeting (highlighted in blue). A small video thumbnail of a man is visible in the top right corner of the Zoom window.

- In the dialog box that pop's up press **'End Meeting for All'**
- Zoom will then convert the meeting recording and store it in the folder selected in your zoom settings
- Once the file has been converted you can locate it in the folder you specified in the settings at the beginning, or go to the **'Meeting'** – **'Recordings'** section of your Zoom account



The screenshot shows a Zoom meeting interface. At the top, the Zoom control bar includes buttons for Mute, Stop Video, Security, Participants, New Share, Pause Share, Annotate, and More. A green status bar indicates 'You are screen sharing' with a 'Stop Share' button. In the top right corner, a small video thumbnail shows a participant with the name 'Ali, AM Event Production'. The main content is a slide with a red background. The slide text reads: 'ISUOG AGM - Sunday 13.10.2019', 'Convention Hall II: 9:50-10:25', and 'Hear what your society has been doing this year and have your say to change the future.' Below the text are several white hand icons with fingers spread, representing a 'show of hands' or voting. A white speech bubble on the right contains the text 'have your say!'. The ISUOG logo and '.org' are in the bottom right corner. A 'Leave Meeting' dialog box is overlaid on the slide, with 'End Meeting for All' as the primary option, 'Leave Meeting' as a secondary option, and 'Give feedback' and 'Cancel' as smaller options.