Zoom recording

With Zoom, you can initiate a meeting and then record a presentation with or without additional participants. Using Share Screen, Zoom will allow you to record a video of a slide presentation, in which your presentation slides are visible and your image appears in the corner.

If you are co-presenting, you may wish to use Zoom to show your poster or slides and allow multiple group members to speak.

We recommend using a desktop or laptop computer to record this type of video, and we recommend using the Zoom desktop app, if you haven't already downloaded it (https://zoom.us/download). Here is basic information from Zoom on how to record a meeting:
https://www.youtube.com/embed/lZHSAMd89JE?rel=0&autoplay=1&cc_load_policy=1

Step-by-step recording guide:
1) **Before you start to record your presentation, you will want to prepare your slides or poster and your speech.**
2) **Once you have these components ready, do a test recording**, making sure to adjust your microphone correctly. It is highly recommended that you practice recording so that you are comfortable with the controls before you record your final presentation.
3) When you are ready to record, open your presentation file to maximum screen size on your local computer.
4) Open zoom.
5) Click "Start Meeting" or "new meeting".
6) **Join with Computer Audio**
7) Make sure that you are **unmuted** and **start video.**
8) If you will be presenting as a group with other students, click on the "**Invite**" button at the bottom of the Zoom Meeting window to invite others to your meeting.
9) If you are sharing your screen to share your poster or slide presentation, click the green "**Share Screen**" button in the control bar at the bottom. Then select the slides you wish to use in the recording. When a window is being shared in Zoom, the Zoom control bar will minimize and move to the top or bottom of the screen. You can reposition the minimized control bar. Hover over the minimized control bar to reveal the full set of Zoom controls.
10) Position the image of yourself where you would like for it to appear during your presentation. Make sure in advance of recording to check that your image will not obstruct the text on any of your slides as you click through your presentation. You may need to adjust your slide or move your image to a different location.
11) To begin recording, click "**...More**" in the Zoom control bar. Click "**Record to the Cloud**" in the dropdown menu that appears. The host who sets up the Zoom meeting should record the

session. When Zoom is recording you will see a small red dot at the top left of the meeting window. You can pause the recording at any time by clicking "...More", in the Zoom control bar, then "Pause Recording".

12) Conduct your presentation.

13) When finished with your recording, choose "**Stop Recording**". Click "**End Meeting"** in the lower right-hand corner. Click "**End Meeting for All".**

14) Zoom will prepare your recording and upload it to the cloud. You do not need to keep Zoom open, but keep your computer on and connected to the internet while the video uploads. You will receive an email when your cloud recording is available. Click on the link, then download your mp4. The transfer is not instantaneous – please be patient. Processing time depends on the length of the video.