Using Zoom to Record a Presentation

What You Need to Get Started

• An internet connected computer, laptop, or device
• Your webinar ID number/link to join the webinar (available on the conference website after registration)
• Headphones or ear buds with a working microphone
• A phone (if you’re unable to receive audio via your computer, laptop, or device)
• A webcam

Before you record, make sure to adjust your microphone and video correctly.

Using PowerPoint:

1. Open the PowerPoint file
2. Click Slide Show
3. Click Set Up Slide Show
4. Under Show Type, click Browsed by an individual (window). This will allow you to present in slideshow view without being in full screen mode. Fullscreen mode can make recording with Zoom more difficult.
5. Click OK
6. Click Play from Start or From Beginning to begin the slideshow.

In Zoom:

1. Open the Zoom app
2. Click New Meeting
   a. Zoom will begin a video conference session. If asked to choose an audio conference option, click Join with Computer Audio
3. At the bottom of the Zoom window, click Share Screen
4. In the Share window, click the window you wish to use in the recording.
   a. If your presentation includes sound, check the box for Share computer sound.
   b. If your presentation includes a video, check the box for Optimize Screen Sharing for Video Clip.
5. Click Share
   a. The window that is being shared/recorded will have a green outline.
6. You can reposition and resize the webcam video window as needed. The webcam feed will be recorded regardless of whether it is positioned within the green recording border.
   a. When a 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.

Recording in Zoom:

1. To begin recording, click ...More in the Zoom control bar at the top of the screen.
2. Click Record to the Cloud or Record to this Computer in the dropdown menu that appears.
a. If you are muted, click Unmute Myself in the window that appears. 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.
b. If you are unable to control PowerPoint or Zoom with your keyboard, first click the PowerPoint or Zoom window to focus your keyboard commands on that window.

3. 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.
4. When you are finished, click ...More and click Stop Recording in the Zoom control bar at the top of the screen.
5. Click Stop Share in the Zoom bar at the top of the screen.
6. Click End Meeting then click End Meeting for All
7. The folder where the video is stored will automatically open in a window once the video has been converted to an .mp4, and the default name will be “Zoom_0.mp4” Please change the name to follow the naming convention under the Presenter (Recorded) Guidance document and upload accordingly.

If you have any major technical issues while using Zoom that are not covered in this guidance document or on the Zoom support page, please contact conference@shellfish.org with as many details as possible and screenshots of the issue.