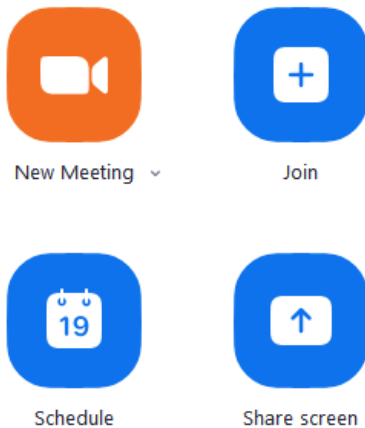Recording Presentation in Zoom

Step-by-Step instructions

1. Open Zoom
2. Hit "New Meeting" to start a meeting for just yourself

   a.
3. Have your Powerpoint presentation open and ready to be shared
4. Hit "Share Screen" at the bottom of the Zoom screen

   a.
   b. Select the screen with your powerpoint presentation and share it
5. Ensure you can see yourself in the small box in the upper right side of the screen (position yourself as needed)
6. Hit the presentation button on Powerpoint to present from beginning
   a. "Slide Show" >> "From Beginning" or the "Slide Show" button at the bottom of the screen
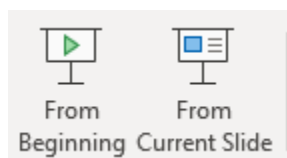
   b. or (at bottom)
   c. NOTE: If you use multiple monitors, ensure that the screen with the Slide Show, not the Presenter View, is the same one that has "You are Screen Sharing" at the top of it. To swap the screens, hit "Display Settings" >> "Swap Presenter View and Slide Show"
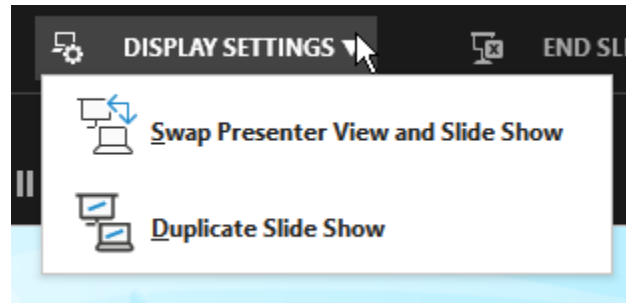
i.

7. Once your presentation is in Slide Show mode, hover over "You are screen sharing" to bring down the top menu. Go to "More" and then hit "Record"
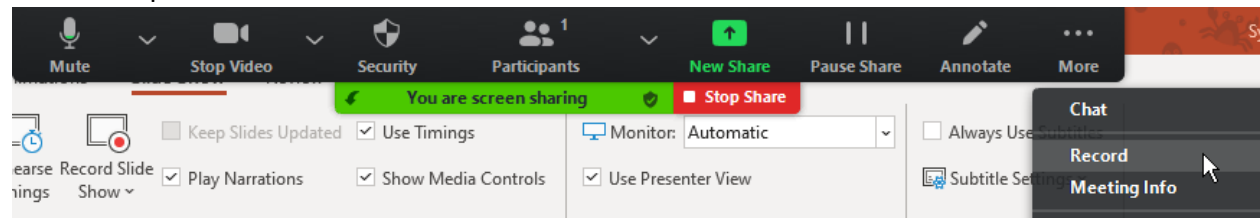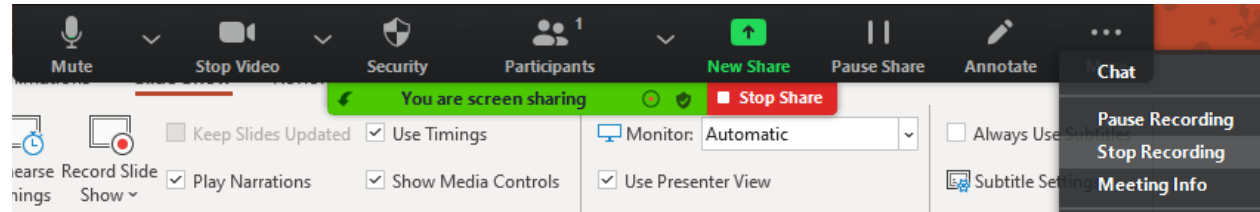

a.

b. You should see a red light appear next to "You are screen sharing" to signify you are recording

c.

8. Record your presentation

9. When you are done, hover over "You are screen sharing" to pull down the menu again. Go to "More", and hit "Stop Recording"

a.

10. End the Meeting

11. To find and view your recordings, go to the Zoom's opening menu where you first started the meeting, and hit the cog wheel on the top right to open "Settings"

a. Go to "Recording" and hit "Open" next to the file path for "Store my recording at:"

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- **Recording**
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Local Recording

Store my recording at: `C:\Users\` [Open] [Change]

743 GB remaining.

- ☐ Choose a location for recorded files when the meeting ends
- ☐ Record a separate audio file for each participant who speaks
- ☐ Optimize for 3rd party video editor ⑦
- ☐ Add a timestamp to the recording ⑦
- ☑ Record video during screen sharing
    - ☐ Place video next to the shared screen in the recording
- ☐ Keep temporary recording files ⑦

b.

c. This will open the location the recording was stored. The recording will need to be converted to be viewed, which you can do by double clicking on it. Zoom may also automatically convert it once the meeting ends, depending on your settings

Zoom - Converting the meeting recording   ✕

Convert Meeting Recording

You have a recording that needs to be converted before viewing.
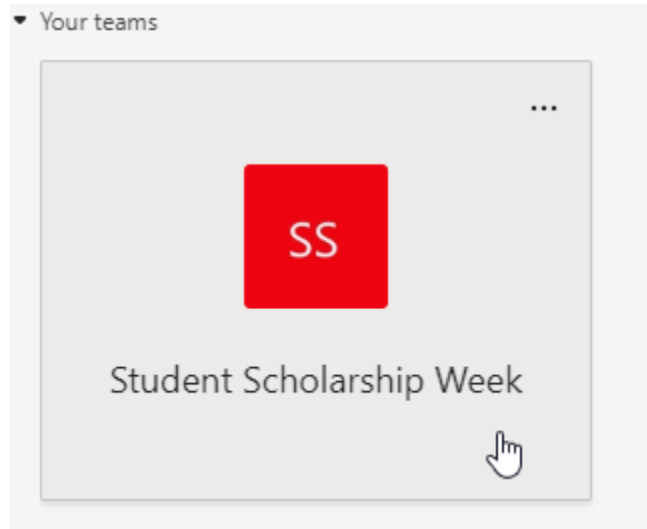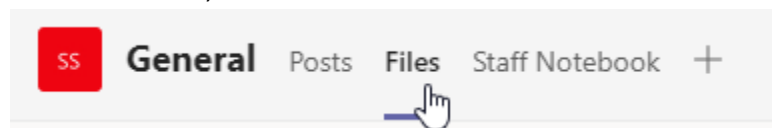
28% ▬▬▬▬▬▬▬▬▬▬

[Stop Converting]

d.

12. View and edit the recording to your liking, or re-record it if necessary
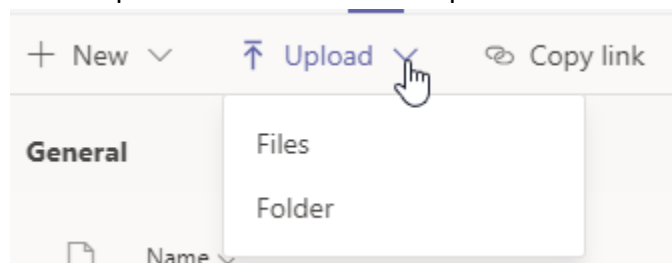
How to upload to Microsoft Teams:

- When you log into Microsoft Teams, click on the Student Scholarship Week group
  -
- Under the General tab, click on Files
  -
- Next, click on Upload to decide what to upload
  -
- Select Files and click on what you'd like to upload from the Directory that opens
- Click on your desired file and click Open
- The file will begin uploading, and will appear below