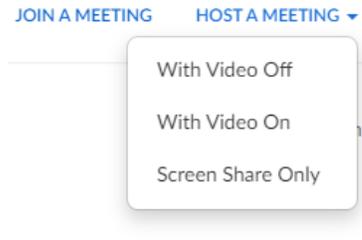
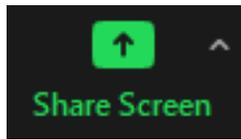


Zoom Recording Instructions

1. Go to <https://zoom.us/>.
2. In the upper right-hand corner, click **Host a Meeting** and select **With Video On** if you would like to include your webcam on the recorded presentation. You can also choose **With Video Off** if you prefer to just show the PowerPoint and hear the audio.



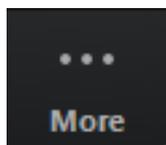
3. Your video will show on the screen.
4. At the bottom of the Zoom window, click **Share Screen**.



5. In the Share window, click the window you wish to use in the recording.
6. At the bottom of the Share window, DO NOT check either the box for **Share computer sound** or the box to **Optimize Screen Sharing for Video Clip**. This will create empty gray boxes where other screens would have been including your video screen.

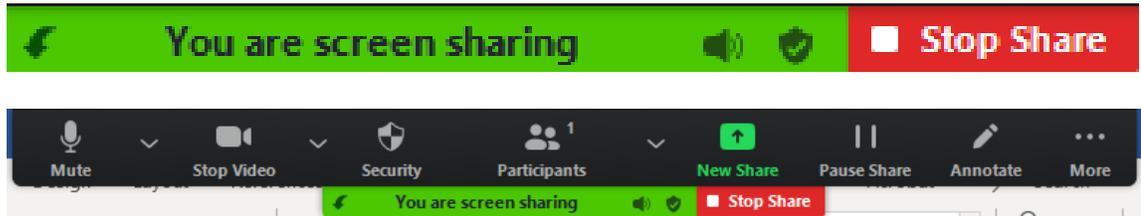
Share computer sound Optimize Screen Sharing for Video Clip

7. Click **Share**. The window that is being shared/recorded will have a green outline.
8. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly. If you do not see your video feed, hover over the top of the screen that is being shared until you see the **...More** button. Click the **...More** button and click **Show Video Panel**.



9. 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. 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.



10. To begin recording, make your PowerPoint presentation file full screen. Click **...More** in the Zoom control bar at the top of the screen.
11. Click the **Record to this Computer** in the dropdown menu that appears. 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**.
12. When you are finished recording, click **...More** and click **Stop Recording** in the Zoom control bar at the top of the screen.
13. Click **Stop Share** in the Zoom bar at the top of the screen.
14. Click **End** in the bottom right-hand corner of the screen, then click **End Meeting for All**. Your file will convert and ask for a file name to save the file.

