

I N S T R U C T I O N S

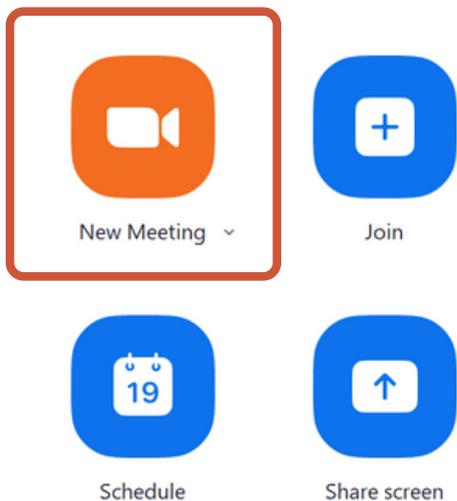
ON HOW TO RECORD A VIDEO ON
ZOOM

1 Please download Zoom app on your computer

2 If you have Zoom app already installed, please make sure to download the updates before recording.

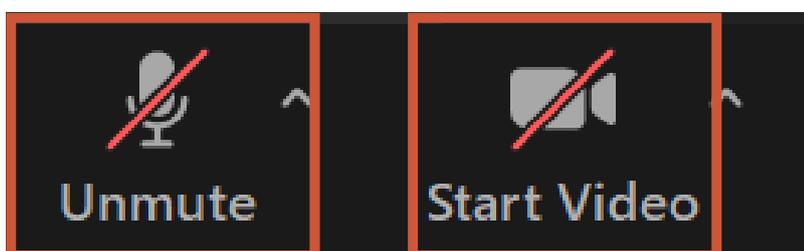
3 Login to Zoom

4 Click "New Meeting." This will open a new window and start your webcam video.



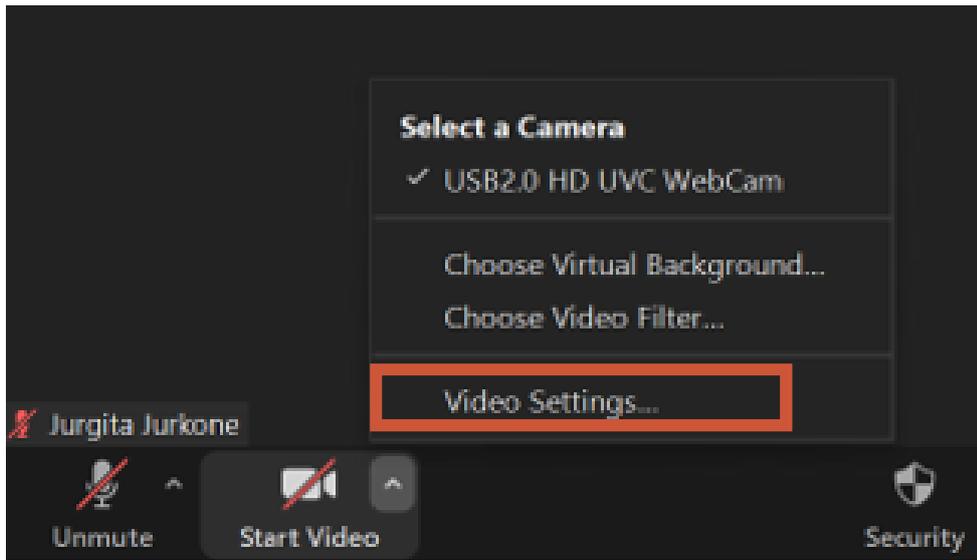
5 Click on "Join with Computer Audio"

6 Press on "Start video" and "Unmute"



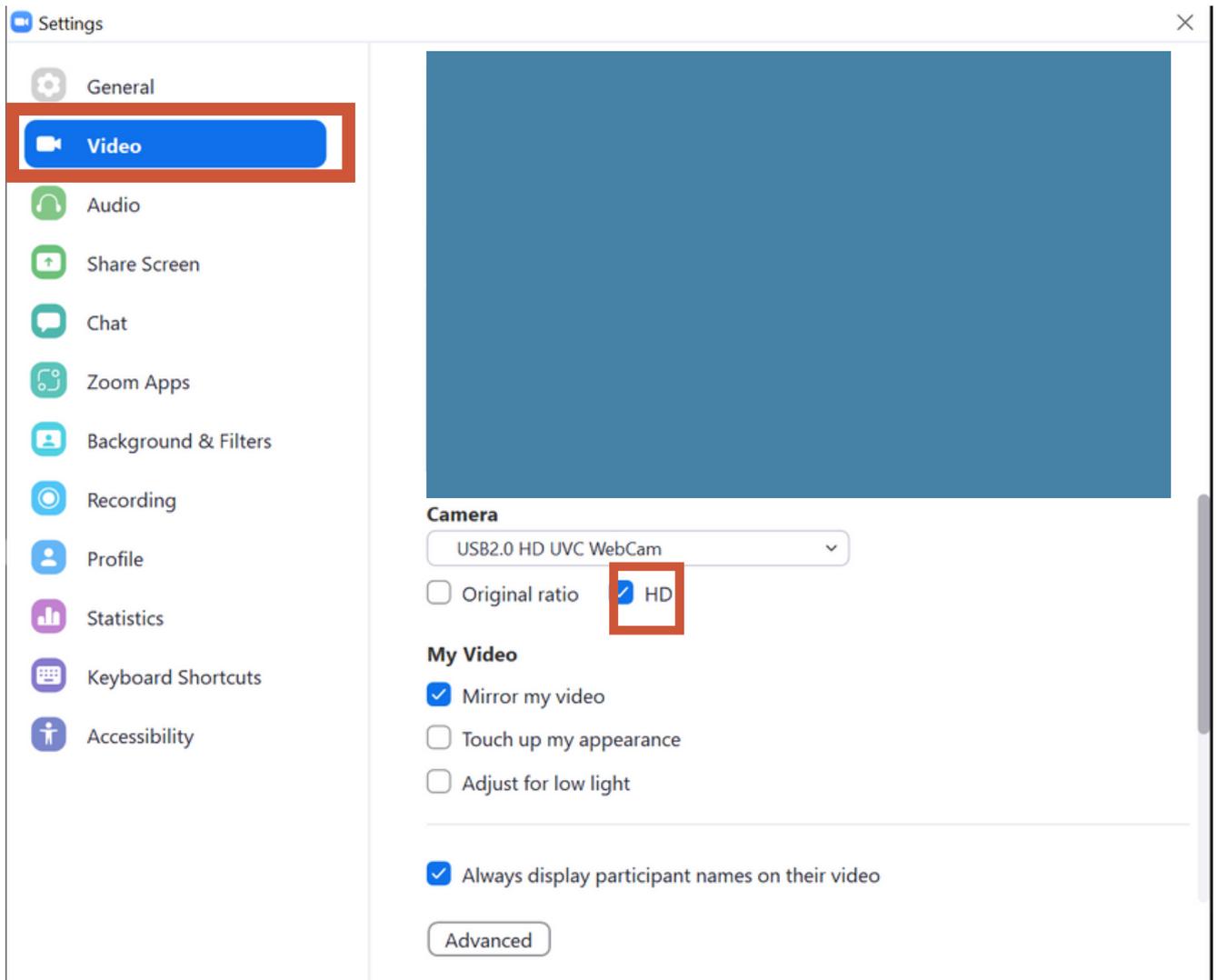
7

Go to "Video Settings"



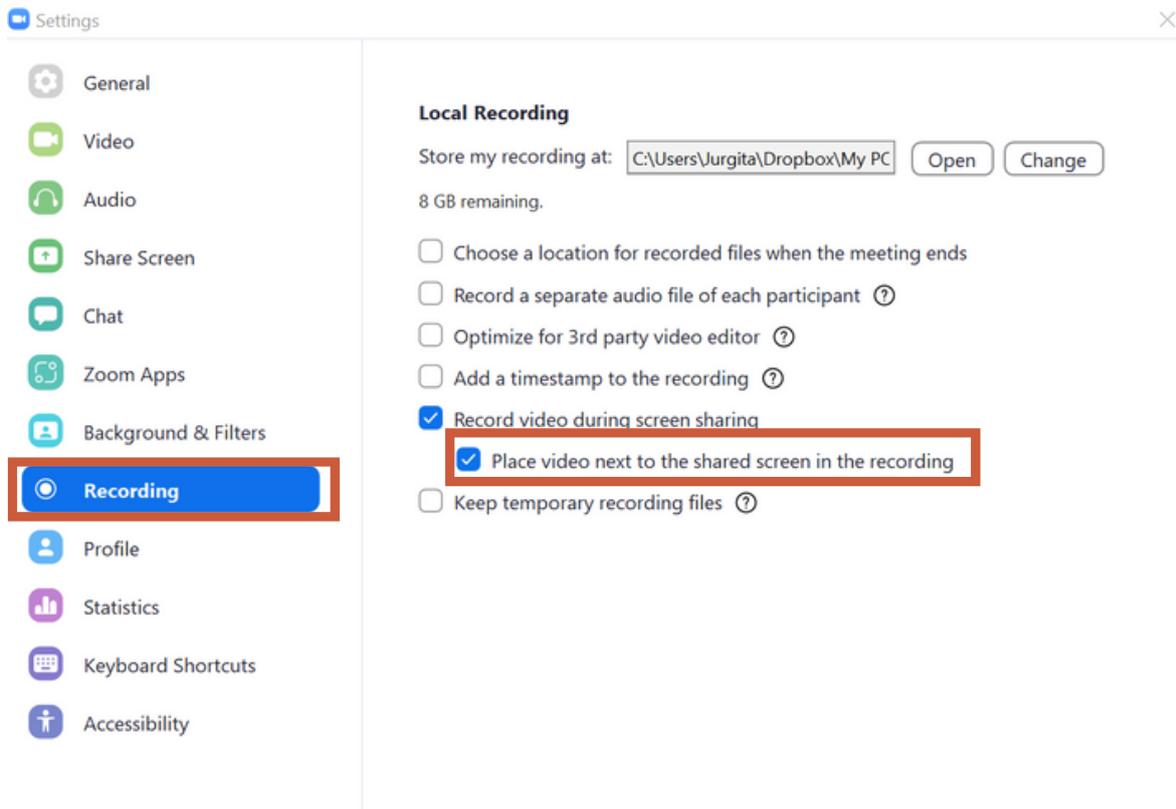
8

Under "Video" click enable "HD"



9

Under "Recording", click enable "Place video next to the shared screen in the recording". Your video settings are now set.

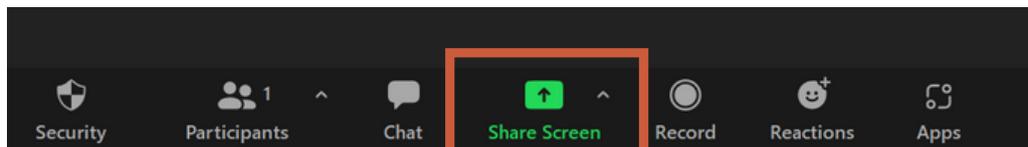


10

Open your power point presentation. You can also open it before starting the Zoom meeting.

11

Go to Zoom meeting and share your screen:



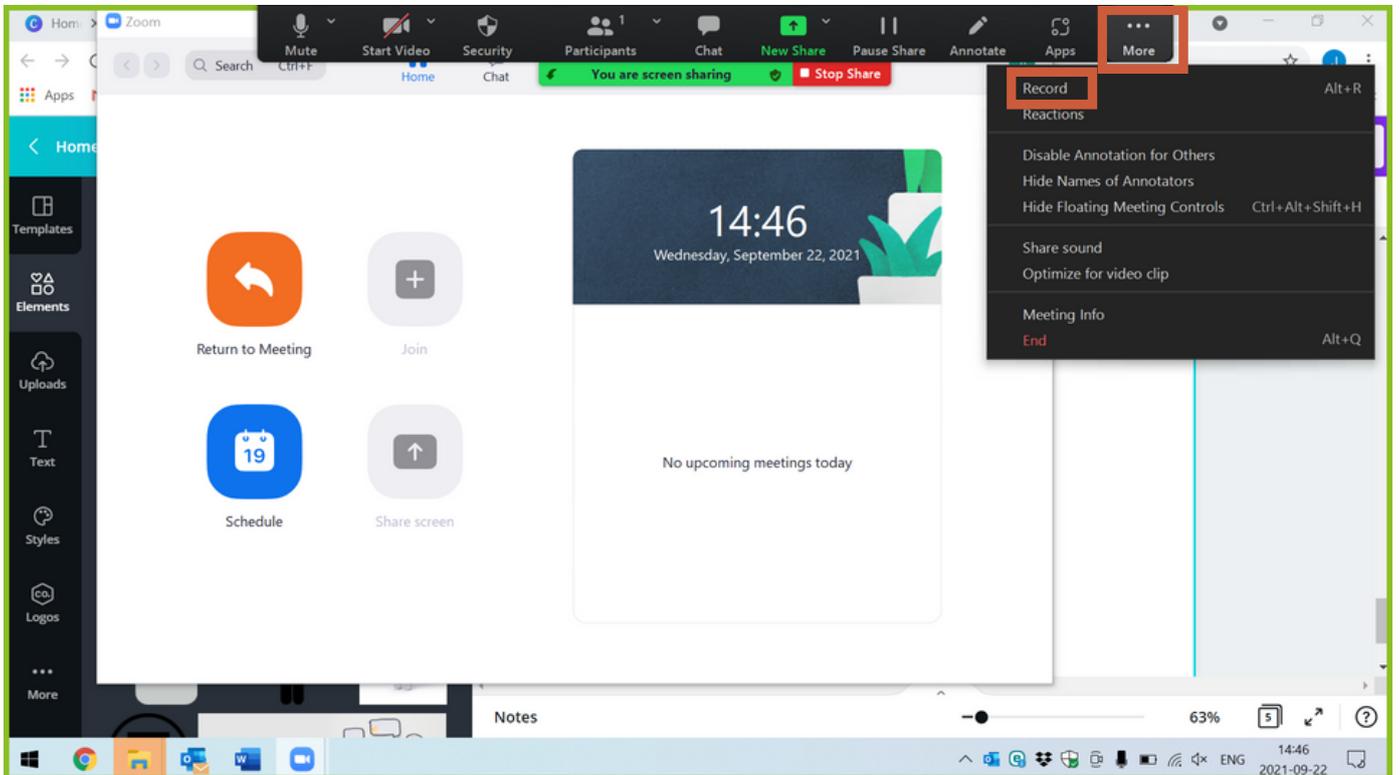
12

Start your power point presentation with your image on the right side of the screen:



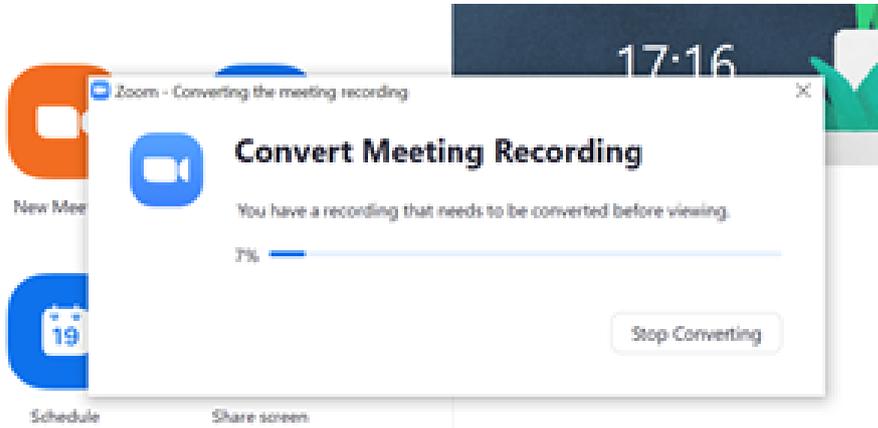
13

Click on "More" and "Record". This is how you will start your recording:



14 To finish your recording, press “Alt+R” and then “Stop share”.

15 End your meeting and then your recording will be converted before viewing:



16 You will find your recorded video in “Zoom” folder in “Documents” on your computer