

## **Using Zoom to Record a Presentation**

## Why use this

<u>Zoom</u> is a virtual conferencing tool. In addition to hosting and recording meetings, Zoom can be used to record and share a presentation. <u>Watch this example of a video presentation created using Zoom</u>

- 1. Go to <a href="https://csusm.zoom.us/">https://csusm.zoom.us/</a> and download the program.
- 2. Open the Zoom program

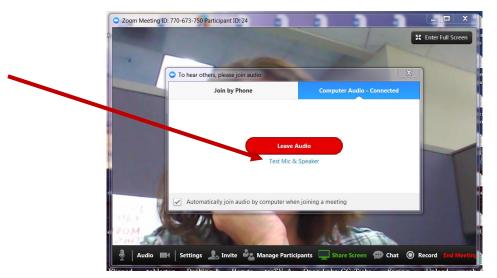
3. In the Zoom window, click on the **Start with Video** button



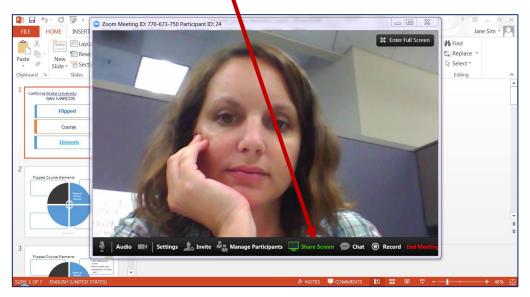
4. It will open Zoom with your video camera turned on



5. On the bottom left, click on the Audio button to test your mic and speaker



- 6. Open the PowerPoint Presentation
- 7. Click to Share Screen Share Screen button



8. Select the PowerPoint presentation window and click on the Share Screen button

Select a window or an applicatio	n that you want to share		X
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- 9. You will see your screen appear with green around it
- 10. Roll your mouse over the top if the screen where you see a green button
- 11. Roll over to the three dots above More then choose Start Recording for the list

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- 12. Use the down arrow to advance your slides as you present your presentation
- 13. When you are finished, roll your mouse over the top of your screen where you see a green button
- 14. Roll over the three dots above More and choose Stop Recording from the list

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15. Click on the Stop Share button 🛰

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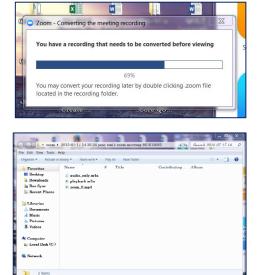
- 16. You will be taken back to the Zoom meeting window
- 17. On the bottom right, click on the **End of Meeting** button
- 18. Click on the **End Meeting for All** button

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19. You will see a box saying the video is being processed

- 20. Once it finishes, a folder will open with several files
- 21. Upload the largest file size (probably called zoom\_O.mp4) to YouTube

**Tip:** Refer to the Student How-To guide for uploading videos to YouTube and make sure you add your video as **unlisted** and not private.



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