

# Using Zoom to Record a Presentation Video

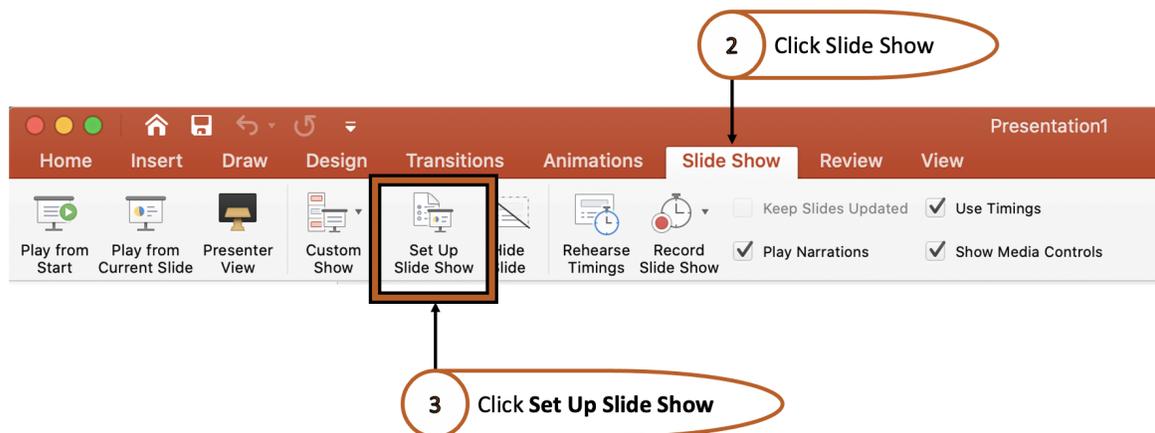
Zoom is not only an excellent tool for meeting online, it can also be used as a powerful tool for recording video presentations. For free, you can use zoom to record your presentation and voice over. All you need to do is initiate a Zoom meeting (without any other participants) and you still have all of Zoom's presentation tools at your disposal. Best of all, these features are available with a free Zoom account.

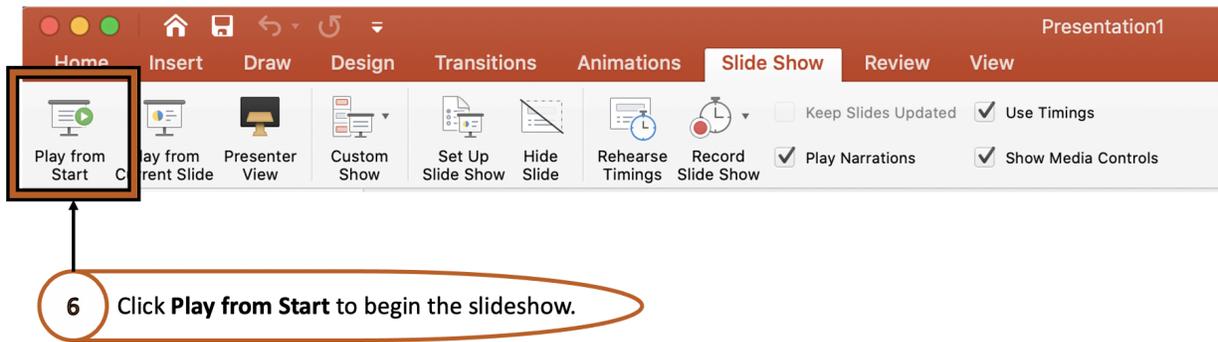
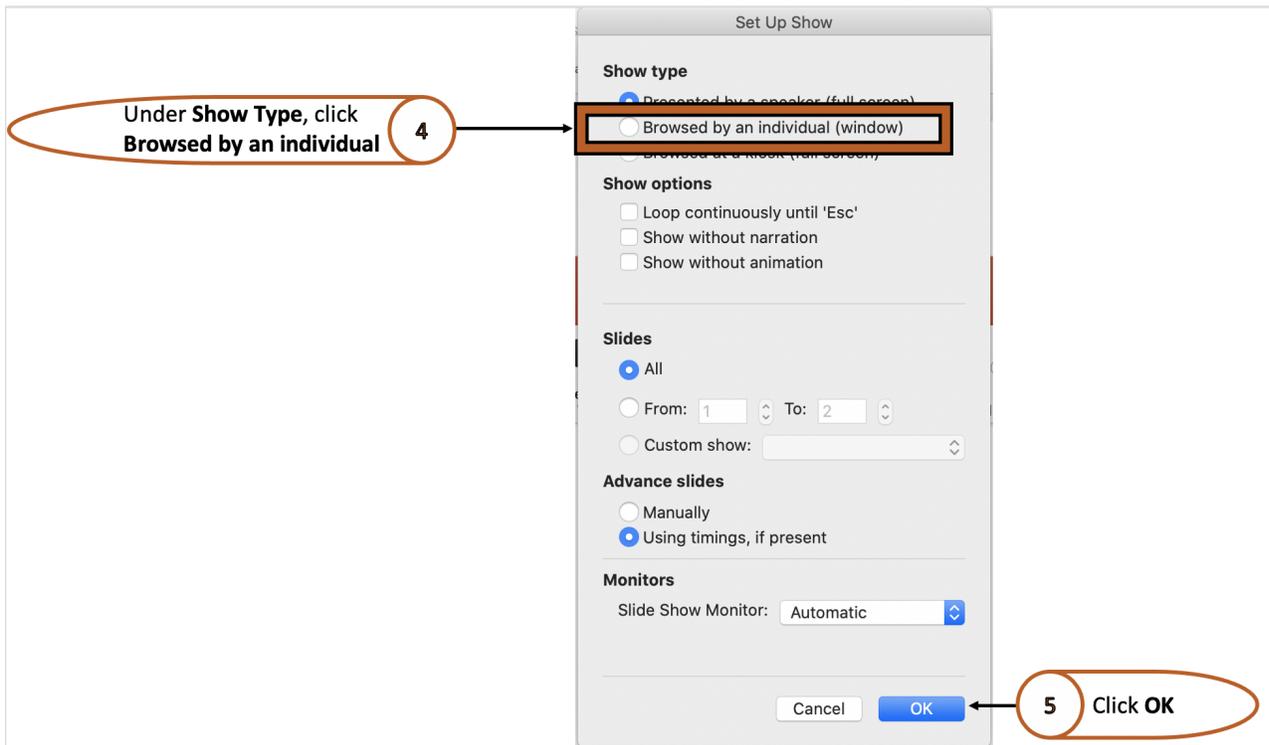
[Click here to download Zoom](#)

Before you record, make sure to adjust your microphone correctly. You can test your microphone by going into settings. Correctly setting your microphone volume is one of the most important improvements you can make in your recordings.

## IF YOU USE 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 fullscreen mode.
5. Click **OK**
6. Click **Play from Start** or **From Beginning** to begin the slideshow.

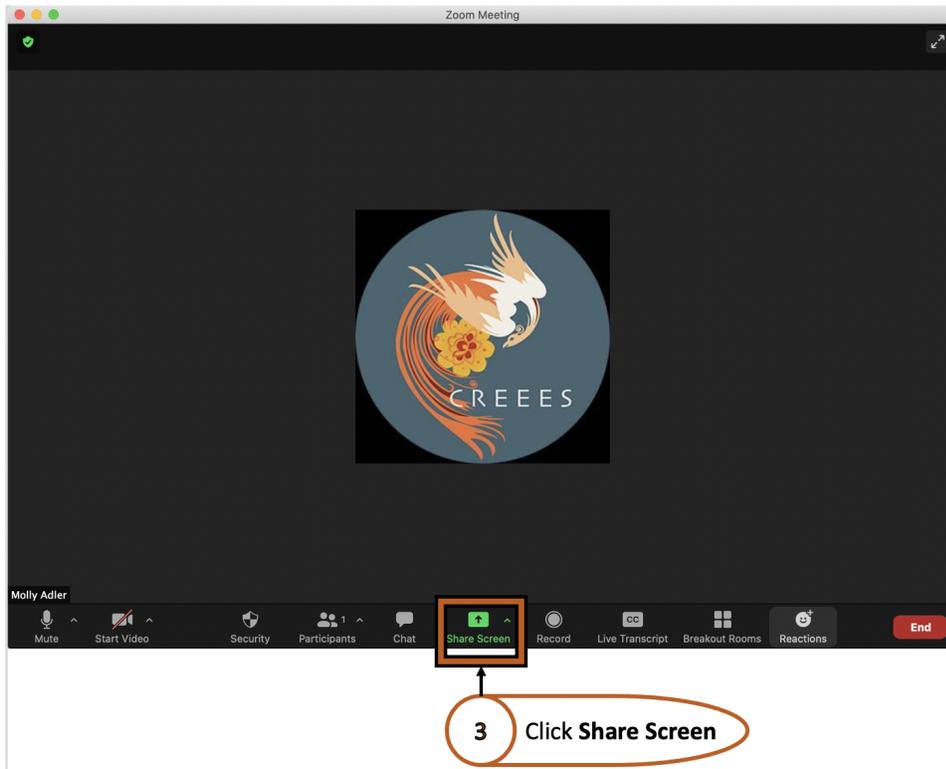
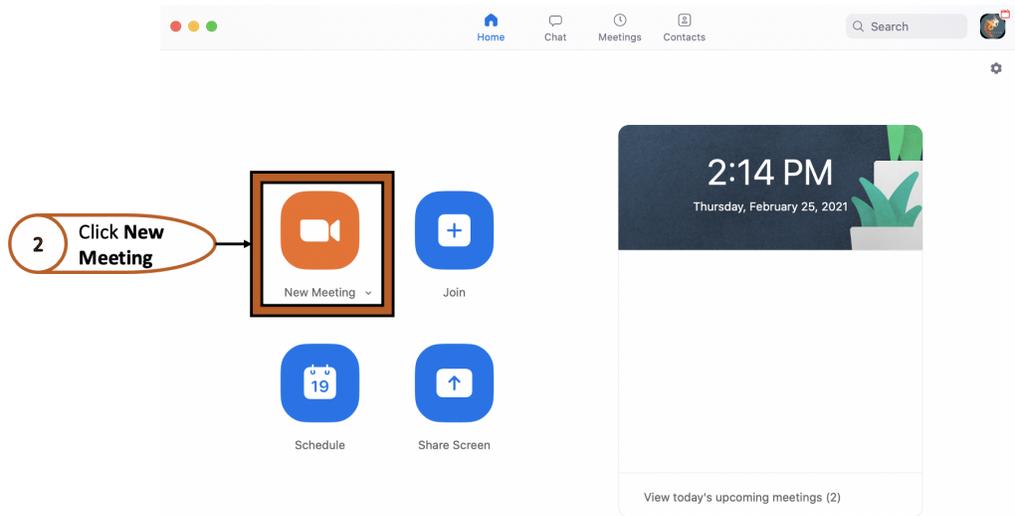


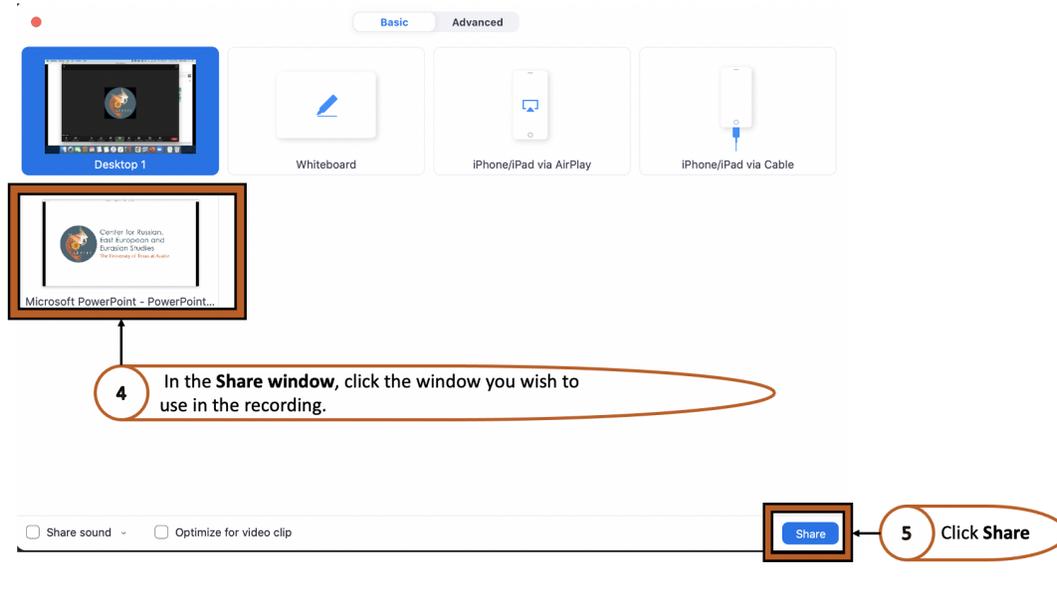


### Getting Zoom Ready:

1. Open the **Zoom** app
2. Click **New Meeting** - 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.
5. Click **Share** - The window that is being shared/recorded will have a green outline.

**NOTE:** 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.





**NOTE:** 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.

## RECORDING IN ZOOM

1. To begin recording, click **...More** in the Zoom control bar at the top of the screen.

**NOTE:** 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.



2. Click **Record on this Computer** in the dropdown menu that appears. You are now recording!

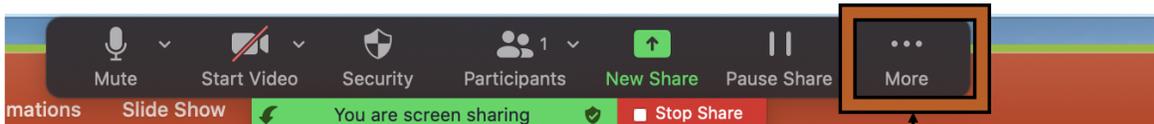
**NOTE:** You can pause recording at any time by clicking **...More**, in the Zoom control bar, then **Pause Recording** (or press **Alt+P** on Windows or **⌘+Shift+P** on Mac)

3. When you are finished, click **...More** and click **Stop Recording** in the Zoom control bar at the top of the screen. (or press **Alt+C** on Windows or **⌘+Shift+C** on Mac)

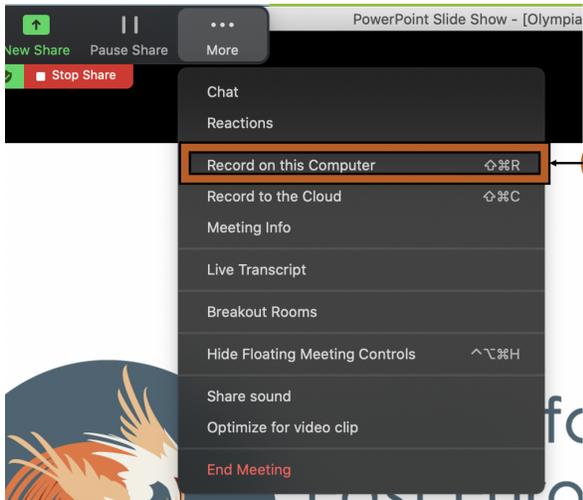
4. Click **Stop Share** in the Zoom bar at the top of the screen.

5. Click **End Meeting** and then select **End Meeting for All**

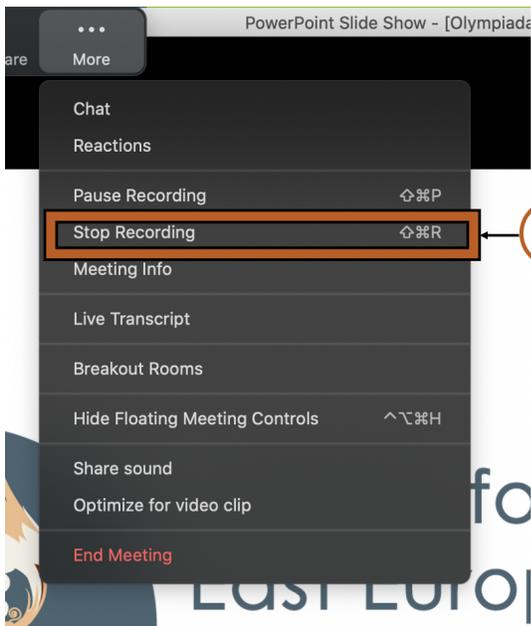
6. Zoom will prepare your recording. You should see a pop-up that says it is “Converting meeting recording.” You do not need to keep Zoom open but keep your computer on as it finishes.



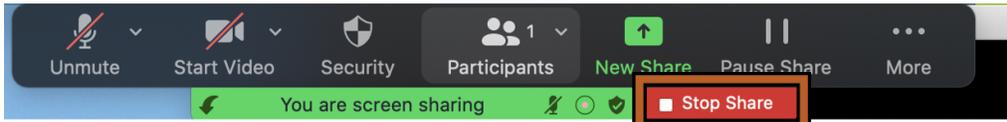
1 Click ...More in the Zoom control bar



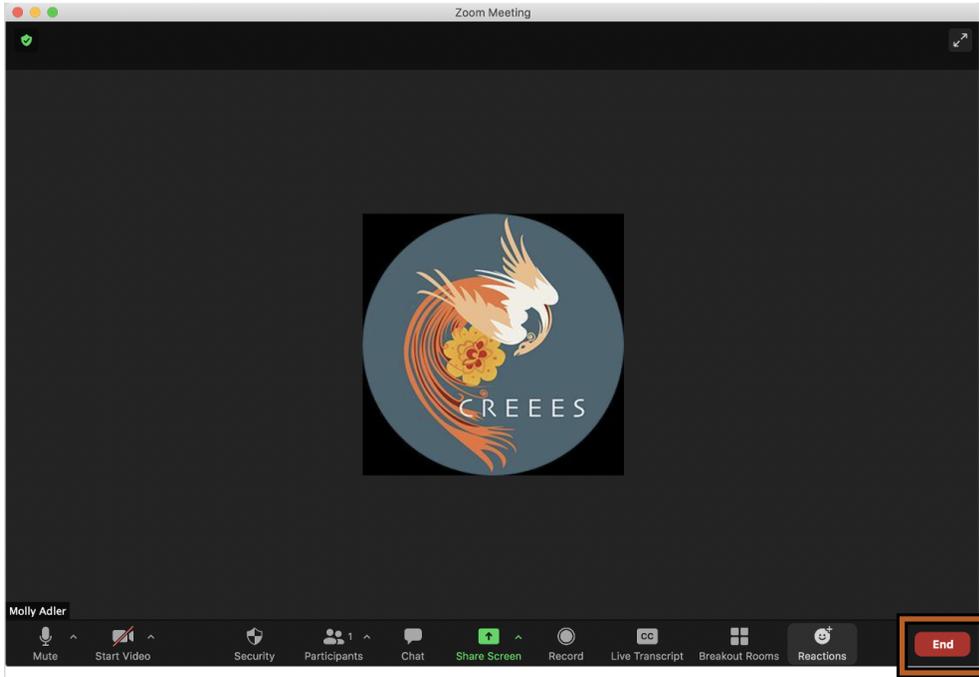
2 Click Record on this Computer



3 Click Stop Recording



4 Click **Stop Share**



5 Click **End Meeting**

