

How to Record Your Presentations Using Zoom¹

- 1. Open up the Zoom software and click “New Meeting”, but don’t invite anyone else to it.**
- 2. Click “Join with Computer Audio” or allow it to self select**
- 3. With Zoom now running open up your PowerPoint but don’t start it yet.**
- 4. Go back to the Zoom Meeting screen and click the “Share Screen”**
- 5. Once your screen and the Zoom window are both being shown start your PowerPoint.**
- 6. On the Zoom Meeting Screen click the three small dots that say “More”**
- 7. Select “Record on this Computer” and begin giving your presentation.**
- 8. Once you have finished your presentation click the STOP Button (the square) the stop the recording.**
- 9. Once you click “End Meeting” the video will be converted to an .mp4 file and it should open in your Documents>Zoom file.**
- 10. Next either upload this video to a Youtube account setting the privacy as Unlisted, or upload it to a Google Drive and open up the sharing properties to anyone who has the link.**
- 11. Post your link in the given assignment.**

¹ Author: Professor Jerome Gabriel