Guidelines for recording videos on zoom (ICACEE-2024)

I. Accessing Zoom

1. If you have not already used Zoom, please register with *Zoom* (for free) by going to
   https://zoom.us/

   Click **Sign Up Free** and follow the on-screen instructions.

2. You can download the *Zoom* app, if you have not already done so, by going to
   https://zoom.us/download. Click **Download** and follow the on screen or device prompted
   instructions.

II. Recording your presentation

1. Launch the *Zoom* app.
2. Click the **New Meeting** icon.

3. Click **Join with Computer Audio** (and/or **Video**) if prompted to do so.

   You may wish to test your audio by clicking **Test Speaker and Microphone** by following
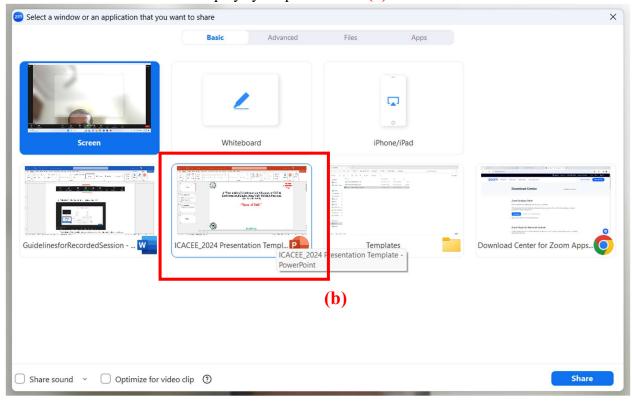   the on-screen instructions.

4. A window will appear with your image projected from your web cam. You will be able to
   see a toolbar at the bottom of the web cam window by hovering your mouse cursor over
   the web cam window. Ensure that your audio is working by speaking into it and noting
   that the microphone icon turns green.

5. Ensure that your prepared presentation is open in a separate window (e.g. PowerPoint). On the same toolbar, click the **Share Screen** icon **(a)**.
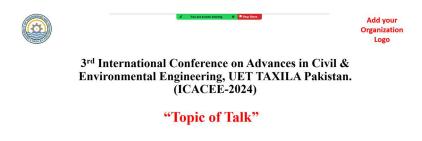

(a)

6. Select the window that displays your presentation **(b)**.

(b)

Click **Share**. Your presentation will appear and your web cam window should appear as a small box to the right hand side of your screen.

7. Click the **Slide Show** icon to show the presentation in full screen mode.
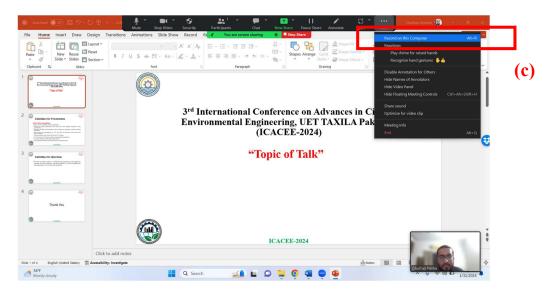
8. Hover your mouse cursor over the top of the green bar at the top of the screen displaying "**You are screen sharing**".

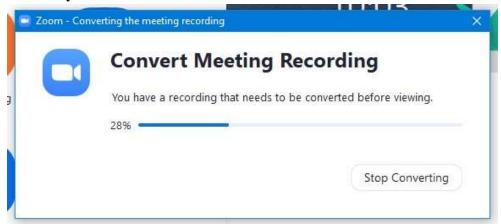   A menu will appear - hover your mouse cursor over the **More** icon.

   Select and click **Record (c)** - a red dot will appear in the green bar area **(d)** that indicates that *Zoom* is recording.

   You should now record your presentation.

9. To finish recording, select and click **Stop Recording** from the same menu **(c)**.
10. Stop screen sharing by clicking **Stop Share (e)**.

11. To leave the session, click **End** on the main web cam window, followed by **End Meeting for All**.

12. *Zoom* will automatically convert your recording into several files - please be patient as this may take a while.

13. *Zoom* will create a folder in your **Documents** folder, named **Zoom**, where it will save the files - this should automatically open once *Zoom* has finished converting the files.

14. The required file will be named *zoom_0*.

15. Rename the file as (Firstname_Lastname)