

## Recording Presentation Using Zoom

1. Open your PowerPoint presentation and go to slide show.
2. Open Zoom and login.
3. Start Meeting.
4. Join with Computer Audio. It is recommended that you use a headset (speakers and microphone).
5. Share Screen and choose your PowerPoint presentation to share.
6. Start Video if you would like to show yourself as the presenter.
  - a. Video will be in the top right corner and may interfere with presentation.
7. From the More button select Record on this Computer
8. Go to PowerPoint presentation and Start Slide Show from the Beginning
9. To Pause, go to the More button and select Pause Recording
10. To Resume, go the More button and select Resume Recording
11. To Stop, go to the More button and select Stop Recording
12. End Meeting for All
13. Your recording will automatically be converted to MP4
14. Find recording in C:\Users\“Your username”\Documents\Zoom