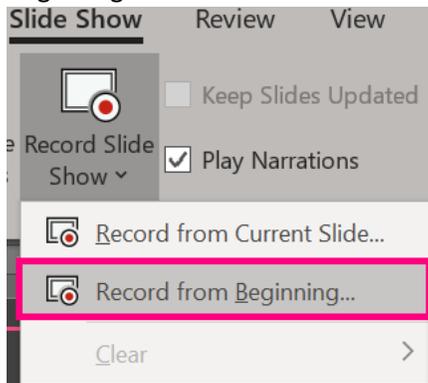


## Recording Presentation Using PowerPoint in Office 365

1. Open presentation that is to be recorded.
2. Do not use the slide show icon  at the bottom to put the presentation in slide show mode. In order to record your presentation, select Slide Show → Record Slide Show → Record From Beginning.



3. After you select Record Slide Show, a recording window will display. Samples of recording window are in shown in step 4.
4. Before you select Record, you can choose to have the camera on or off. In the bottom right-hand corner is the camera icon. If you choose to have the camera on, your picture will appear in the bottom right-hand corner of the screen of your slides. Thus, if you wish to have your picture on the recording you need to make sure you do not have any text or graphics in that corner of your slides. If you have the camera off, then no image will appear at the bottom of your screen.



However, do not assume the camera is turned off if you do not see your image in the bottom right-hand corner. You can turn off the camera preview by selecting the following icon.



The camera off and the camera on with camera preview off recording window will look the same with the exception of the camera and camera preview icons.

**Camera turned off:**



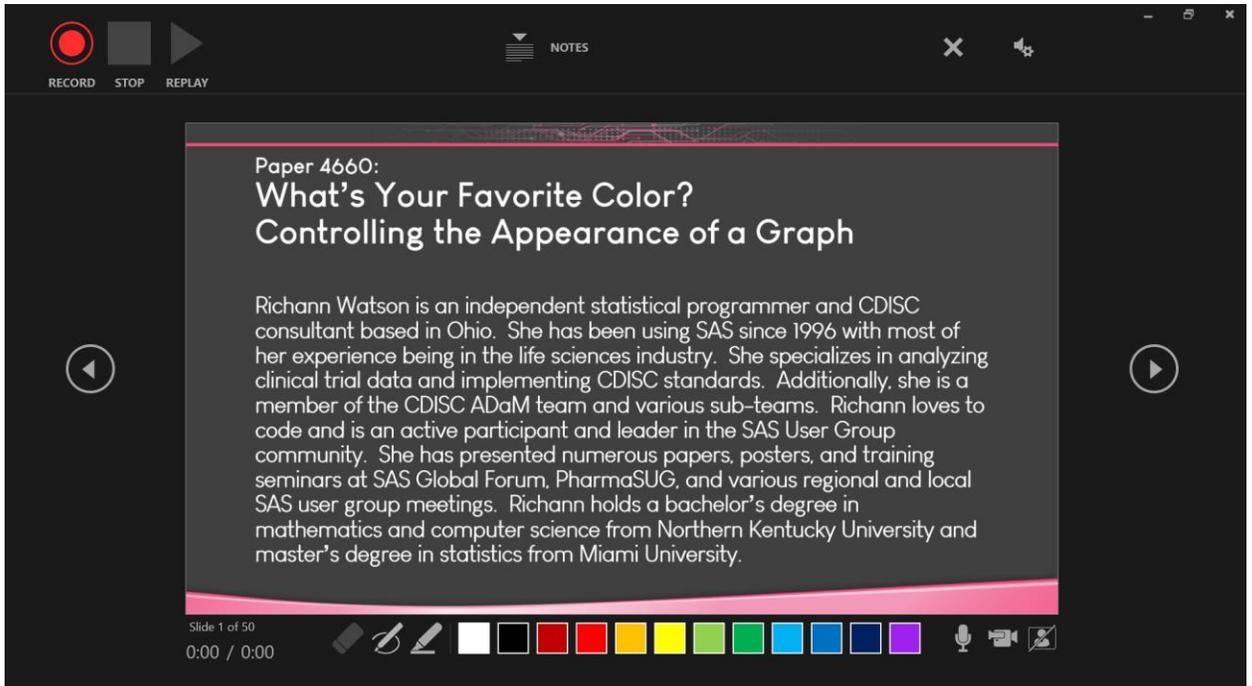
**Camera turned on but camera preview turned off:**



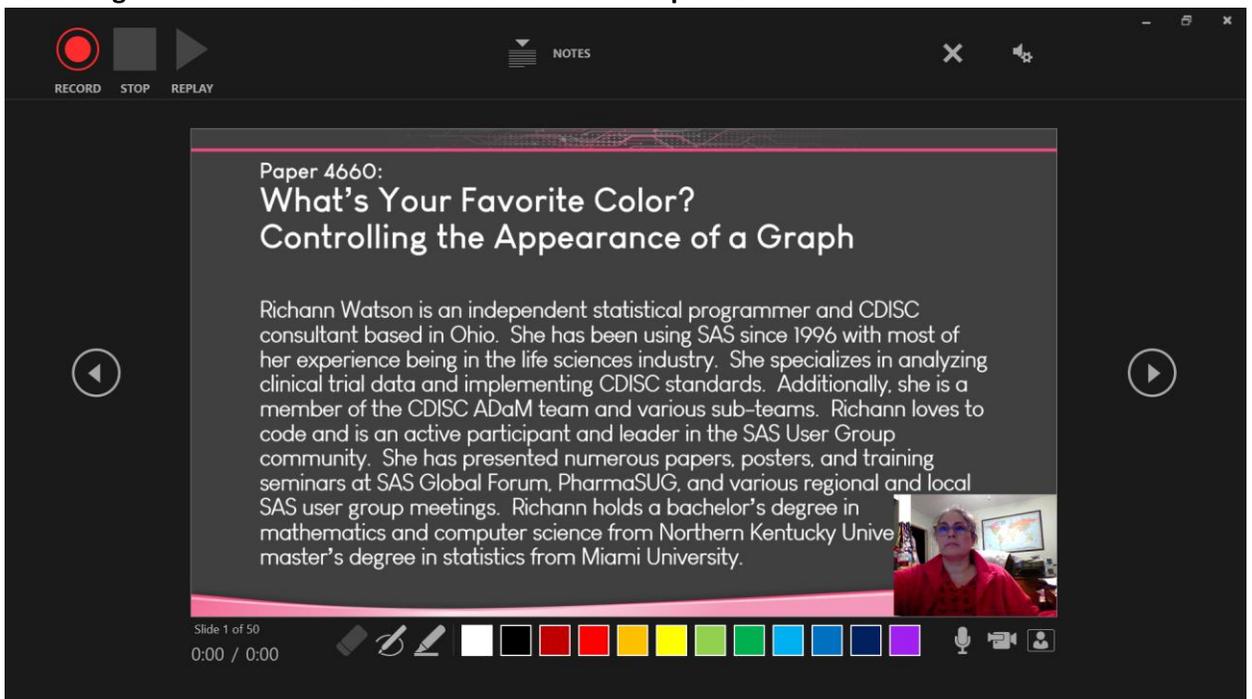
## Recording Presentation Using PowerPoint in Office 365

Note that even though the camera preview is turned off, if the camera is on your image will still display at the bottom right-hand corner of your slide.

### Recording window with camera turned on but camera preview turned off :

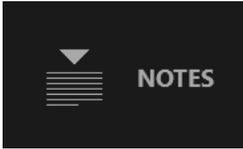


### Recording window with camera turned on and camera preview turned on:



## Recording Presentation Using PowerPoint in Office 365

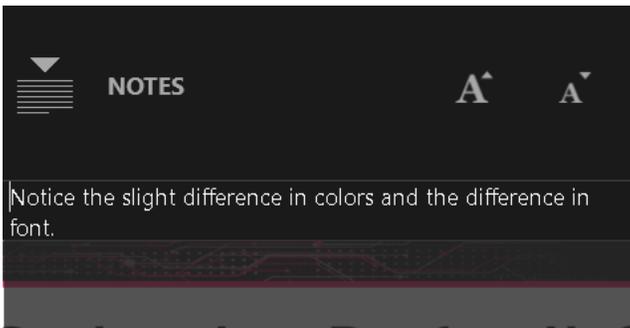
5. If you have speaking notes that you like to reference when presenting, you can have those displayed on the screen during the recording. To display your speaking notes, select the Notes icon above the slides.



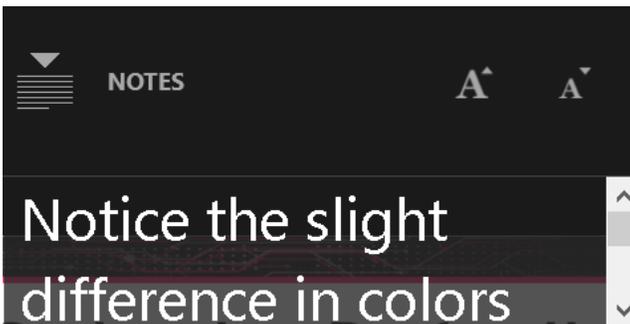
You can adjust the size of your speaking notes by selecting either the increase or decrease font size icons.



### Standard font size for notes:



### Increased font size:



Note that if you increase the font size to the point that the notes do not fit within the notes frame, you will need to use the scrollbar on the left-hand side of the notes frame to see the rest of your notes.

6. You can also adjust the color of your pen, highlighter if you plan on making annotations during the presentation.



## Recording Presentation Using PowerPoint in Office 365

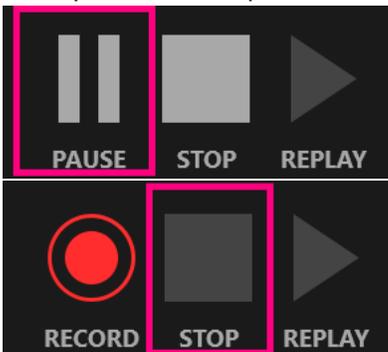
- Now that you have your camera, notes and pen/highlighter settings the way you want, you can begin recording your presentation. To begin recording, click on the Record button in the top left-hand corner of the recording window.



- Do not start speaking immediately. You need to wait for the countdown clock to disappear. The recording window will display a countdown from 3.

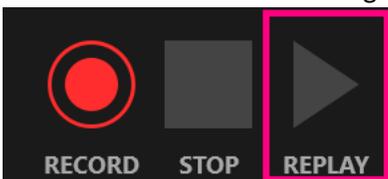


- You can record the entire presentation or one slide at a time. If you choose to do one slide at a time, you can either pause or stop the recording.



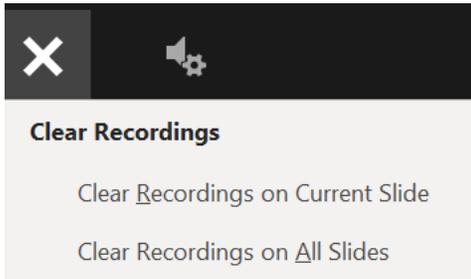
If you select the stop after each slide you will get the countdown clock each time you restart the recording.

- After you have recorded your presentation (or individual slide) you can choose to replay the video back within the recording window by selecting the Replay icon.

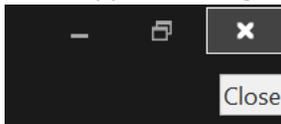


## Recording Presentation Using PowerPoint in Office 365

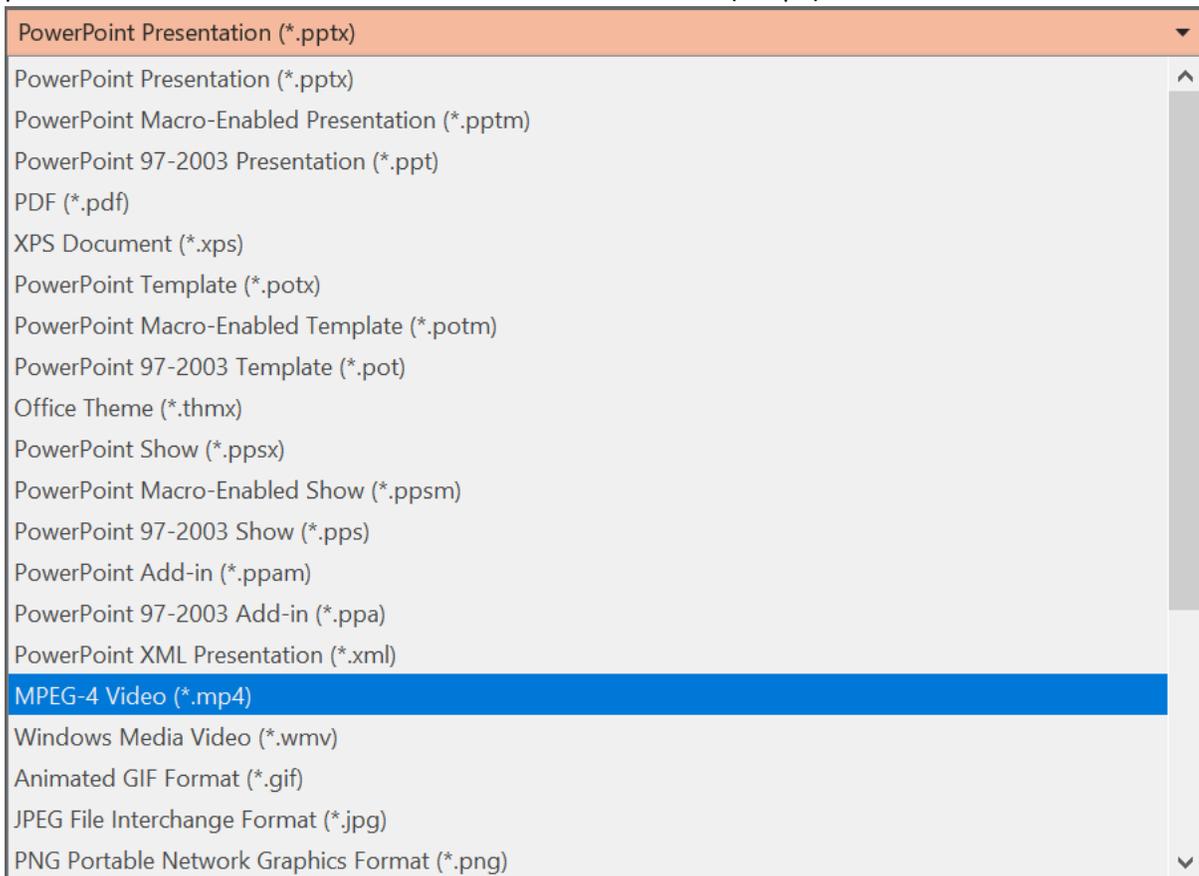
11. If you are not satisfied with the recording you can choose to clear out the entire recording or just select certain slides to re-record. By clicking the X above the slides and selecting which option you want when clearing the recording(s).



12. Once you have completed the recording of the entire presentation and you are happy with the session, you can end the recording session by exiting out of the recording window. To exit the recording window, click on the X in the upper right-hand corner. Be sure to select the one that is in the upper most right. Note there are two X in the right.



13. Now that you have exited the recording window, you are ready to save your recorded presentation. Go to File → Save As and select MPEG-4 Video (\*.mp4).



## Recording Presentation Using PowerPoint in Office 365

Note that the recording can take a while to export and save. You can monitor the process of the rendering of the recording in the PPTX window at the bottom of the screen.

