

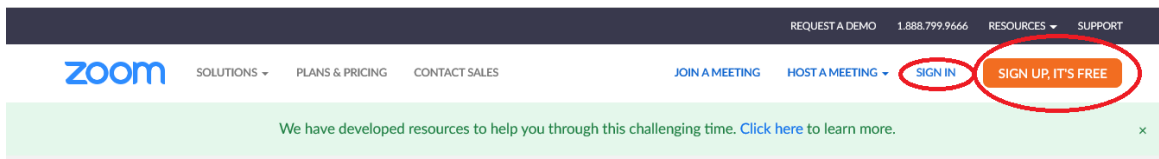
How to record your Zoom presentation

[A step by step guide](#)

1st Step - Create and/or login into your account

1.1 - Go to <https://zoom.us/> and create your account following the “sign up it’s free” option. Your account can be created using one of the following:

- Facebook
- Google account
- Email
- Company/University domain

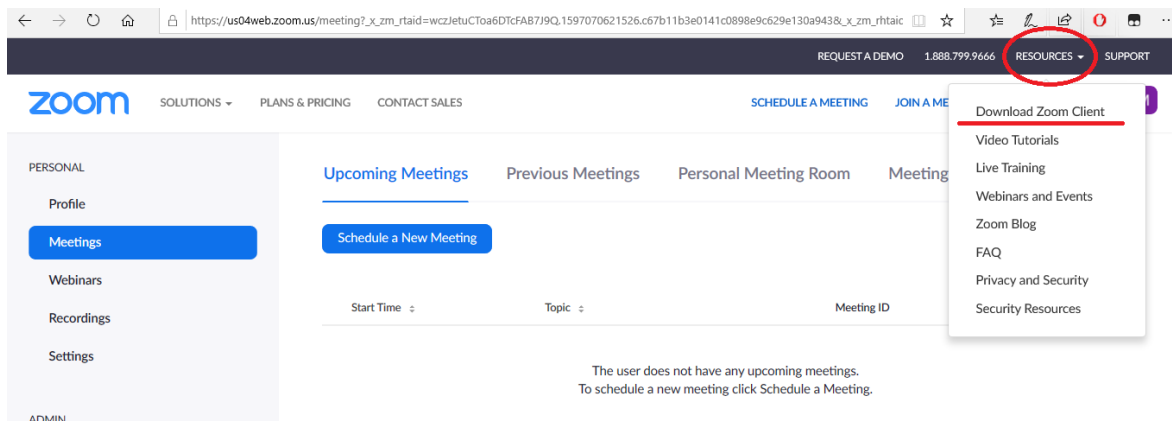


1.2 – If you already have an account follow the “Sign in” option .

2nd Step – Download the Zoom app to your computer

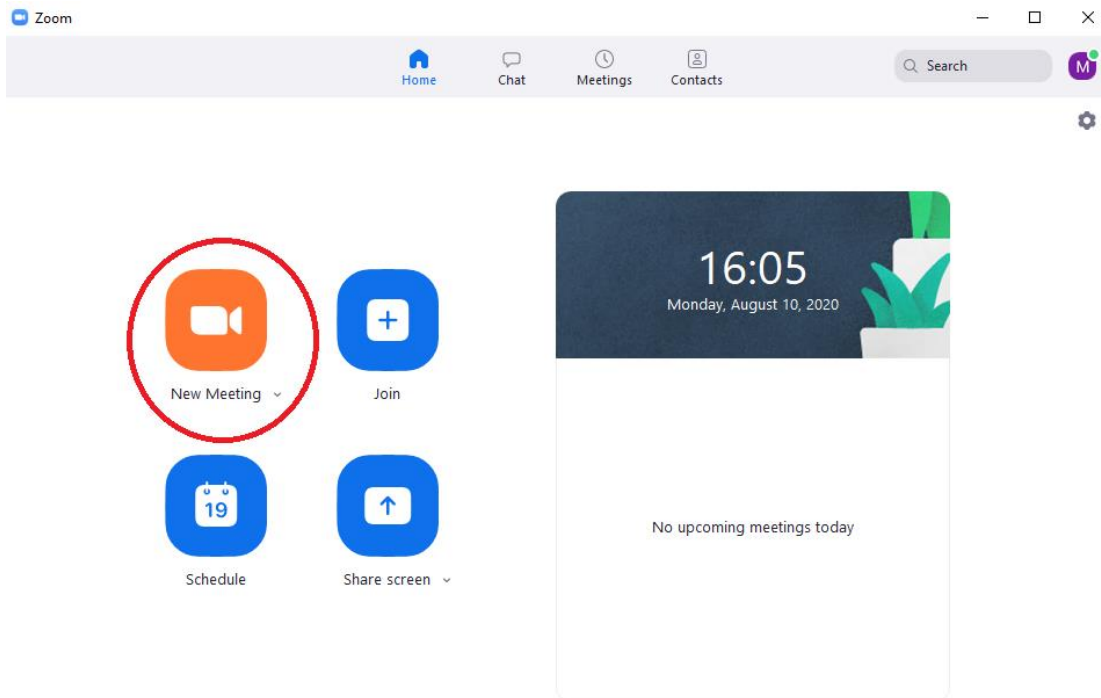
2.1 - Upon creating your zoom account, you will need to download the zoom app in order to host and record your presentation. You can download it through this link : https://us04web.zoom.us/download#client_4meeting

2.2 – You can also find the download option here:



3rd Step – Create a meeting

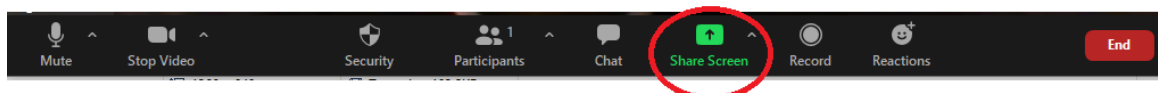
3.1 - Click “New Meeting.” This will open a new window and start your webcam video.



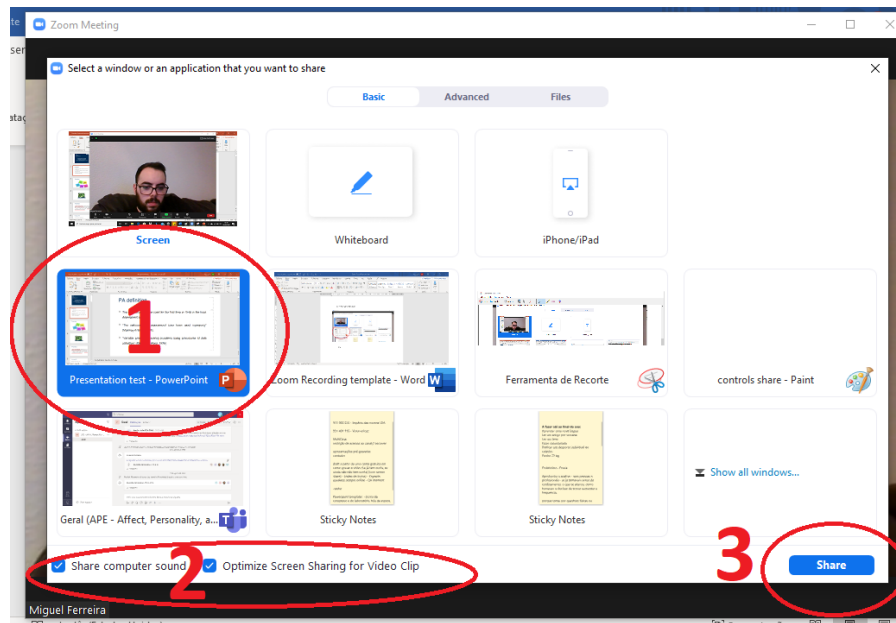
3.2 –Test your audio and video in the request that appears upon starting a new meeting.

4th Step – Share your screen and start recording

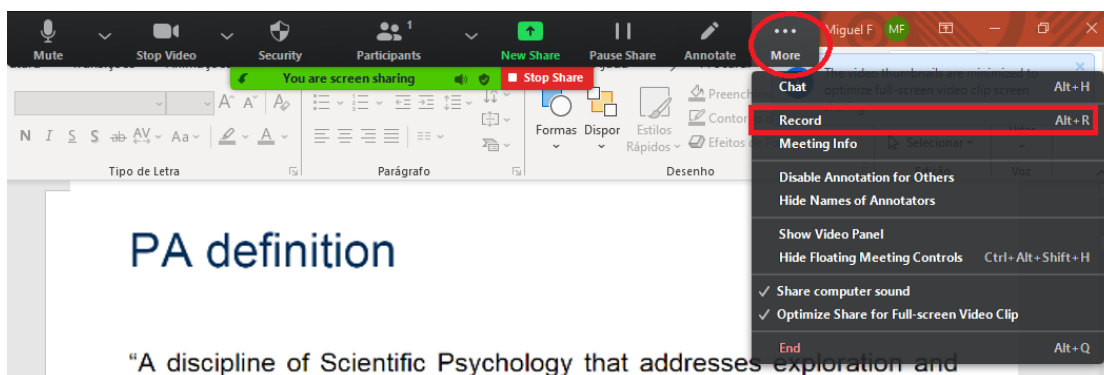
4.1 – Once you start the meeting, you will be able to see yourself. You will have to use the Share Screen option and share your presentation. The presentation you will be using needs to be already open when you use the Share Screen option, otherwise you won't be able to select it.



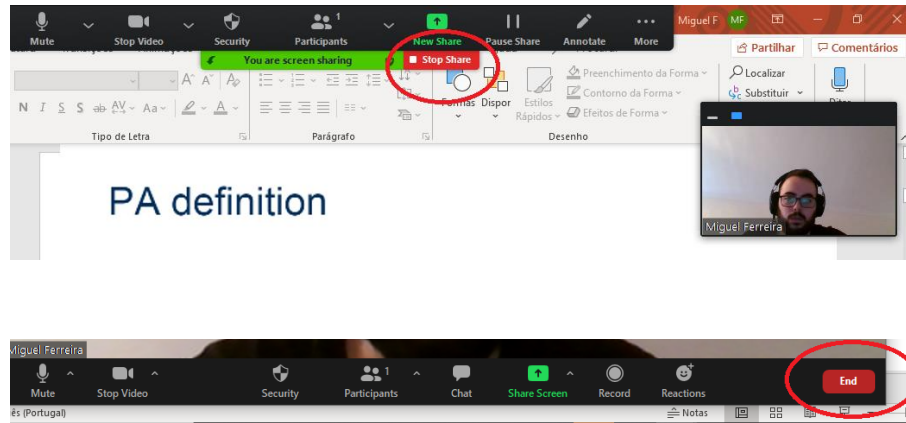
4.2 – Select your presentation. Check the two boxes if you are going to share a video or any sound from your computer during the presentation. Click the Share button to start sharing your presentation. If you have multiple files to present, is best to use the first option (the one with your picture on the screen) that allows you to share your full screen, not canceling the presentation share when changing files.



4.3 – Upon start sharing, if you selected your presentation file, it will redirect you to it. To start recording you need to select the “More” option the appears on the new menu and then click Record. Optionally you can also click alt + R. You can pause and stop recording in the same menu (this option will appear only after you start recording).



4.4 – In the end of your presentation you need to stop the screen share and then end the call.



4.5- After ending the call, all the recordings you made during your presentation will be extracted to a folder that will open automatically (if it doesn't open automatically, the folder is located in your pc directory, in the zoom folder, identified with the date you created the meeting). From that folder you can review the recording and modify the files (change the name or edit), so you can then send it to the APE meeting organizers (video and audio files only) through this email ape2020@ntu.ac.uk. If the video file is big and you cannot attach it, please use <https://wettransfer.com/>.

