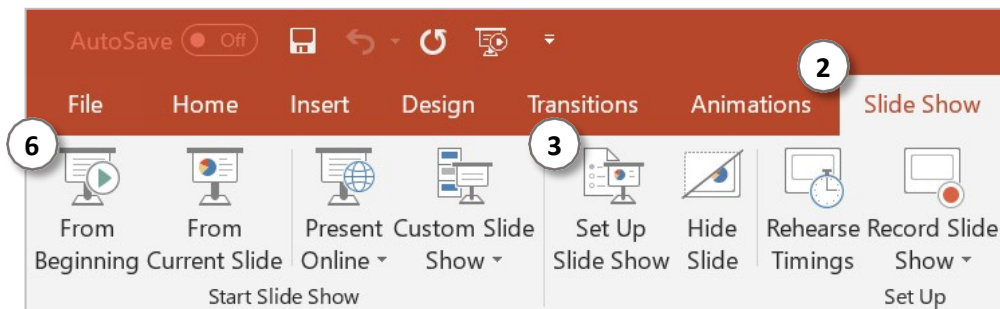# Using Zoom to Record a Presentation Video

Zoom can be used for recording video presentations. You can initiate a Zoom meeting without any other participants and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record.

Before you record, make sure to adjust your microphone correctly. Correctly setting your microphone volume is one of the most important improvements you can make in your recordings.

Be sure to turn off notifications that could cause distractions during recording. It is recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.
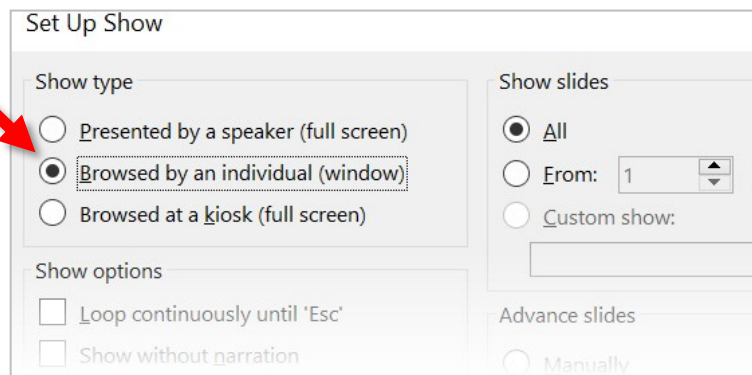
If you will be using Powerpoint during your presentation:

1. Open the Powerpoint file   2. Click **Slide Show**   3. Click **Set Up Slide Show**

4. Under **Show Type**, click **Browsed by an individual (window)**

   This will allow you to present in slideshow view without being in fullscreen mode. Fullscreen mode can make recording with Zoom more difficult.
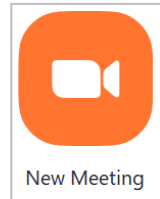
5. Click **OK**

6. Click **Play from Start** or **From Beginning** to begin the slideshow.

Starting in Zoom

1. Open Zoom in the app, or via a browser (https://zoom.us/)
2. Click **Host a Meeting with video on**
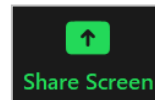3. Click **Launch Meeting**

Zoom will begin a video conference session. If asked to choose an audio conference option, click **Join with Computer Audio**.
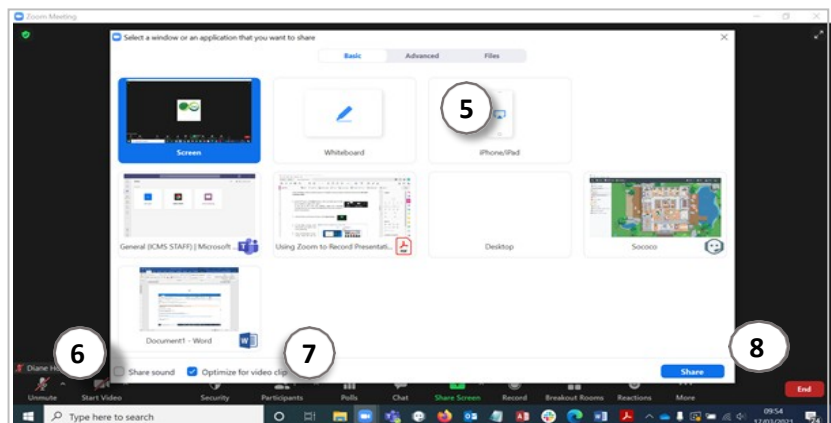
3. Click the **^** next to the **Mute** button in the lower-left corner of the Zoom window to open audio options.
   At the top of the menu that appears, select your recording microphone if you are using something other than your computer's built-in microphone.

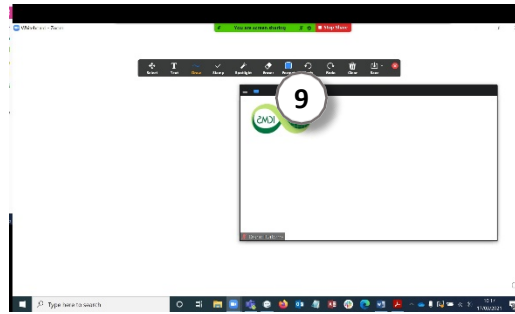4. At the bottom of the Zoom window, click **Share Screen**.

5. In the Share window, click the window you wish to use in the recording.

6. If your presentation includes sound, check the box for **Share computer sound**.

7. If your presentation includes a video, check the box for **Optimize Screen Sharing for Video Clip**.

8. Click **Share**

The window that is being shared/recorded will have a green outline.

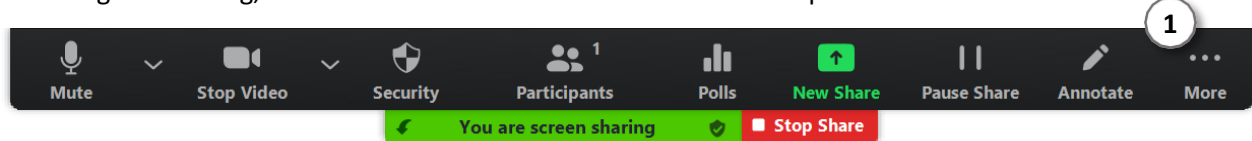9. You can reposition and resize the webcam video window as needed.

The webcam feed will be recorded regardless of whether it is positioned within the green recording border.

When a window is being "shared" in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.

Recording in Zoom

1. To begin recording, click **…More** in the Zoom control bar at the top of the screen.

2. Click **Record to the Cloud / Record on this Computer** (whatever your preference) in the dropdown menu that appears.
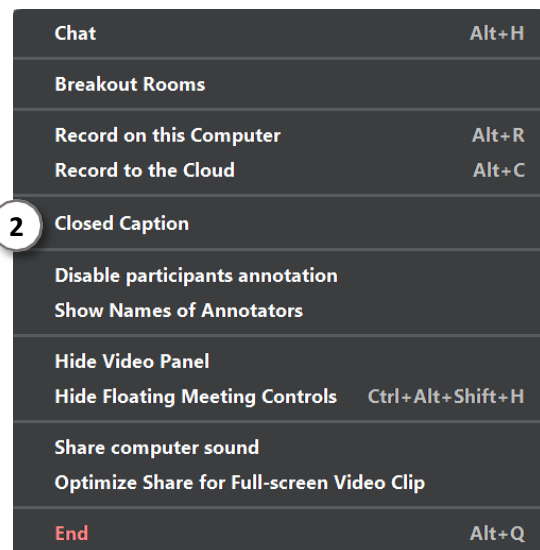(or press **Alt+C** on Windows or ⌘+**Shift+C** on Mac / press **Alt+R** on Windows or ⌘+**Shift+R** on Mac)

If you are muted, click **Unmute myself** in the window that appears.

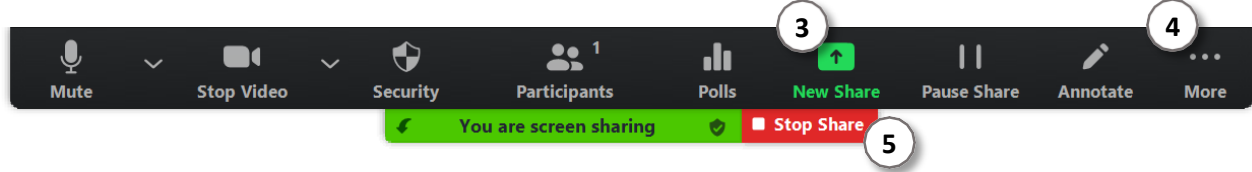You are now recording and ready to give your presentation.

You can pause recording at any time by clicking **…More**, in the Zoom control bar, then **Pause Recording**. (or press **Alt+P** on Windows or ⌘+**Shift+P** on Mac)

If you are unable to control Powerpoint or Zoom with your keyboard, first click the Powerpoint or Zoom window to focus your keyboard commands on that window.

3. You can change the window being recorded by clicking **New Share** in the Zoom control bar at thetop of the screen and selecting the window you wish to record.

4. When you are finished, click **…More** and click **Stop Recording** in the Zoom control bar at the top of the screen. (or press **Alt+C** on Windows or ⌘+**Shift+C** on Mac)

5. Click **Stop Share** in the Zoom bar at the top of the screen.

6. Click **End Meeting** then click **End Meeting for All**

7. Zoom will prepare your recording and send you an email when it is ready to be viewed.

Please note if your institution automatically collects the cloud recordings you will need to check the location the recording. If you selected the **Record on this computer** option it will be in your saved location.