

Guide how to easily record your own video presentation using the Zoom software.

The principle of recording a video presentation file with the Zoom software is that you start a video meeting where you do not invite any other participants and in the meeting you share your PowerPoint presentation and record it together with your video.

This is required for you to record a Zoom meeting:

- You must use the Zoom client.
- You must have space on your computer to save large files (> 200 Mb)
- After you finish recording, you need to notice that it takes a few minutes extra for the software to save the movie.

Rekommendations:

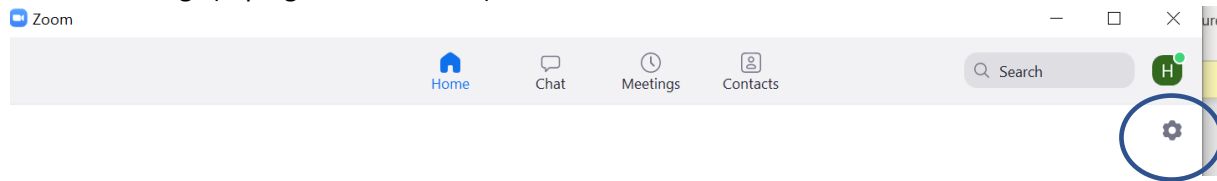
- Good lighting
- Avoid distracting background sound and visual objects.
- If possible use a microphone other than the one built into your computer. I.e. your mobile headset.
- Do not run any more software than necessary on your computer while recording.

Full description and download of Zoom client is available from the supplier's website, <https://zoom.us/>

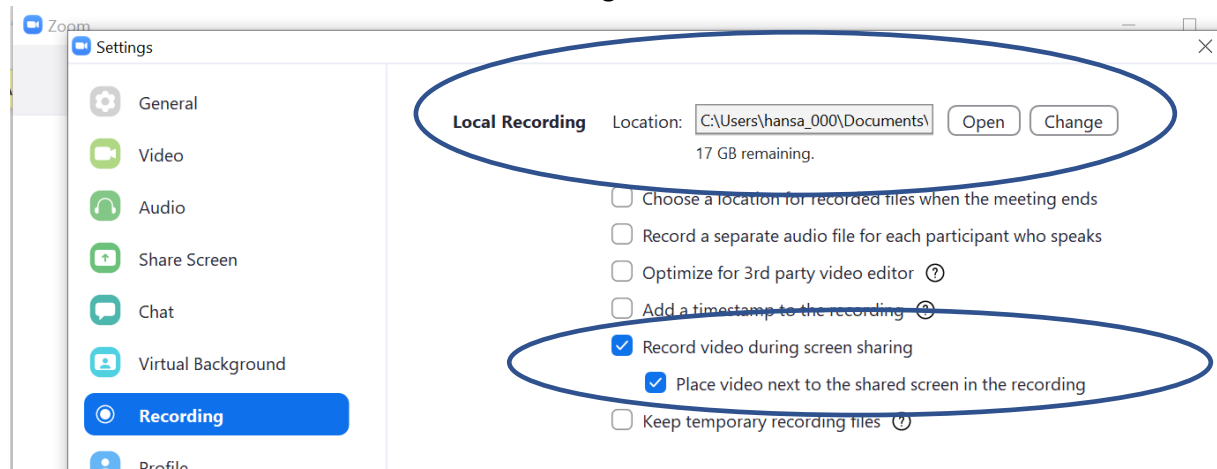
Vitalis and Svenska Mässan do not provide support for the use of the Zoom software.

Before you start recording, choose where the movie is stored and that you want to record the video image and location of the speaker video.

- Start the Zoom software
- Click on Settings (top right in the screen)



- Recording
- Chose where to store the file **“Location”**
- Select the boxes **”Record video during screen sharing”** and **”Place video next to the shared screen in the recording”**

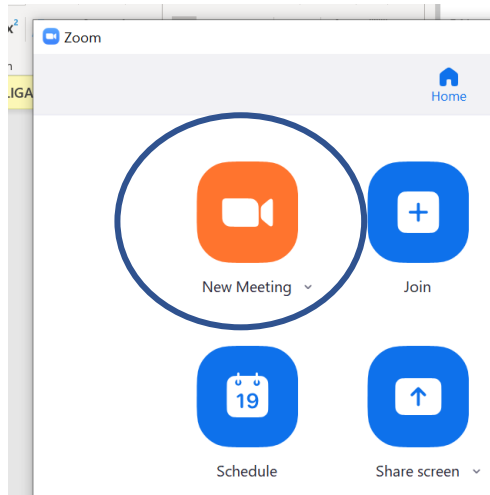


- Do not have other audience invited / connected to the meeting if they not should be a part of your recording.

Start presentation

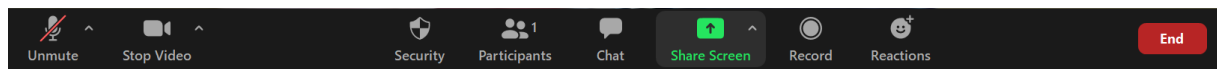
Make sure you have your powerpoint presentation open on your computer.

Start a **New Meeting** in the Zoom software



Once the meeting has started, you should choose to share your PowerPoint presentation that you have started before.

Click **"Share Screen"** at the bottom of the screen.



Choose what you want to show. Here you can choose your presentation in the next dialog.

If your presentation includes embedded movie or audio, you must also check the box **"Share computer sound"**

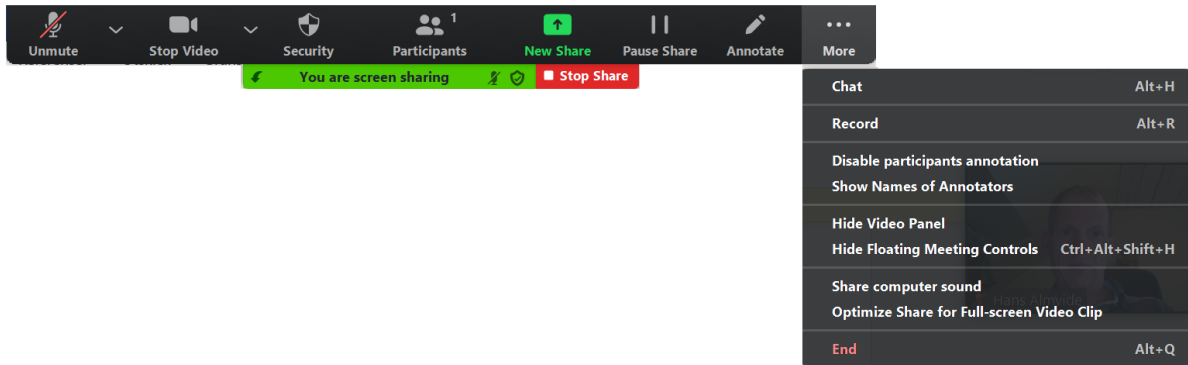
Click **"Share"**.

Now everything is ready to start your recording. Test that you can browse in your presentation and make sure your image looks good before proceeding.

Start recording

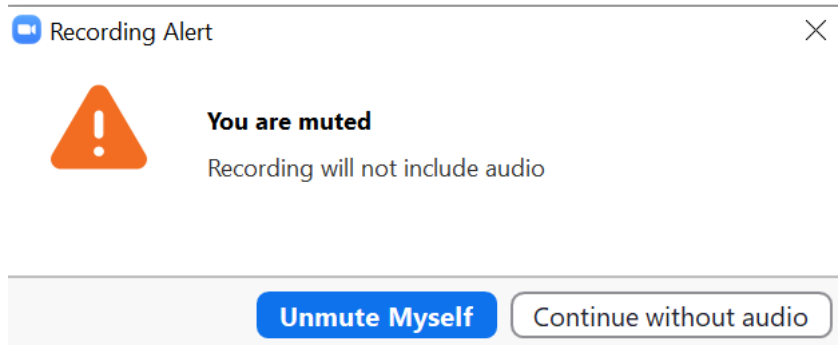
Once you've got your presentation started, it's time to start recording::

- Move the mouse to the top of the screen to expand the menu bar **“More”**.
- Click Record.



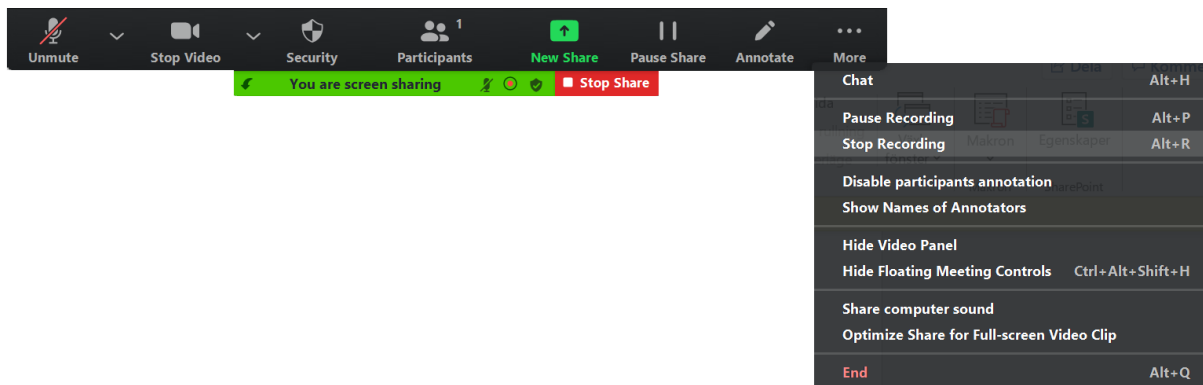
If you have not turned on your microphone, a dialog will appear asking you to do so.

Select **“Unmute Myself”**

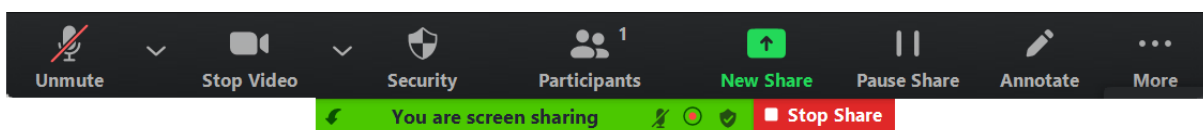


End Recording

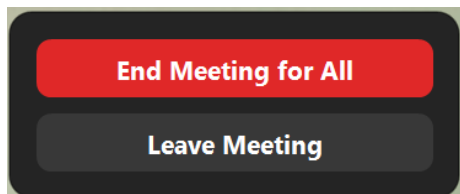
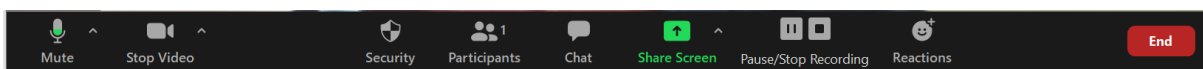
When you're done with your presentation you can end the recording by once again move the mouse to the top of the screen to expand the menu bar **“More”**. och click **“Stop Recording”**



Stop sharing the presentation file by clicking "Stop Share" at the top of the screen.



End the meeting by clicking the "End" button in the bottom right and then "End Meeting for All" in the dialog that pops up.



Now the recorded session will be saved to file, this may take a few minutes.

Immediately after the meeting - save and find the recording

In the folder you have chosen to save, you will find several files. The movie file is normally named **zoom_0.mp4** if you only made a recording during the meeting. If you want, you can right-click on it and rename it.

Upload presentation movie to Vitalis

Instructions is mailed to all lecturers.