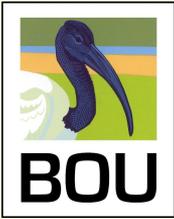**GUIDE TO RECORDING PRESENTATIONS IN ZOOM**
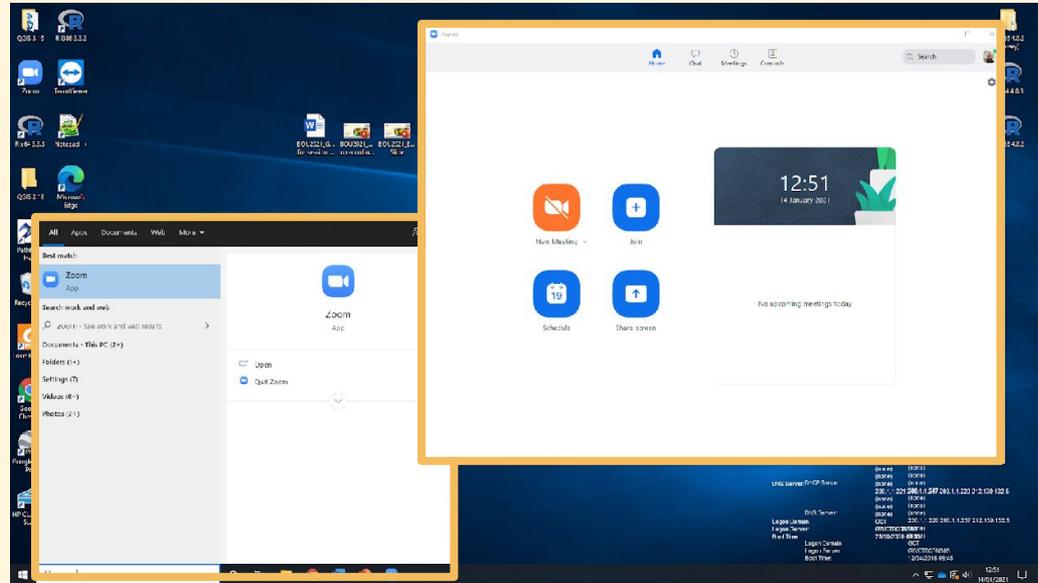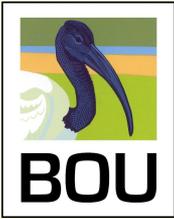
1) Signing in

Go to zoom.us and click on **Sign In** or **create an account**.

If you do NOT have the Zoom app installed, go to zoom.us/download to start the installation.
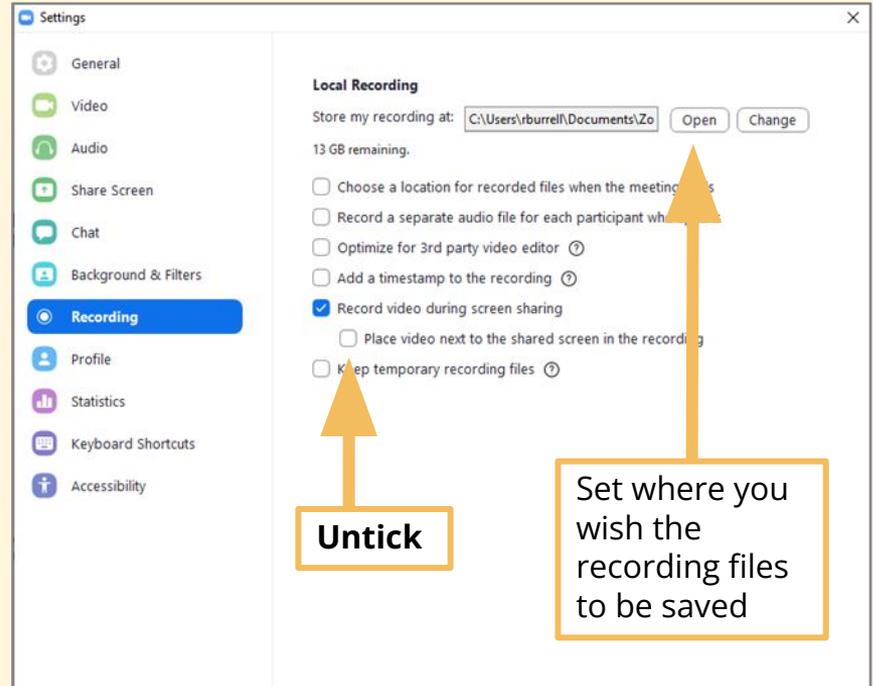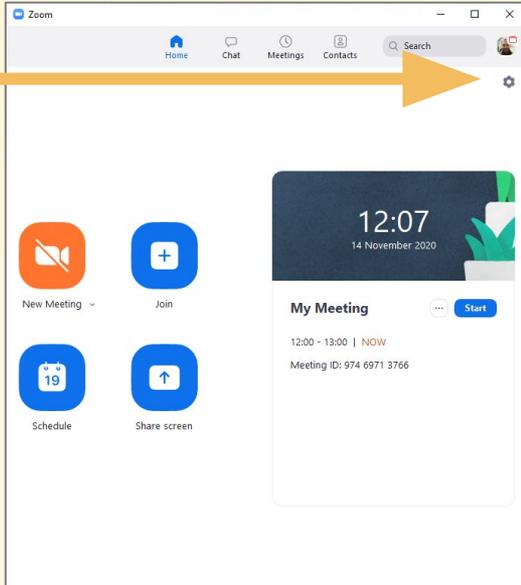
If you DO have the **App** installed - search for and **open it**

2) Recording settings

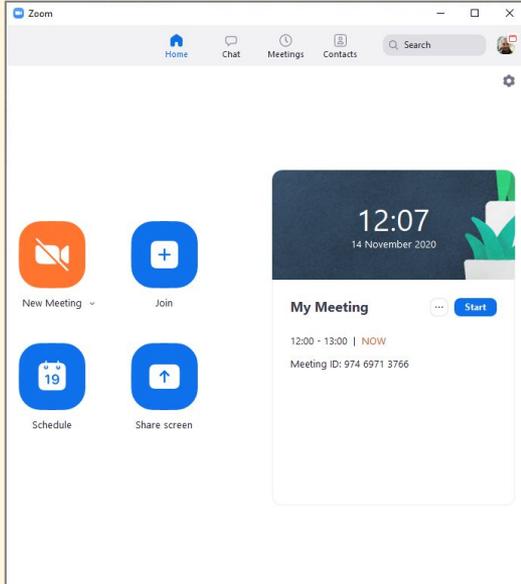Click the **settings** menu in the zoom application

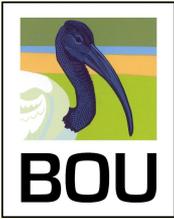Untick

Set where you wish the recording files to be saved

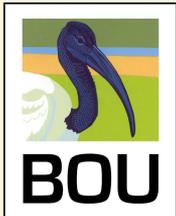# 3) Start a new meeting

Click **here**

4) Audio & camera

Connect your audio and camera

...by clicking the icons in the bottom left.

Then **test your microphone and speaker** by using the up arrow on the Join audio button or clicking the link in the connect audio window.

Join Audio
Start Video

Test Speaker and Microphone

5) Rename

Rename yourself if needed by clicking the "Participants" icon on the bottom menu

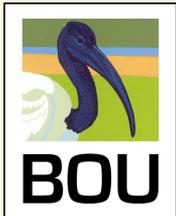To hide the participants window just click the button again

Click
**More>
Rename**

6) Virtual background

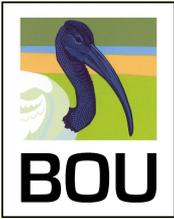**Add a virtual background** if you wish by clicking the up arrow next to Start/Stop video
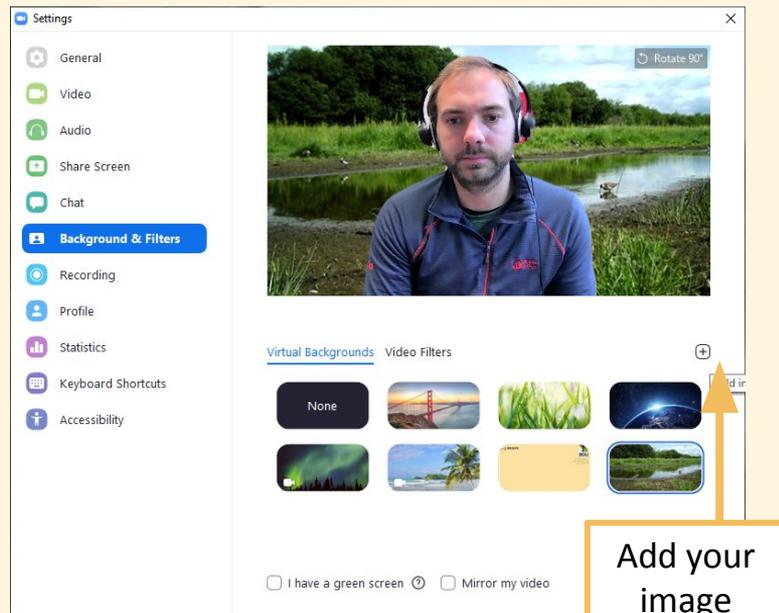
Add your image

7) Sharing presentation
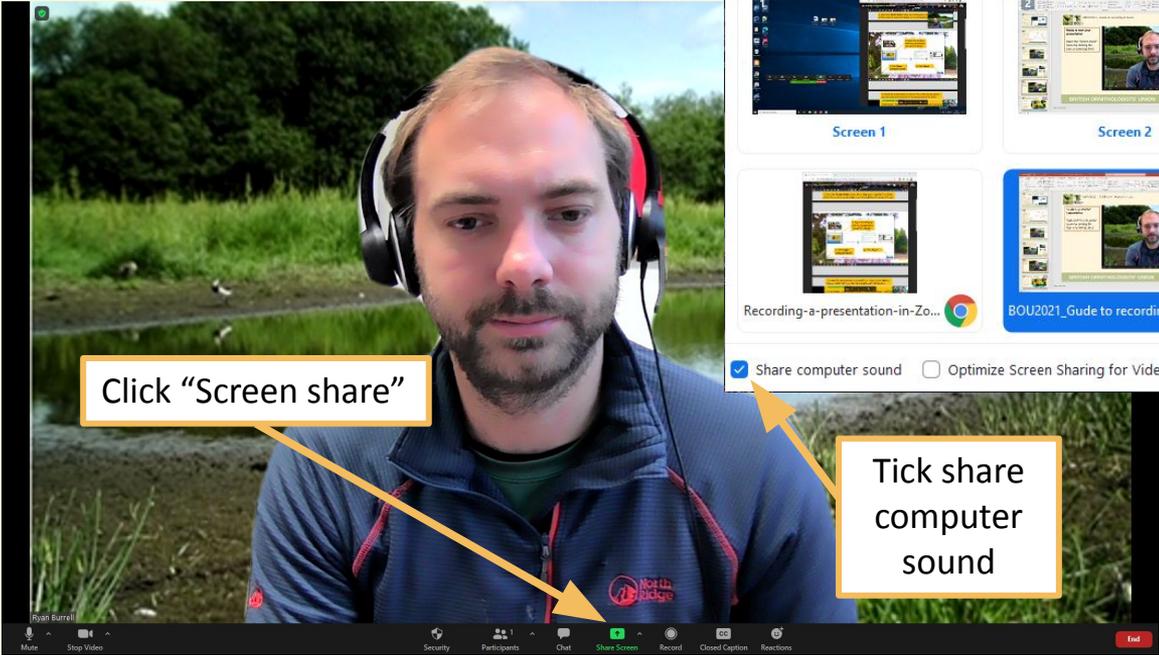
Select the window or **better screen** for your presentation

Click "Screen share"

Tick share computer sound

8) Start presentation

Start your presentation as normal in your slide software.

You can move your **video** out of the way **but note that it will be shown in the top right-hand corner of your slides.**

Keep this area empty if you are using closed captions
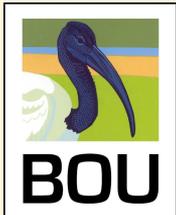
8) Start recording and presenting (good luck!)
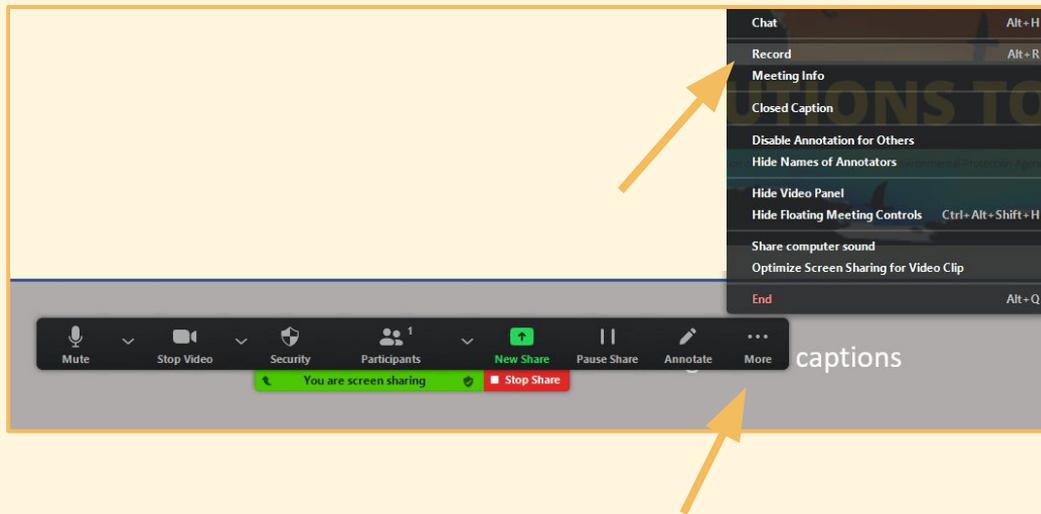
Move your cursor to reveal the zoom toolbar and click **"...More" then "Record".**

Depending on your account you may also use **"Record to Computer"**.

9) Stop recording

When you have finished, either navigate back to the toolbar or press "Alt+R" to stop the recording

10) End meeting and share your recording

Once you have stopped recording then **please end the meeting**. The zoom window will close, and the convert recording window (right) will open. **Please let this complete.**

Once complete, navigate to your recording files. Please watch the entire presentation through and check the following:

1) Is the audio and visual clear and understandable throughout?
2) Are you within the time limit set?
3) Are you happy with the content?

If you answer yes to all three, then please send the file to the BOU conference team via **conferences@bou.org.uk**

Send the zoom_0.mp4 file