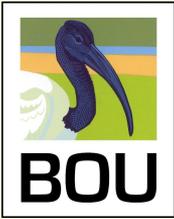


GUIDE TO RECORDING PRESENTATIONS IN ZOOM



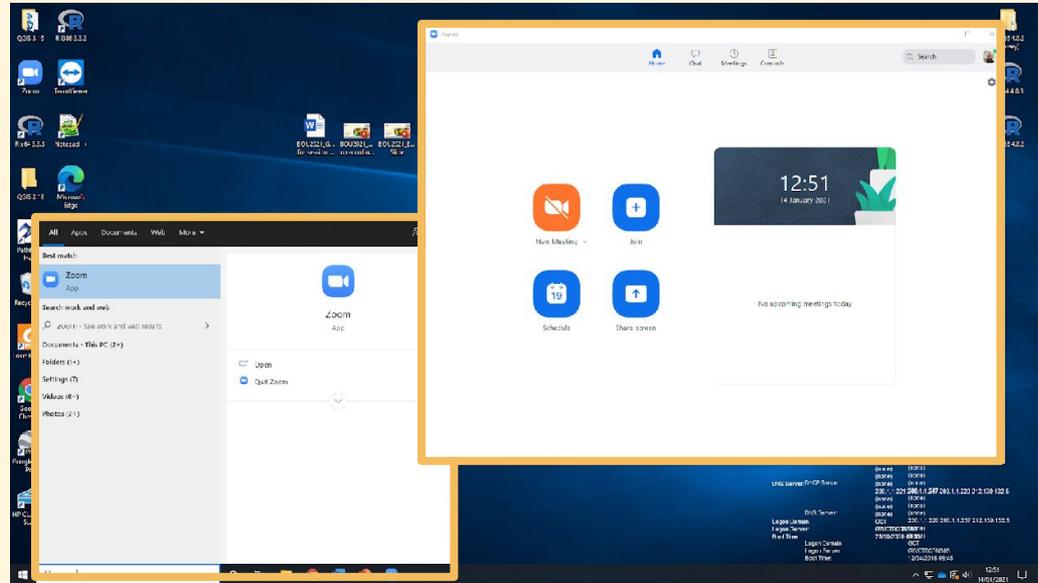


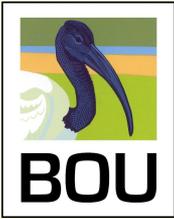
1) Signing in

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.

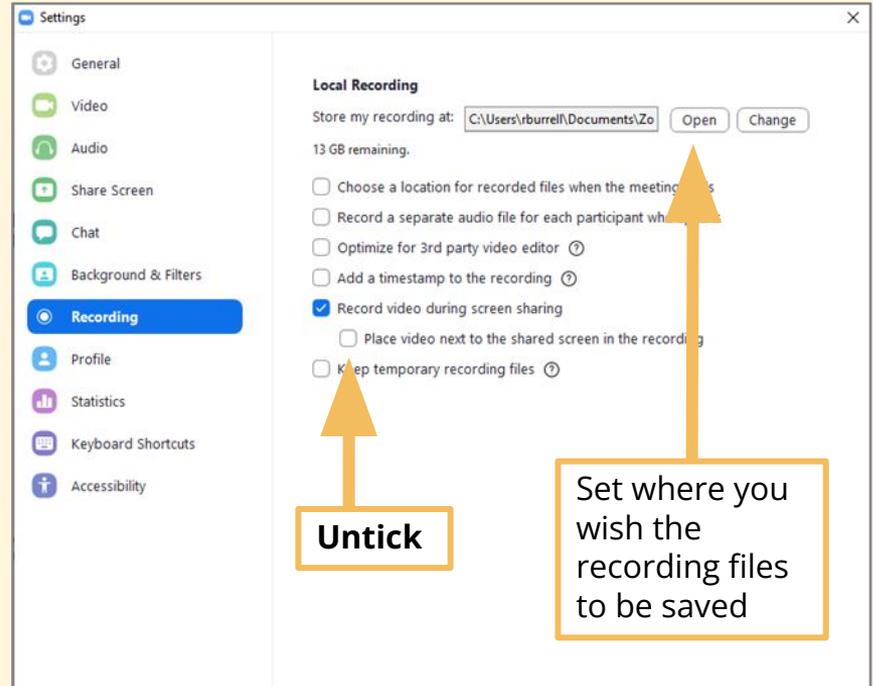
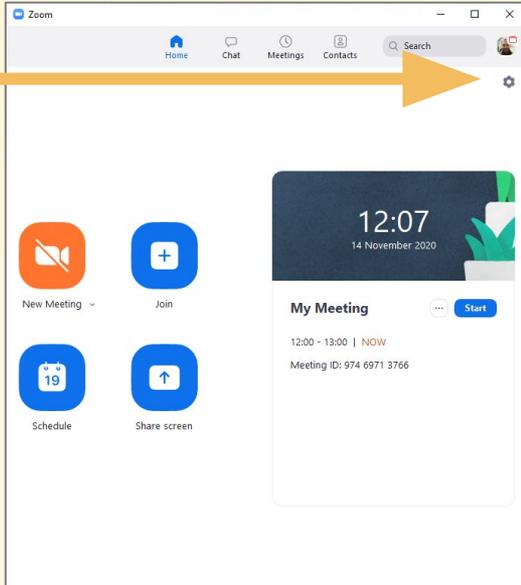
If you DO have the **App** installed - search for and **open it**





2) Recording settings

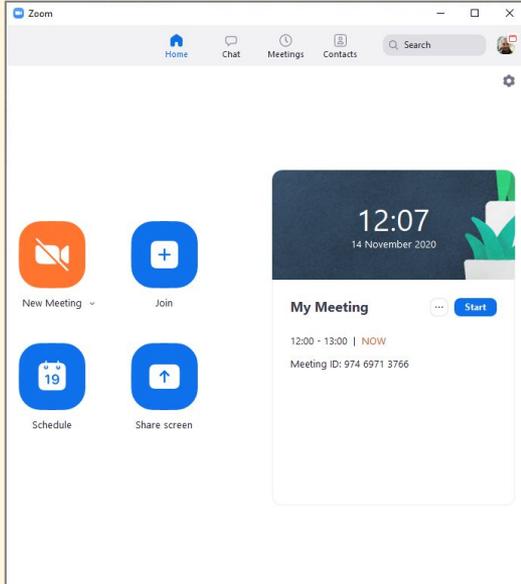
Click the **settings** menu in the zoom application

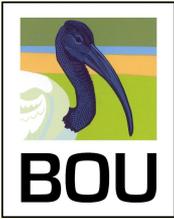




3) Start a new meeting

Click here





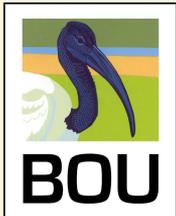
4) Audio & camera

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.

The screenshot shows a Zoom meeting interface. At the bottom left, there are two icons: 'Join Audio' and 'Start Video'. An orange box labeled 'Join Audio Start Video' has two arrows pointing to these icons. In the center, there is a 'Join Audio' window with a blue button 'Join with Computer Audio' and a link 'Test Speaker and Microphone'. An orange arrow points from this link to another orange box labeled 'Test Speaker and Microphone'. The meeting details on the right include: Meeting Topic: Ryan Burrell's Personal Meeting Room; Host: Ryan Burrell; Passcode: 6Tz9Ha; Numeric Passcode: 004632; Invite Link: https://zoom.us/j/7621368950?pwd=cmpscVhQZUZOVzEr...; Participant ID: 266254. At the bottom, there is a toolbar with icons for Join Audio, Start Video, Security, Participants, Chat, Share Screen, Record, Closed Caption, and End.



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

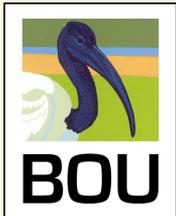
Participants (1)

Ryan Burrell (Host, me) Mute More >

Click More > Rename

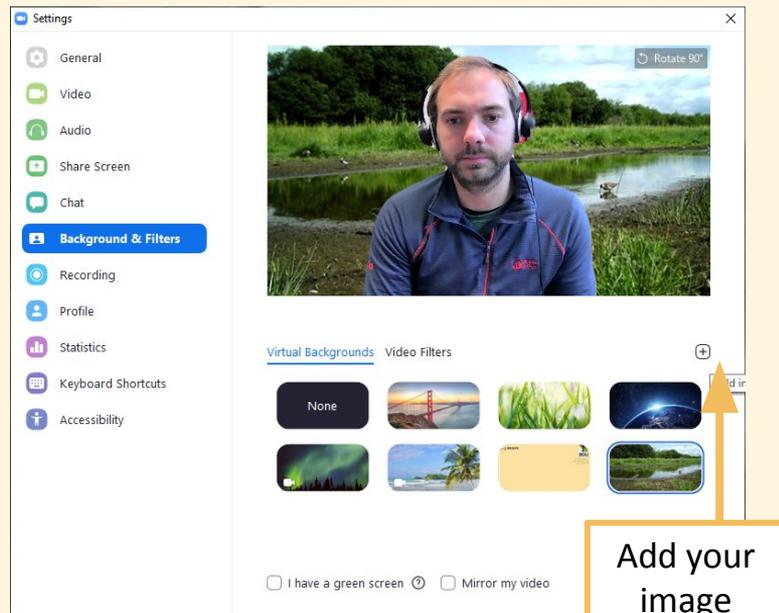
Ryan Burrell

Mute Stop Video Security Participants Chat Share Screen Record Closed Caption Reactions End Invite Mute All

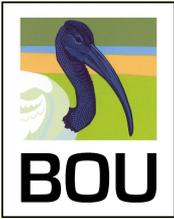


6) Virtual background

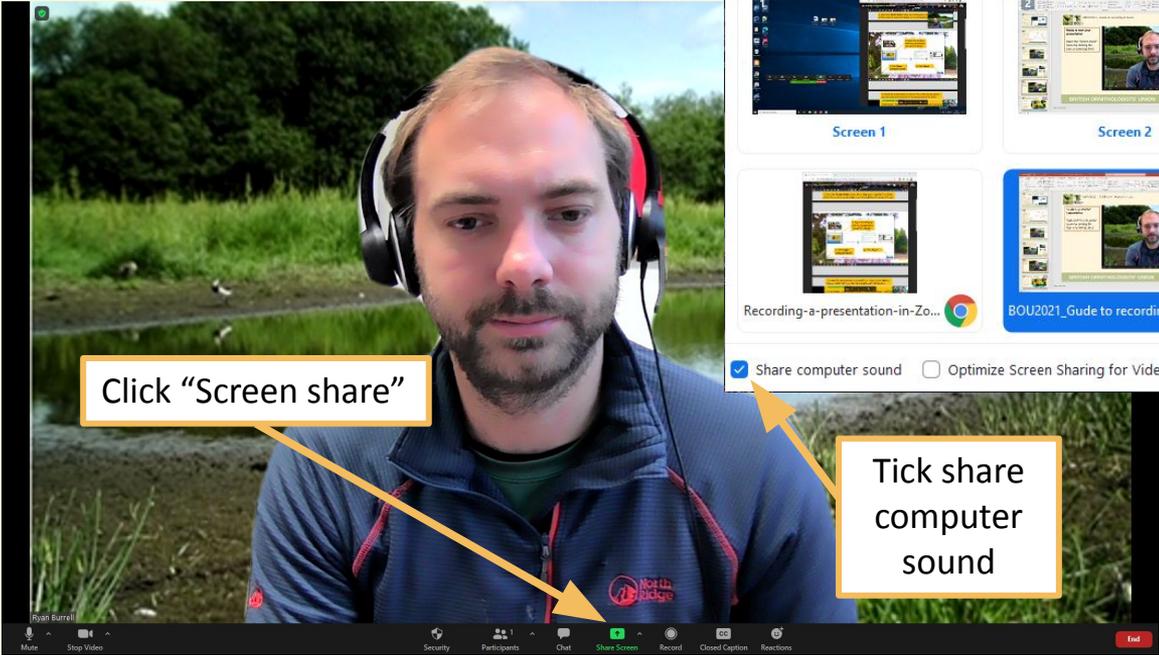
Add a virtual background if you wish by clicking the up arrow next to Start/Stop video



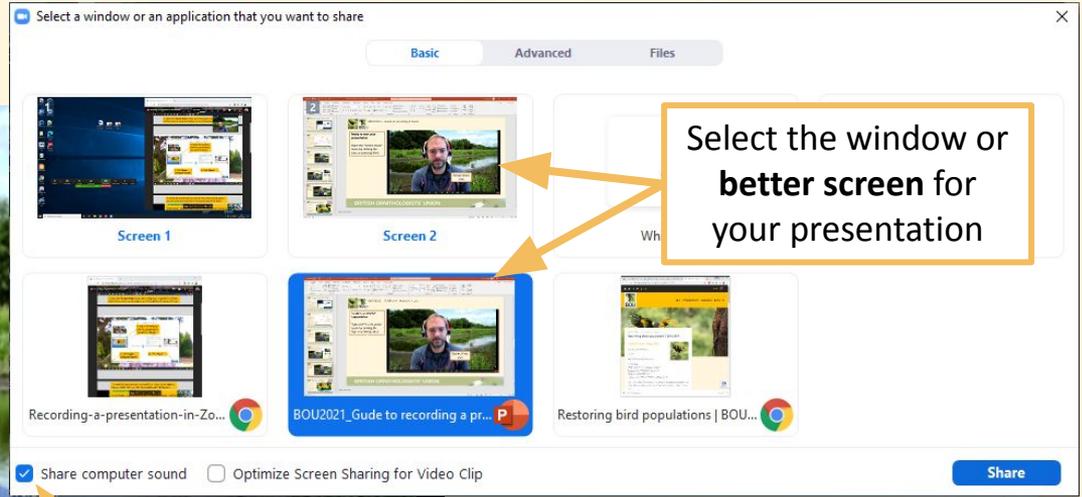
Add your image



7) Sharing presentation



Click "Screen share"



Select the window or better screen for your presentation

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.**

Sample slide

16:9 Aspect ratio

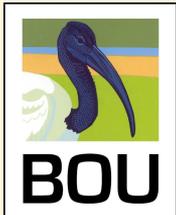
Keep it simple

Be colour-blind-aware
– see presenter guidelines



Keep this area empty if you are using closed captions

Listening...



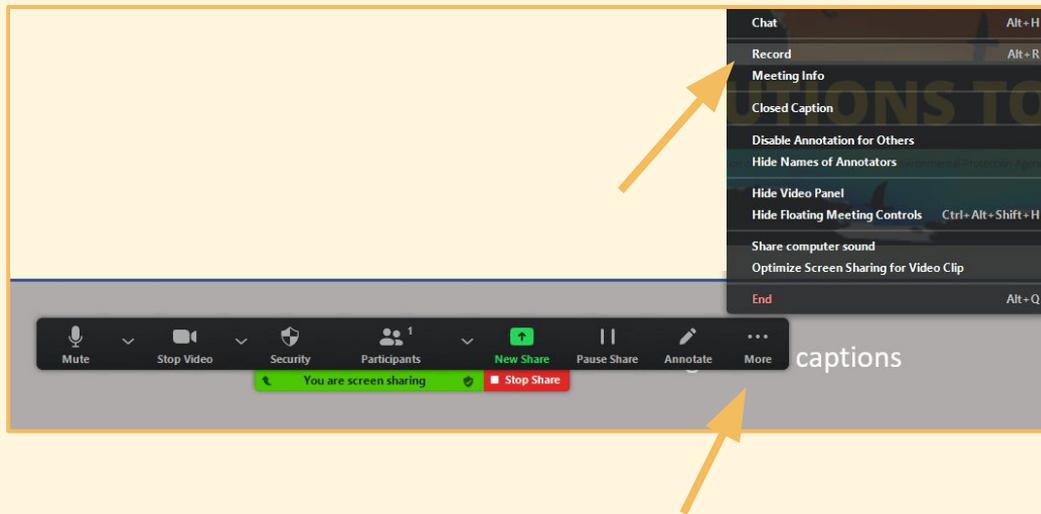
8) Start recording and presenting (good luck!)

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**

