

How to Record Your Presentation Using Zoom

To ensure an optimal video recording, please follow these guidelines:



A wired connection (ethernet) is strongly recommended
If connecting via Wifi, ensure you are in close proximity to your router
Go into your computer's audio and video settings to check your incoming and outgoing audio as well as your webcam



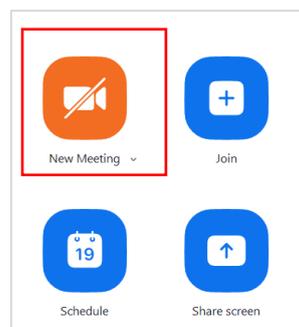
Use a headset with a microphone
Ensure you are in a quiet place with minimal background noise so that you can be clearly heard
Close all windows and doors
Put your mobile phone in silent mode



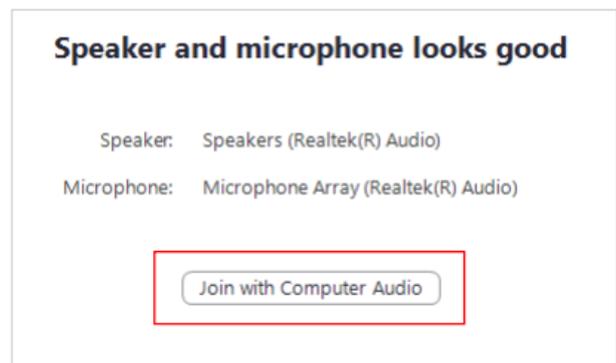
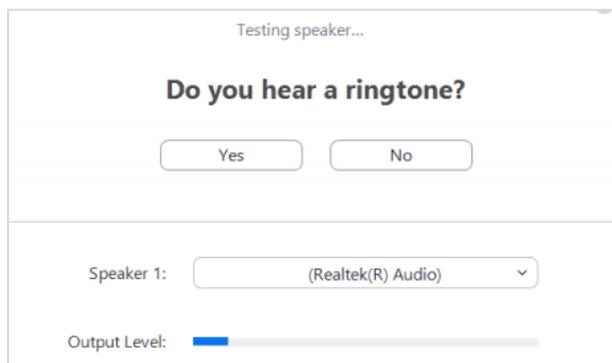
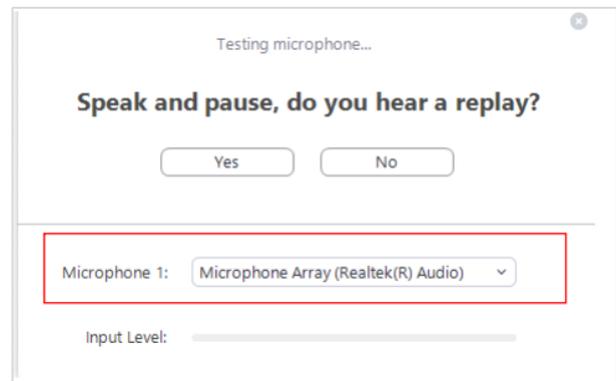
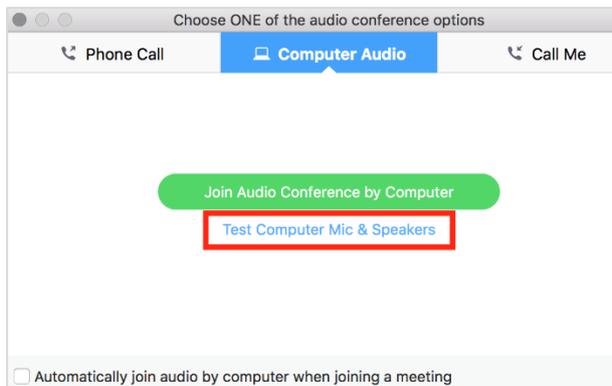
Remove your webcam cover
Ensure you are in a well-lit environment with a neutral backdrop
Place yourself 50-70 cm from your webcam

Then follow these simple steps before you can start recording:

1. If you don't have a Zoom account you can create one for free following this link:
<https://zoom.us/freesignup/>
2. If you don't have the Zoom app on your computer, you can install it here:
<https://zoom.us/download>
3. Once you are connected simply click on "New meeting"



Test your Microphone and Speakers to make sure that you hear sound and that people will hear you. Please check that the correct speakers and microphone are selected



If you completed the test correctly, please click on “Join with Computer Audio”

- Then, you can enable your video camera.

When you start talking, please make sure that your microphone is not muted (when you speak you will see a green indicator on the microphone icon in zoom).

- Share your screen. Please make sure that your presentation is open. In the Zoom App, click on the “share screen button”

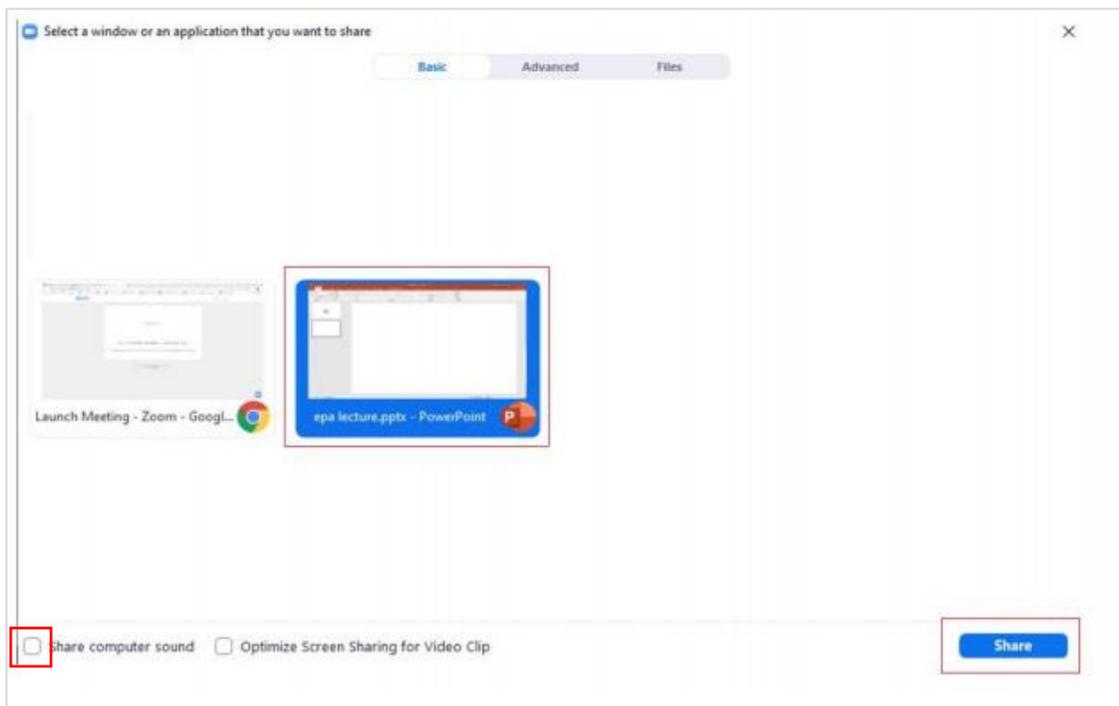


- You will then be able to find in the list your PowerPoint presentation and click on it and click on "Share"

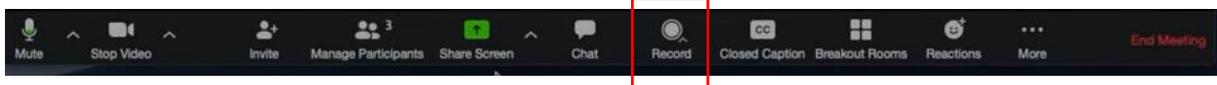
Very important :

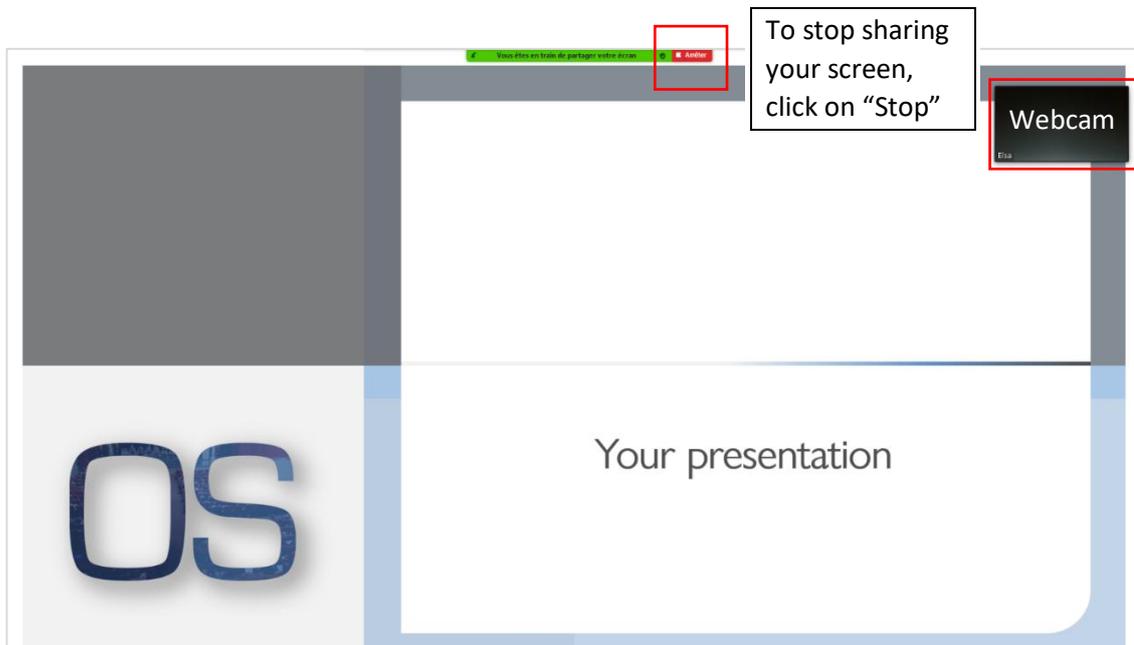
Display your Power Point in **full screen**. You can use the "Presenter View" only if you have two screens, in which case please share the screen where your slides are displayed in full screen.

If you have videos with sound in your PowerPoint, click on "Share computer sound".

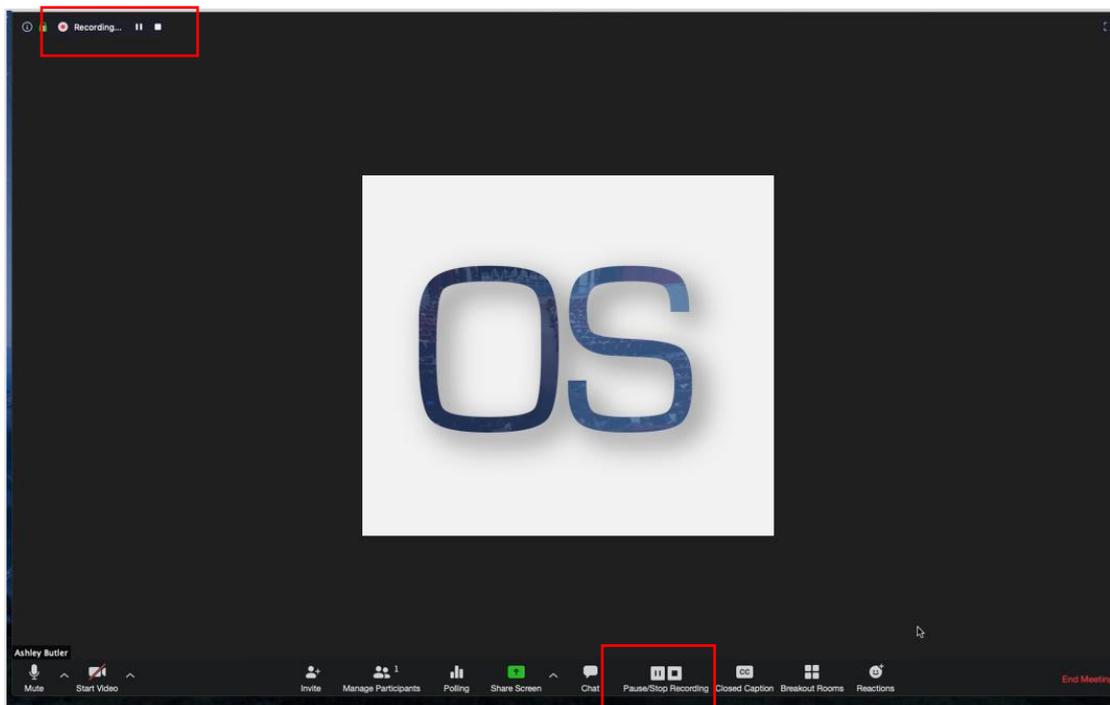


- Click on "Record" to start your presentation.



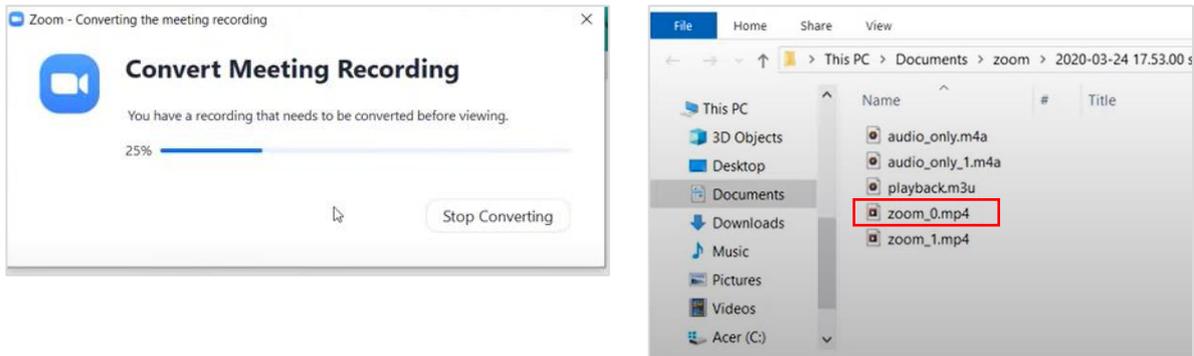


8. You can pause or stop the recording by clicking on the Pause/Stop Recording buttons.





9. At the end of the presentation, after clicking on “End Meeting” the video will be uploaded on your computer as a MP4 file.



10. Check the video you have recorded. If you are happy with the result, please send us the .mp4 file at support@openslideservices.com (via *WeTransfer*, *Smash* or any other file transfer service) before 8 August 2022.

Here is what the final video can look like.

