

STEP-BY-STEP GUIDE FOR RECORDING IN ZOOM

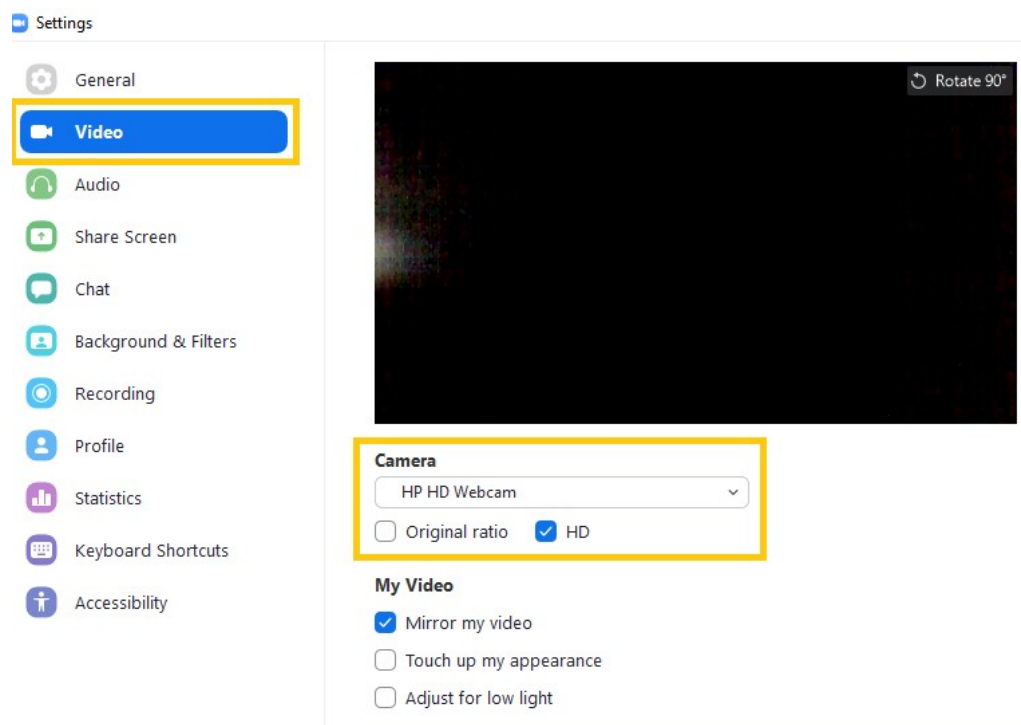
1. Install Zoom

- Download and install the "Zoom Client for Meetings" Software if you do not already have it installed. It is free and can be downloaded from here: <https://zoom.us/download>
- Double click on "Start Zoom" to launch the application.
- Sign In. If you don't have an account, click "Sign Up Free".
- After signing in, you will see the Home tab.
- **IMPORTANT:** Before starting a meeting please go to settings.

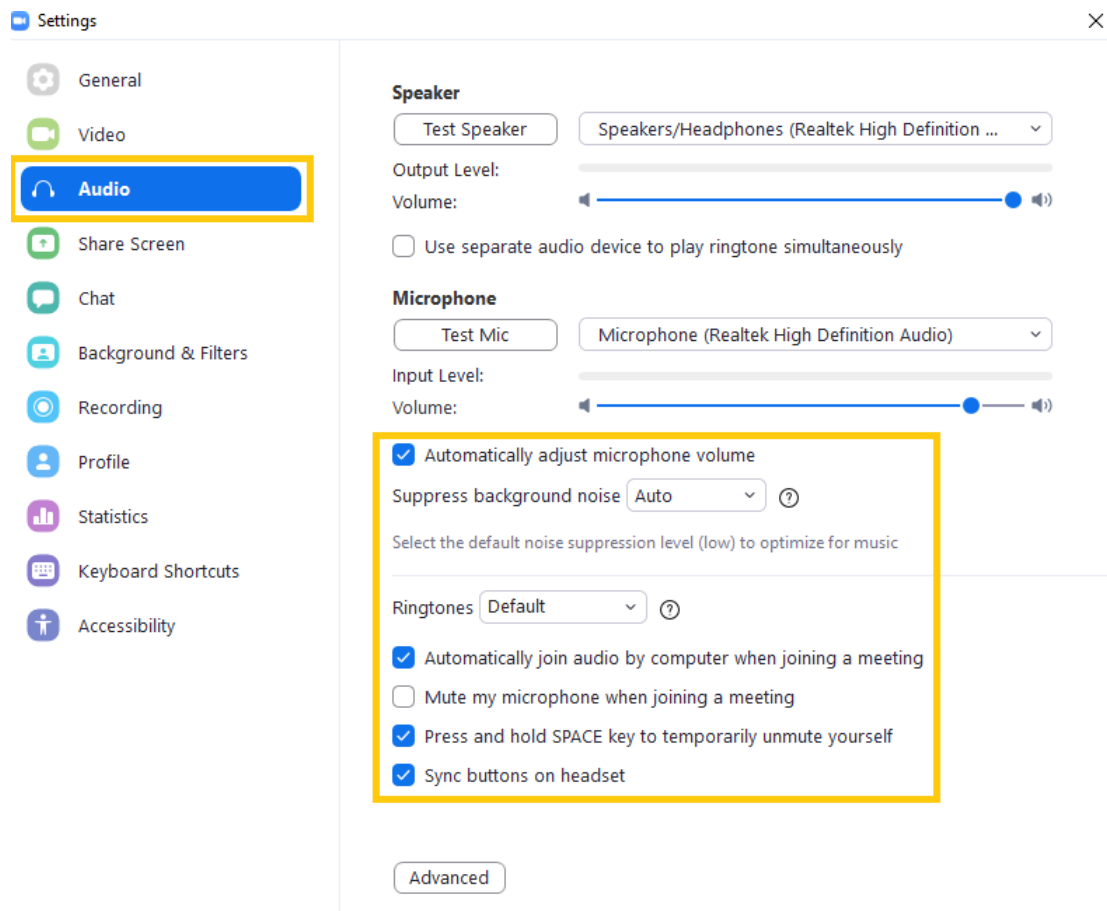
2. Zoom Settings

- **Camera:**
Select the camera you want Zoom to use. The event will be streamed in 16:9 image format and in full HD resolution. The best quality is achieved if your presentation video is also available in this form.

Select "HD"



- **Audio:**
Set your microphone and speaker, test them, and adjust their volume.



The screenshot shows the Zoom settings interface. On the left is a sidebar with various settings categories: General, Video, Audio, Share Screen, Chat, Background & Filters, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The 'Audio' category is highlighted with a yellow box. The main content area is titled 'Settings' and contains two sections: 'Speaker' and 'Microphone'. The 'Speaker' section includes a 'Test Speaker' button, a dropdown menu for the audio output device (set to 'Speakers/Headphones (Realtek High Definition ...)'), an 'Output Level' slider, and a 'Volume' slider. Below this is an unchecked checkbox for 'Use separate audio device to play ringtone simultaneously'. The 'Microphone' section includes a 'Test Mic' button, a dropdown menu for the audio input device (set to 'Microphone (Realtek High Definition Audio)'), an 'Input Level' slider, and a 'Volume' slider. A yellow box highlights a group of settings: 'Automatically adjust microphone volume' (checked), 'Suppress background noise' (set to 'Auto'), a note about noise suppression levels, 'Ringtones' (set to 'Default'), 'Automatically join audio by computer when joining a meeting' (checked), 'Mute my microphone when joining a meeting' (unchecked), 'Press and hold SPACE key to temporarily unmute yourself' (checked), and 'Sync buttons on headset' (checked). At the bottom of the main content area is an 'Advanced' button.



- **Recording:**
Verify the location for your local recordings and change it if necessary. Select "Optimize for 3rd party video editor".
Select "Record video during screen sharing".

The screenshot shows the 'Settings' application with the 'Recording' category selected in the left-hand navigation menu. The main content area is divided into two sections: 'Local Recording' and 'Cloud Recording'. In the 'Local Recording' section, the recording location is set to 'C:\Users\fs\Desktop', with '127 GB remaining' space. Several options are listed with checkboxes: 'Choose a location for recorded files when the meeting ends' (unchecked), 'Record a separate audio file for each participant who speaks' (unchecked), 'Optimize for 3rd party video editor' (checked), 'Add a timestamp to the recording' (unchecked), 'Record video during screen sharing' (checked), 'Place video next to the shared screen in the recording' (unchecked), and 'Keep temporary recording files' (unchecked). The 'Cloud Recording' section shows '0.0 GB used' of a 1 GB total cloud record storage, with a 'Manage...' button available.

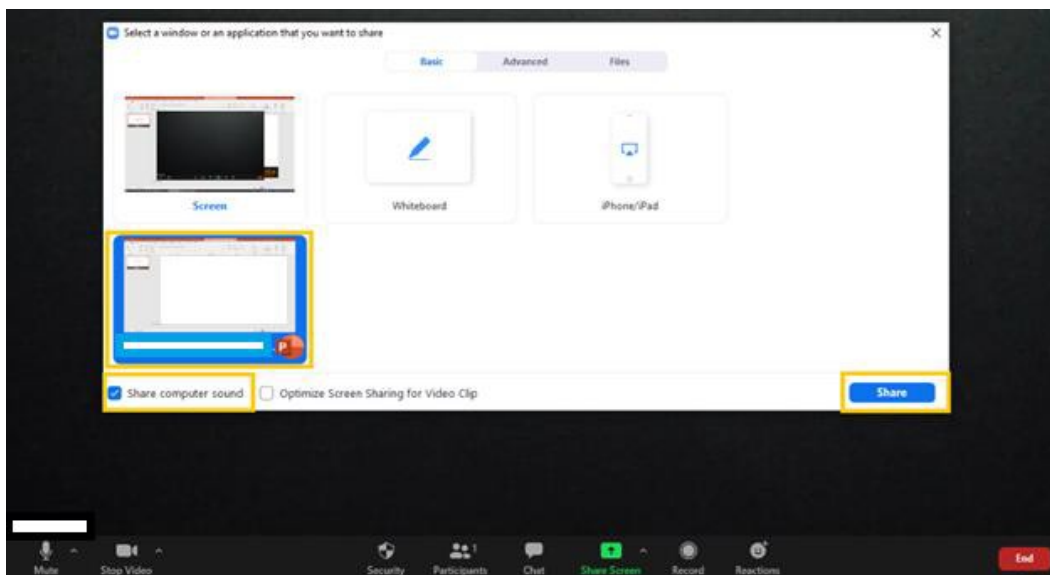
Close the settings.

3. Prepare your recording in the Zoom meeting

- Schedule enough time to test (Zoom can cut your session short if you're using a free account)
- Close all applications except Zoom and your presentation.
- In the Zoom Client, start a new meeting from the "Home Tab".
- Click "Share Screen" in the meeting controls.

- **Share Screen**

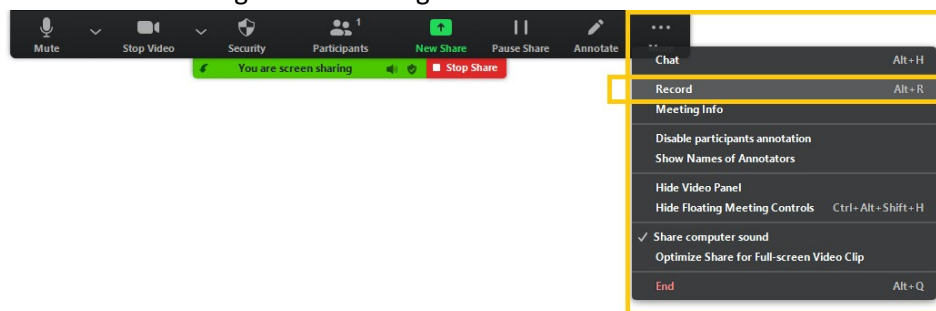
Select your presentation window, select the "Share Computer Sound" checkbox and click the "Share" button on the right. A green border indicates which window you are currently sharing.



- **Select Presentation**
- **IMPORTANT: Please be sure to maximize the small floating window showing the webcam video to make it as large as possible. Do so by dragging the bottom-left corner of the window as wide as it can go.**
NOTE: This setting has a direct impact on the recorded video layout and will have a negative impact on the recording if not set properly.
- While sharing, switch your slides into **show/presentation mode**.
- In order to ensure that the webcam video does not overlap with your view of the slides, click in the center of the black bar at the top of the video screen and drag it to the bottom-right corner of your screen. **Do not simply minimize this screen** as this will affect the recording of you in the final video. Having the webcam video partially off screen will not impact on the recording of you in the final video. The final video will display your slides to one side of the screen and the recording of your webcam to the other.

4. Recording

- Start the recording in the Meeting Control -> More -> Record.



- Give your lecture and please **make sure you do not go over your allotted time**.
- Once you finish your lecture, end the meeting by clicking on the right-bottom corner, red button "END"> "End Meeting for all". The recording will stop automatically.
- After the meeting has ended, Zoom will convert the recording so you can access the files. If you have trouble finding your recorded video file, return to the Zoom Home tab, select "Meetings" and your recorded files on the left.

5. Locate Recording

- Locate the **.mp4 file** of the recording and open it.
NOTE: We will not edit the beginning and end of the video. Please be aware that the file you provide will be streamed as it is during the conference.
- Review your lecture.
 - Are both the video on the right and the presentation on the left visible?
 - Is the audio clear?
 - Are you happy with the overall lecture?
- If you are happy with your video, please open the link provided to you in a separate e-mail and upload your presentation (**mp4. file!**).
- If you are not happy with your video, please go back to the beginning of this section and record it again.