

## Installing Zoom

If you are new to Zoom, instructions on creating an account and basic features can be found [HERE](#). In order to record your presentation, you must first download and install the [Zoom client](#).

## Recording Instructions

1. Open Zoom. In your profile (icon on the upper right-hand corner), click **Settings**, then **Recording**. Be sure that **Local Recordings** is on. Alternatively, there may already be a path available for your recordings under **Store my recordings**. Choose a location for the recorded file for after the meeting ends. Ensure location has sufficient disk space for a 15-minute recording.
2. Note that the size of the webcam image (showing your face) will be 224x126 pixels in the upper right corner. Once you start screen sharing, your webcam video will move to the upper right-hand corner. If you want your webcam video inside your shared screen (upper right corner of your slide presentation where it may potentially cover text or images on your slide), make sure "Place video next to the shared screen in the recording" is **not** checked. If you prefer your video is outside of the shared screen (where it will not cover the upper right part of your slides), select "Place video next to the shared screen in the recording."
3. Close the Settings window.
4. Select **New Meeting** icon (video window will open)
5. Be sure to test your speaker and microphone.
6. Select **Join with Computer Audio**
7. Make sure your slide presentation is ready
8. Select **Share Screen** (green icon at bottom). Several screen options will appear for you to choose from.
9. Your slides should be in full screen or slide show mode. Note: If you are using keynote make sure all palettes are closed, as they will be visible on the recorded screen.
10. Hover your cursor at the top of your screen to reveal the Zoom menu
11. Select **More**, then **Record**. Present!
12. As a reminder, your presentation should not exceed 12 minutes. If your presentation exceeds 12 minutes, the presentation will cut off at the 12-minute limit.
13. When finished, select **More** from the top menu, then **End** to stop the meeting, which will stop the recording and convert to an .mp4 file.