## Creating your Video Presentation in Zoom

You may choose to use programs such as Zoom to record your video presentation. You can initiate a Zoom meeting without any other participants and still have all of Zoom's presentation tools such as the ability to present and record your video presentation. These functions are available with a free Zoom account.

If you wish to use a webcam to record yourself during the presentation, plug in the webcam before opening Zoom.

1. Open the PowerPoint file   2. Click **Slide Show**   3. Click **Set Up Slide Show**
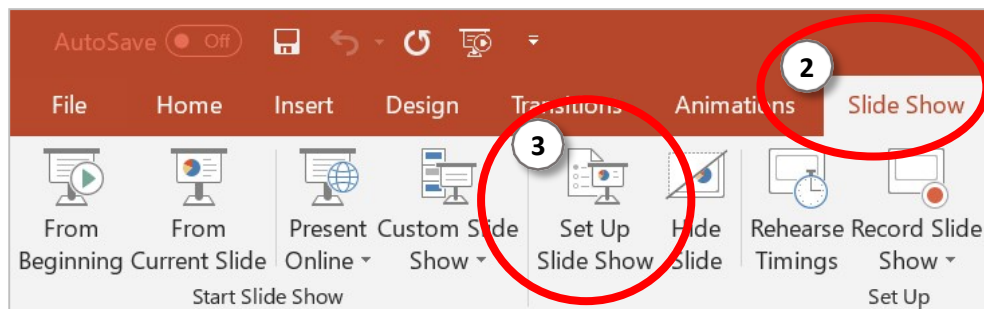
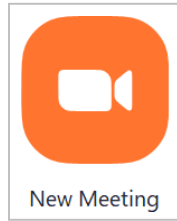4. Under **Show Type**, click **Browsed by an individual (window)**

    This will allow you to present in slideshow view without being in Fullscreen mode. Fullscreen mode can make recording with Zoom more difficult.
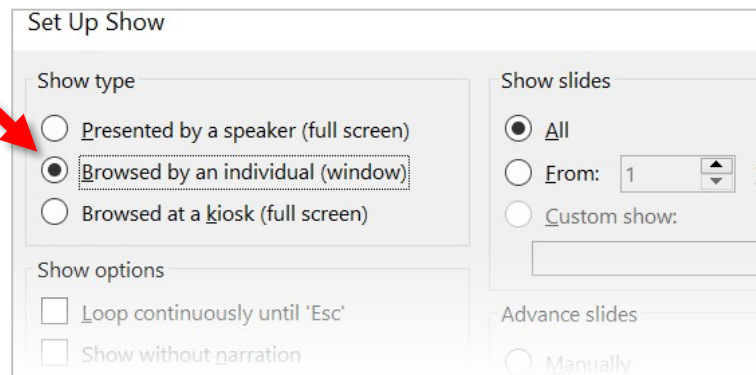
5. Click **OK**

6. Click **Play from Start** or **From Beginning** to begin the slideshow.
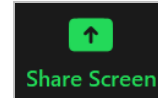
GETTING READY IN ZOOM

1. Open the Zoom app
2. Click **New Meeting**

Zoom will begin a video conference session. If asked to choose an audio conference option, click **Join with Computer Audio**

3. At the bottom of the Zoom window, click **Share Screen**

4. In the Share window, click the window you wish to use in the recording.

5. If your presentation includes sound, check the box for **Share computer sound**.

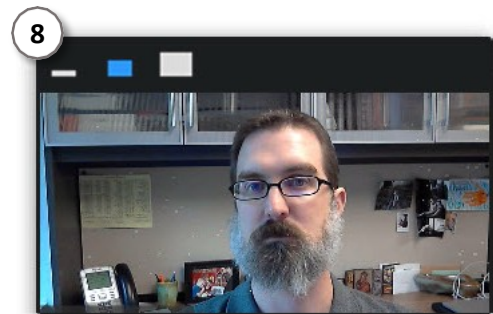6. If your presentation includes a video, check the box for **Optimize Screen Sharing for Video Clip**.
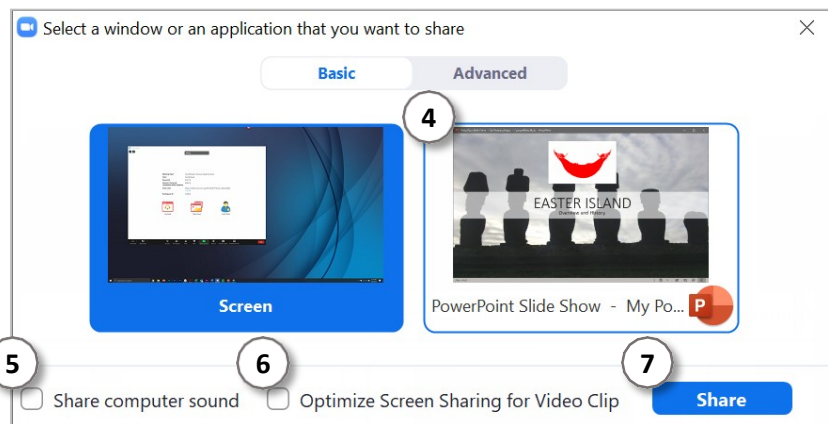
7. Click **Share**

The window that is being shared/recorded will have a green outline.

8. You can reposition and resize the webcam video window as needed.

The webcam feed will be recorded regardless of whether it is positioned within the green recording border.
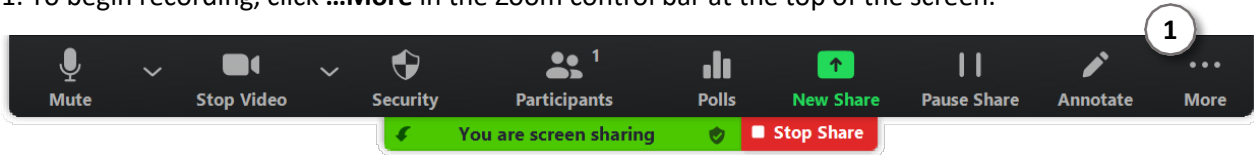
When a window is being "shared" in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.

RECORDING IN ZOOM

1. To begin recording, click **…More** in the Zoom control bar at the top of the screen.
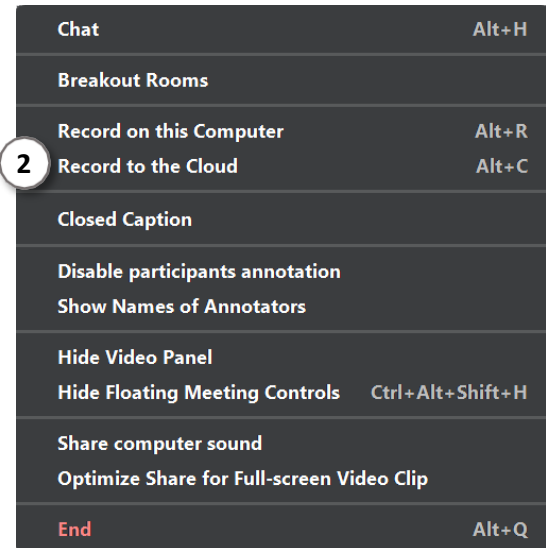

2. Click **Record to the Cloud** in the dropdown menu that appears.

If you are muted, click **Unmute myself** in the window that appears.

You are now recording and ready to give your presentation.

You can pause recording at any time by clicking **…More**, in the Zoom control bar, then **Pause Recording**.

3. You can change the window being recorded by clicking **New Share** in the Zoom control bar at the top of the screen and selecting the window you wish to record.
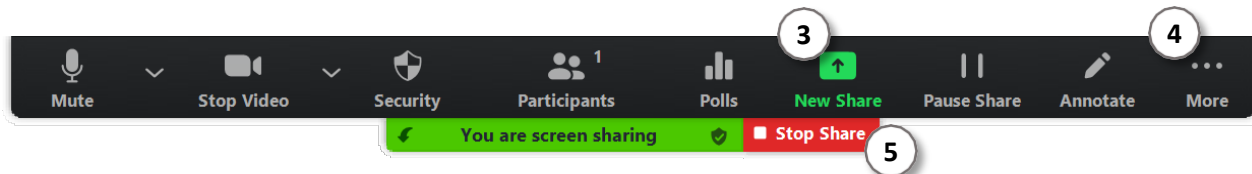
4. When you are finished, click **…More** and click **Stop Recording** in the Zoom control bar at the top of the screen.

5. Click **Stop Share** in the Zoom bar at the top of the screen.

6. Click **End Meeting** then click **End Meeting for All**

Zoom will prepare your recording and upload it to your MyMedia account. You do not need to keep Zoom open but *keep your computer on and connected to the internet while the video uploads*.

Once your video has completed uploading, follow the steps above to upload the video to YouTube.