Recording the Presentation File: Using Webinar Software (i.e. Zoom)

1. Entering the conference room

1) Install Zoom Client for Meetings
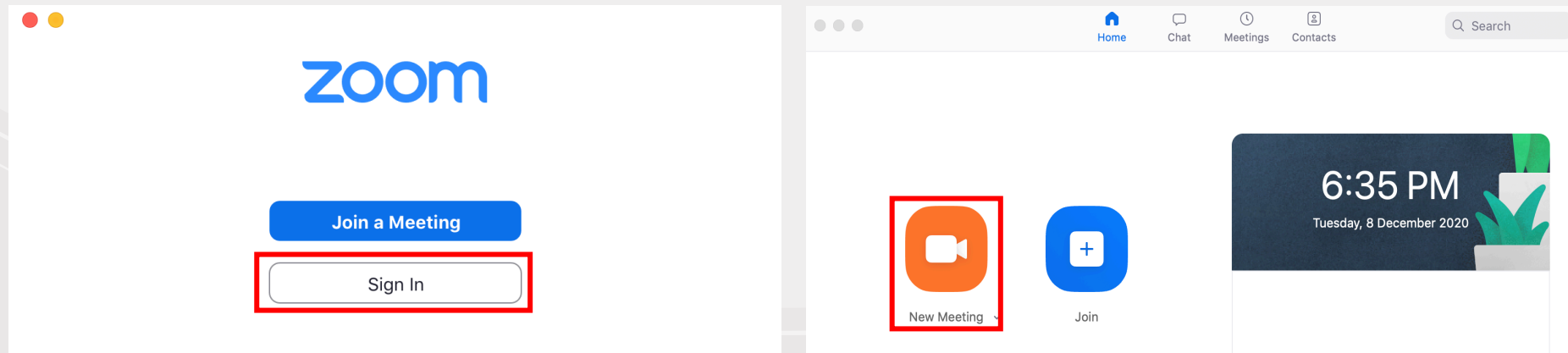First, access the link and download Zoom Client for Meetings: https://zoom.us/download

2) Sign in to Zoom
Start the Zoom application and sign in. If you do not have a Zoom account, click the link and sigh up: https://zoom.us/signin

3) Create a New Meeting
Click New Meeting to create an online meeting room.

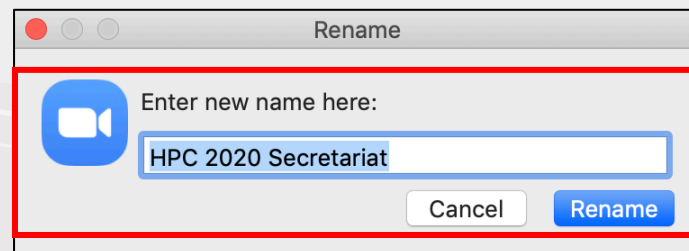# Recording the Presentation File: Using Webinar Software (i.e. Zoom)

4) Check Your Devices

Check if a pop-up window called Join Audio appears. Click the Test Speaker and Microphone to test your speakers and microphone equipment. Check the connected speakers and microphone devices and click Join with Computer Audio. If you use the webcam, click Start Video and check the connection.
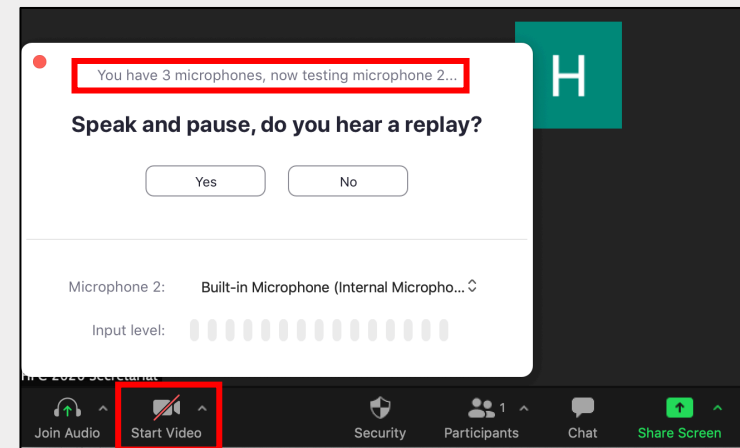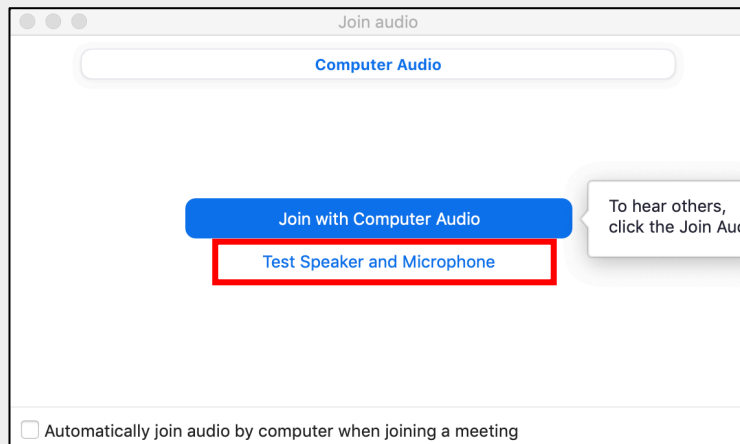
5) Enter the Participants' Name

Please enter the participants' name. If you want to change it, click Participants > Your Name > More > Rename

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2. Start Screen Share

1) Start Screen Share

Click Share Screen in the menu bar to share your screen with all participants. Select a window that you want to share and click the button of Share. Select your presentation file screen if you want to share only the screen with presentation file. Make sure you leave Share computer sound option checked to share some sound.
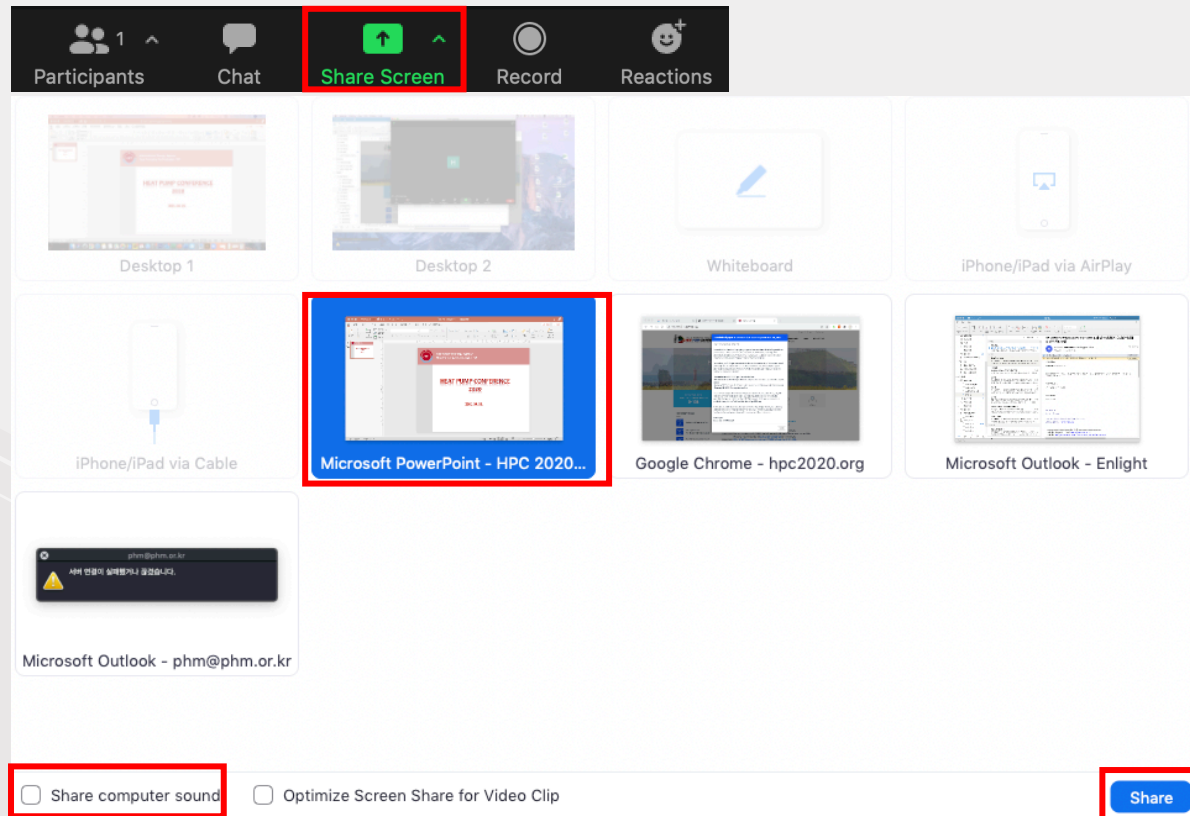
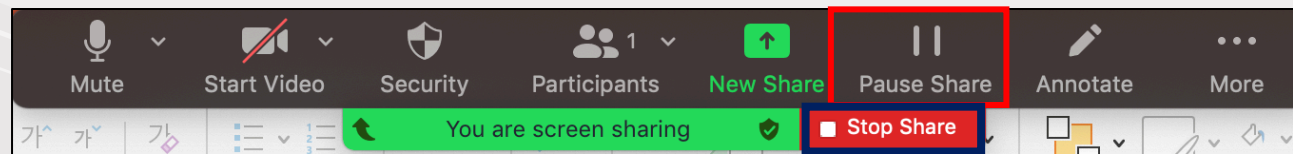# Recording the Presentation File: Using Webinar Software (i.e. Zoom)

2) Shared Screen

The part marked with a green box is the screen currently shared in the conference room. Within the box, all movements are shared such as clicking/mouse cursor movement.
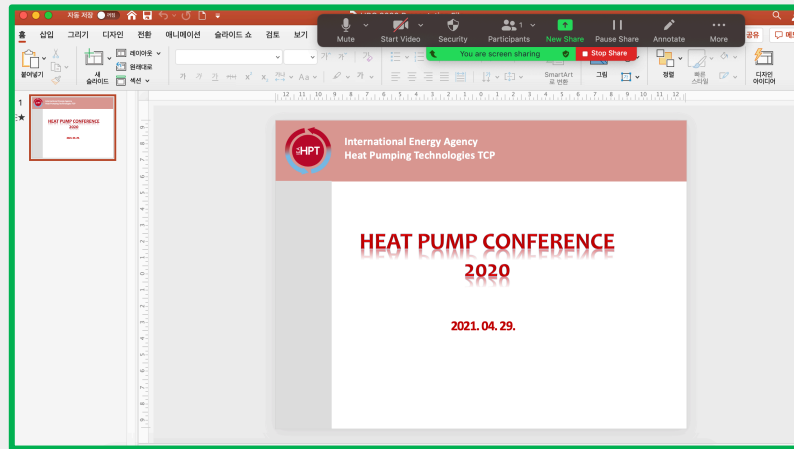
3) Use Menu

- Pause Share: All screen shares will be paused, and the sharing will resume when you click Rescue Share.
- Stop Share: The screen sharing will be finished.

*Menu Bar Click Motion is not shared.

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Recording the Presentation File: Using Microsoft PowerPoint

3. Recording a presentation file

1) Set up the recording option

You can choose to record video of your presentation by using the webcam. To do so, Click Setting (Gear icon)>Recording and check two options (Record video during screen sharing and Place video next to the shared screen in the recording) to record the screen and video.

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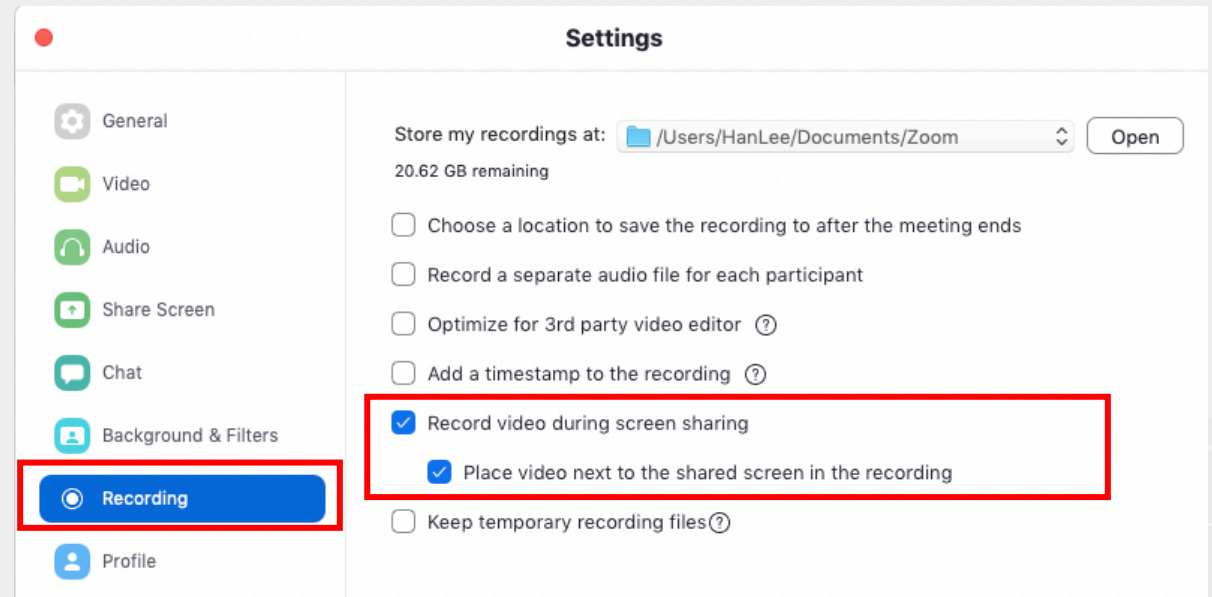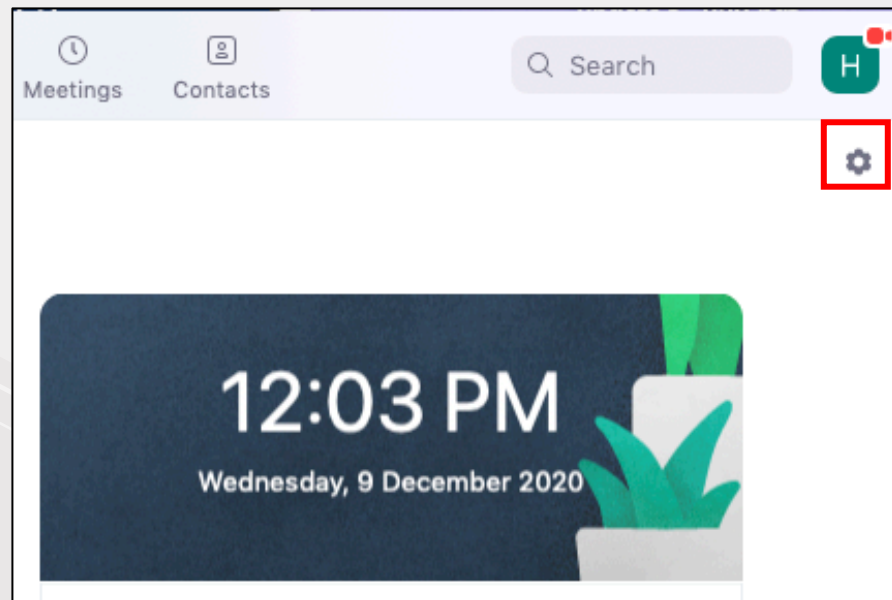
Recording the Presentation File: Using Webinar Software (i.e. Zoom)
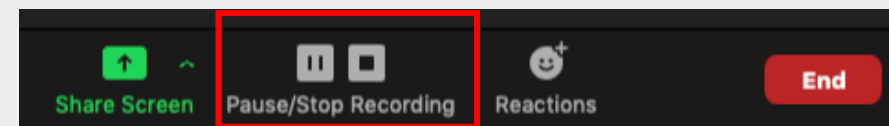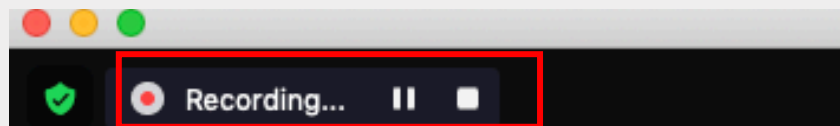
2) Start Recording
Click the Record from the under bar.
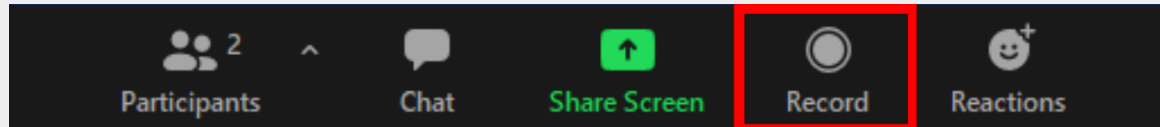
3) Pause and Stop Recording
When recording starts, a recording icon is created in the upper left corner of the screen.
- Pause Recording: The recording will be stopped at a moment.
- Stop Recording: The recording will be finished. If you click it, you'll see a pop-up that the recording file will be saved after the meeting.

4) Check a Video File (mp4.)
The recorded file will be automatically converted and saved in mp4 format on your desktop after the meeting. Please check if the recording was successful and submit it.

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