



***Recording Tips for ZOOM Cloud Recording:***

- Make sure you have a ZOOM account.
- You can check your video and audio quality in the ZOOM desktop app, under settings on the Home screen or in the microphone and camera settings during the ZOOM meeting.
- Unlike Microsoft PowerPoint, there is not an option to re-record a certain section. If you make a mistake and want to re-do it, please start back from the beginning of your presentation.

SUMMARY (detailed instructions follow):

Step 1: **Open Software.**

Step 2: **Prepare for Your Recording.**

Step 3: **Record Your Presentation.**

Step 4: **Review Your Recorded Presentation.**

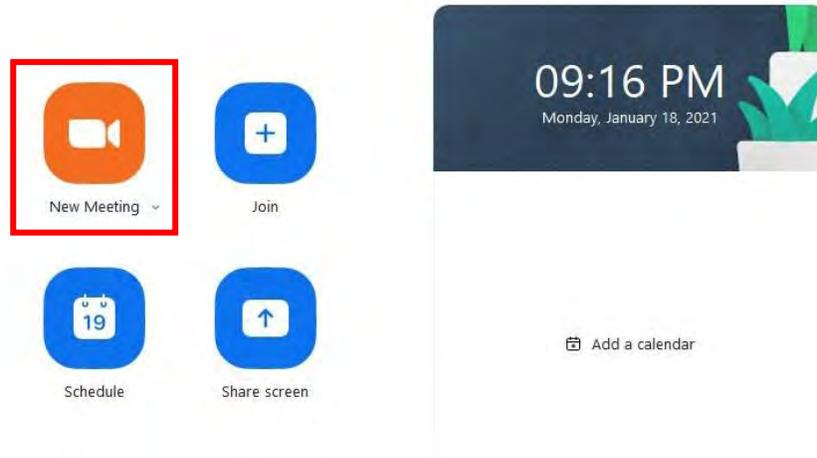
Step 5: **Save Your Recording.**

Step 6: **Submit Your Video.**

If you have any questions or need assistance with your recordings, please contact Lizzy Herrera at [narba.herrera@gmail.com](mailto:narba.herrera@gmail.com)

### Step 1: Open Software.

Open the ZOOM desktop application and select “New Meeting”.



### Step 2: Prepare for Your Recording.

Make sure your microphone is unmuted and your video is on.

- a. To change your microphone or camera settings, select the small arrow to the right of the microphone and camera icons in the bottom left-hand corner of your screen. Virtual backgrounds are acceptable if you wish to have one during your recording.

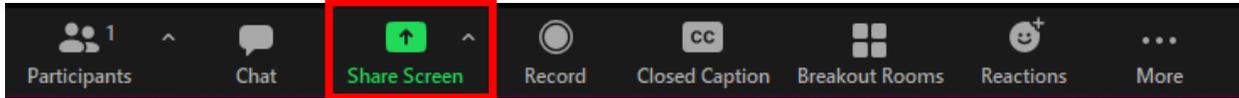


### Step 3: Record Your Presentation.

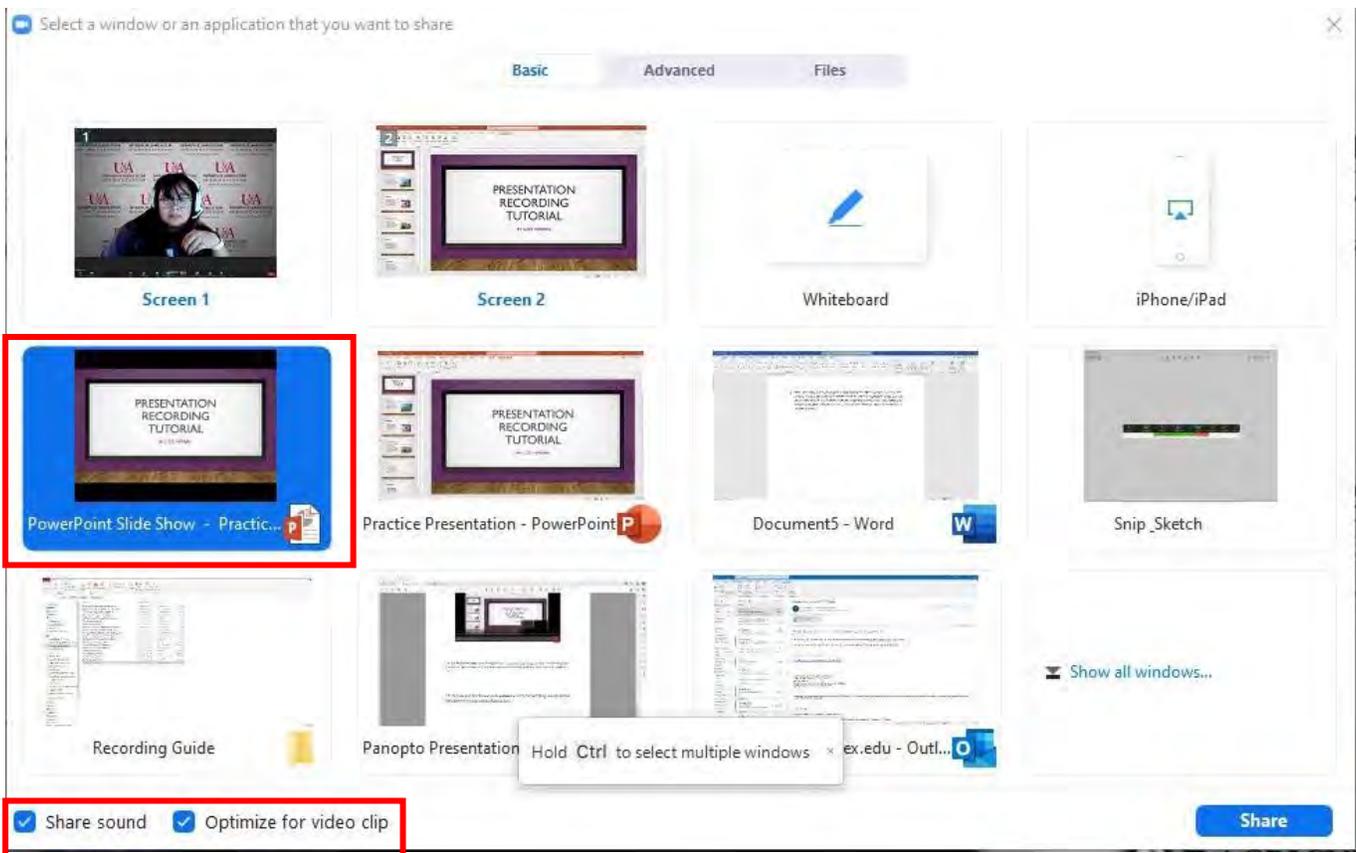
- a. Begin by selecting the “Record” button at the bottom of the screen and selecting the “Record to the Cloud” option.



- b. Next, share your presentation by first selecting the green “Share Screen” button at the bottom of the screen.



- c. Select the Microsoft PowerPoint application (or whichever media you are using for your presentation). Make sure that your “Share Sound” and “Optimize for Video Clip” are selected before you share your screen.
- If you have multiple screens and are using PowerPoint, make sure you are selecting the “Presenter View” when sharing your screen.



- d. Please try to give your presentation in one take, waiting at least 5 seconds at the beginning and end. If you need to redo any part of your presentation, please wait a few seconds, and start your presentation over. This will make editing your video easier for our technical team. When you are finished with your presentation, you can select the red “Stop Share” button at the top of your screen.



#### Step 4: Review Your Recorded Presentation.

There is not an option to review your recording while the ZOOM meeting is going. To review your video, hit the square “Stop Recording” button at the bottom of your screen. You will then see a pop-up window asking if you want to stop cloud recording. Click “Yes”, you will receive an email notification when your recording is ready to view.



**Step 5: Save Your Recording.**

- a. The email you receive from ZOOM will look like the example below. Select the first link to view the recordings ZOOM has produced for you.

Hi Lizzy Herrera,

Your cloud recording is now available.

Topic: Lizzy Herrera's Zoom Meeting

Date: Jan 18, 2021 10:01 PM Central Time (US and Canada)

For host only, click here to view your recording (Viewers cannot access this page):

[https://uaex.zoom.us/recording/detail?meeting\\_id=lp7IYX3LTNKM05ICBJz8Q%3D%3D](https://uaex.zoom.us/recording/detail?meeting_id=lp7IYX3LTNKM05ICBJz8Q%3D%3D)

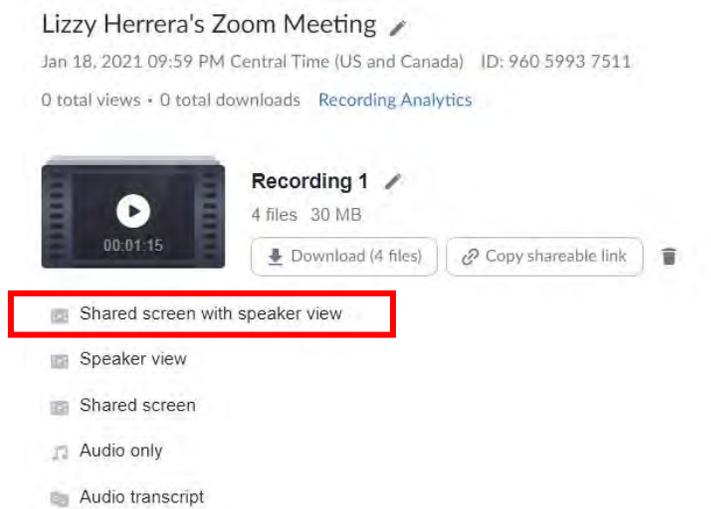
Share recording with viewers:

<https://uaex.zoom.us/rec/share/WVlfMp5llcRzGcm-xBXP7iflkycfN5CNXHGI8BbY9B0hOL1iji0NmMg0S4viqqYq.tEyyiyHPavVy-Qug>

Thank you for choosing Zoom.

-The Zoom Team

- b. The link will open ZOOM on your desktop, and you may be prompted to log into your account if you aren't logged in already. Under Recordings on the left-hand side of the screen, you'll find the files from your presentation recording. Download the first file named "Shared Screen with Speaker View":



- c. Rename the video file to the following format: **Block#\_Last Name\_Presentation Title.mp4**

**Step 6: Submit Your Video.**

Send the link to your video file to [narba.herrera@gmail.com](mailto:narba.herrera@gmail.com). The file will be too large to attach, so you may use whichever cloud service you prefer (GoogleDrive, Box, OneDrive, DropBox, etc.)

\*If you have any questions or need assistance with your recordings, please contact Lizzy Herrera at [narba.herrera@gmail.com](mailto:narba.herrera@gmail.com)