

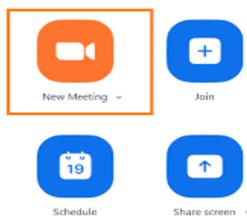
## USING ZOOM TO RECORD YOUR PRESENTATION

Zoom is an excellent and easy way to record your oral or poster presentation for INTESDA events.

### A few tips before you start:

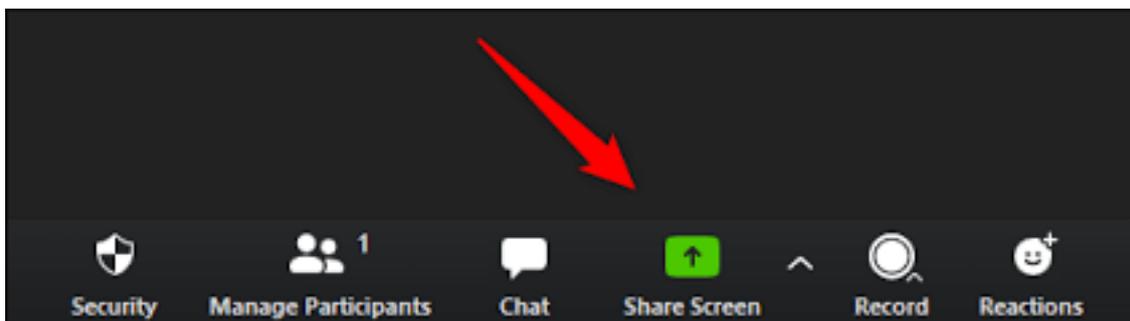
Make sure your webcam and mic are connected before you open Zoom. We recommend using a headphone with mic for best audio quality. You may want to use Zoom Virtual Background to avoid showing your actual background.

1. Open the Zoom app. Log in to your account and then click on the **New Meeting** button

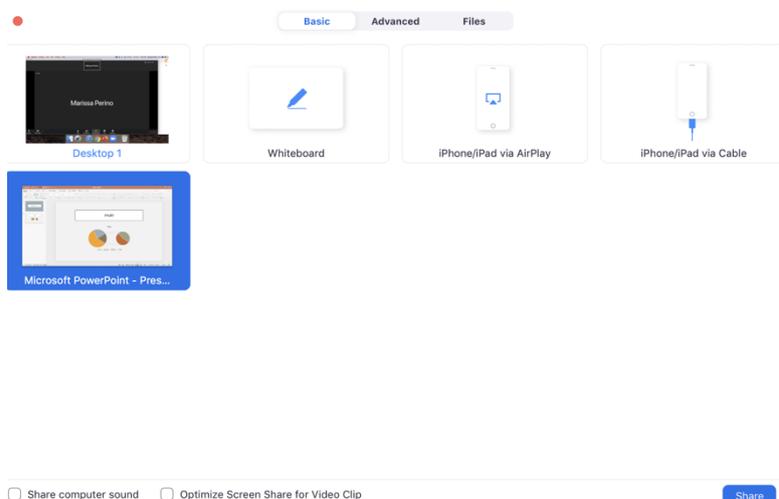


2. If you are just using audio on your presentation, make sure the audio is ON and the video is OFF. If you want to include your video make sure both audio and video are set to ON.

3. Click on the green **Share Screen** button



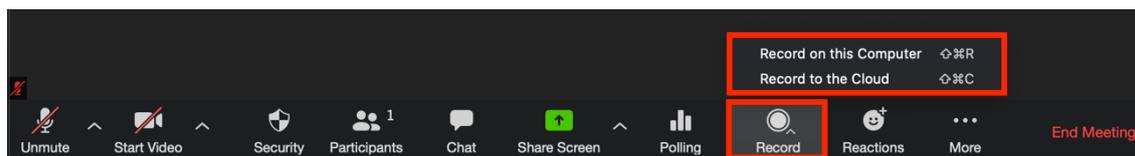
4. When the dialog box appears, please select the Desktop option to capture your entire desktop or you can select the specific application (e.g., PowerPoint, Google Slides).



5. Once selected, click the blue Share button and the chosen screen or application will have a green border which means that it is being shared. The selected application will now open.

6. In the bottom Zoom toolbar, click **Record** and then “**Record on this computer**”.

You are now recording your presentation.



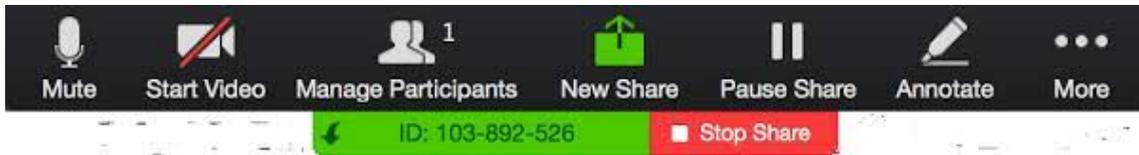
7. We recommend showing your presentation title page for a few seconds before starting to give participants who might have slower internet connections time to get ready.

8. Introduce yourself and the title of your presentation since the moderator will not introduce you.

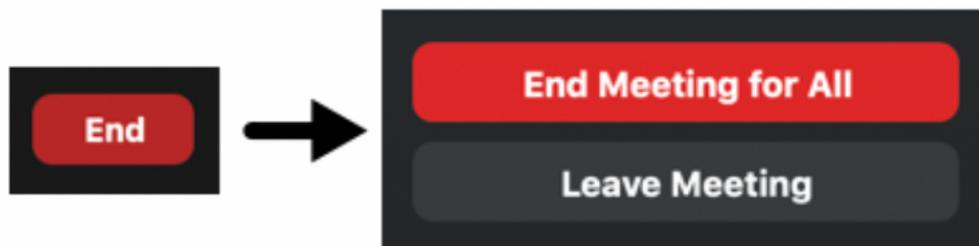
9. When you are finished with your presentation please go back to the Zoom toolbar and click on the **Stop Recording** button.



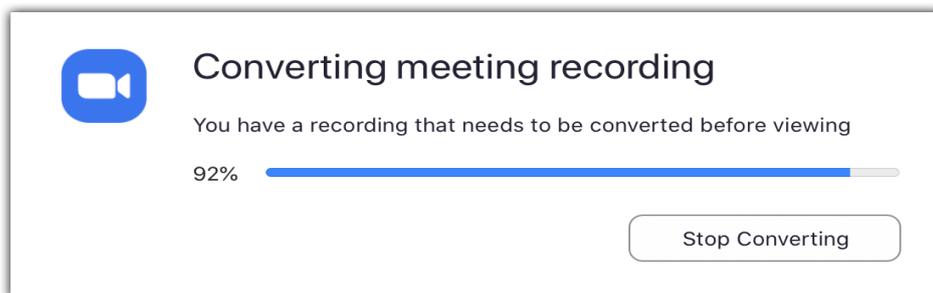
10. Then click on **Stop Share** button at the top of the screen.



11. Go to the bottom right of Zoom and click **End**, then **End Meeting for All**



12. The Zoom app will start to convert and save your recorded data as an MP4 file.



13. After the data is saved you can now edit or trim your presentation time down using editing software such as QuickTime.