

Recording a Zoom Presentation

The best way to record and share your presentation with us is to:

- Use Zoom
- Enable Cloud Recording (we'll explain how later)
- Start a meeting without inviting anyone on it and which you will record
- Give your presentation
- Once the presentation has ended, stop recording, retrieve the cloud link and share it with us.

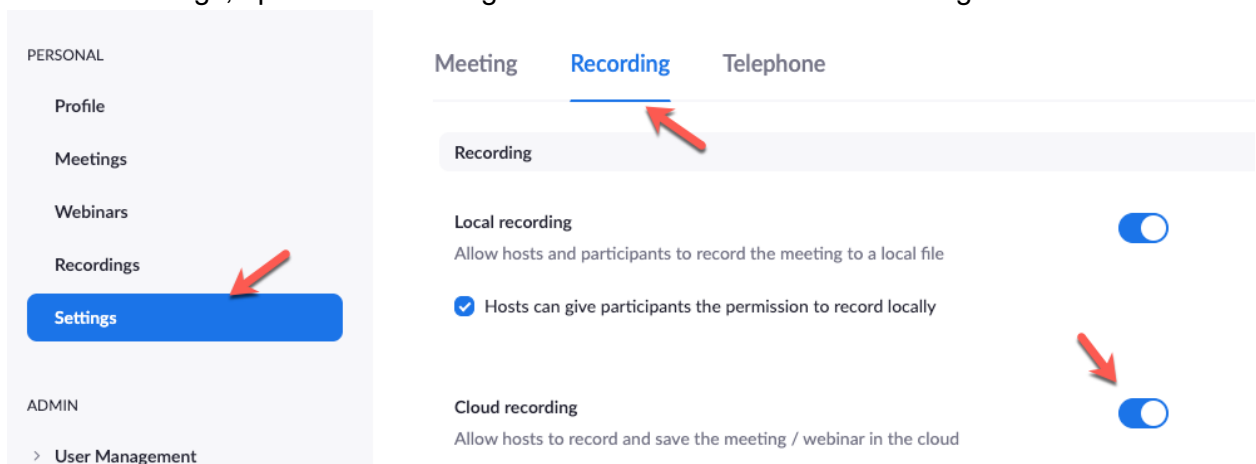
Zoom Account

You will need a paid Zoom account to use the Cloud Recording feature.

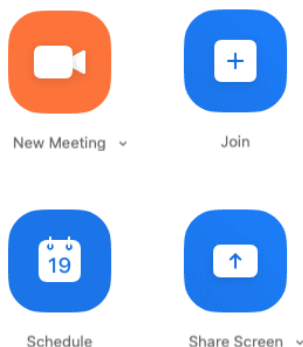
If your Zoom account is of type Pro, Business or Enterprise, then you will have a Cloud Recording option.

The Pro account is €13.99 per month and is the [cheapest option](#) that has this feature.

1. Login to your Zoom Account in the browser [here](#).
2. Click on Settings, open the Recording tab and check that Cloud Recording is enabled



3. Open the Zoom application. If it is not already installed, you can install it by visiting their website [here](#).
4. Once you are logged-in to the Zoom application, click the icon for New Meeting



5. Now you can join with computer audio. It's a good idea to test your speaker and microphone here first.

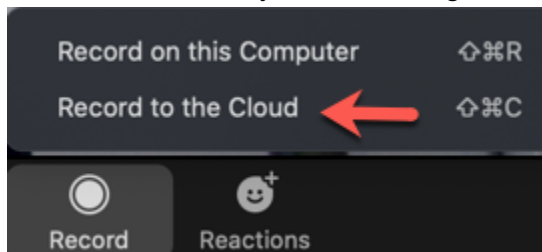
Phone Call

Computer Audio

Join With Computer Audio

Test Speaker and Microphone

- To begin recording, you will see a Record option in the bottom menu. Click on this and then select *Record into the Cloud*. Note that if you plan to present slides from the start it's best to share your screen before clicking this button (so that you are not recording the moments while you are clicking around to share your screen).



- When you are finished with your presentation, click Stop Cloud Recording.



Stop Cloud Recording?

After stopping, you'll receive an email notification when the cloud recording is ready.

Stop Recording

Cancel

- You will now be told that you will receive an email notification when the cloud recording is ready.



Stop Cloud Recording?

After stopping, you'll receive an email notification when the cloud recording is ready.

Stop Recording

Cancel

- If you now log back into the website and click the Recordings tab, you will see a list of recordings. Most likely, yours will be available at the top of the list and you can click on it to open it.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

ADMIN

- > User Management

Cloud Recordings Local Recordings Settings

From mm/dd/yyyy To 08/06/2020 All Status

Search by ID Search Export

Delete Selected Delete All

	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Alexandre Cartier's Personal Meeting Room	802 717 1788	Aug 6, 2020 09:05 AM	2 Files (5 MB)	<div>Share... More</div>

10. You should now watch the video you have created to make sure you are happy with the quality.

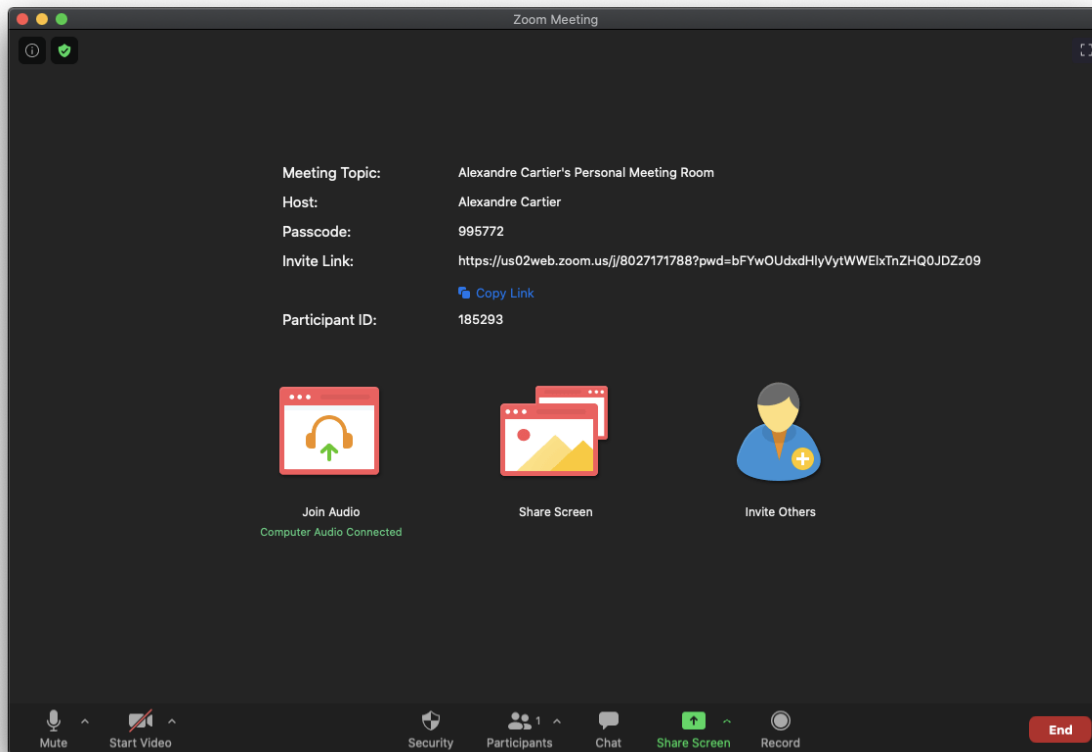
11. Once you open this meeting in your Zoom web account, you will see additional options including share. You can retrieve the link and send it to us.
(note that it is important *not to delete your recording* even after sending the link)

Recording 1
2 files 5 MB

☒ Shared screen with speaker view

☐ Audio only

Appendix - The Zoom interface explained



The menu is located on the bottom on the screen.



Mute/Unmute yourself (useful if, for example during your presentation, you want to share a video).

The little arrow on the right hand side of the microphone lets you change your audio settings (choose your microphone, choose your speakers)

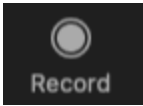


Start/Stop Video - it is always better to show your video when presenting. Start Video will enable your camera, Stop video will disable your camera

The little arrow on the right hand side of the camera lets you change your video settings. It also gives you the possibility add a **virtual background** to your video



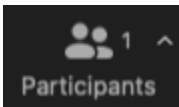
Share Screen - click on this button to share your screen. This will let you share your presentation material (powerpoint, video, PDF, poster, etc) on the recording



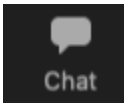
- **Record** - once you are comfortable and your environment is set-up, proceed with the recording. Few tips:
 - Recording your voice with a headset/earset microphone will always give better results than a laptop microphone.
 - Recording your voice within a quiet environment will always give better results.
 - Recording your screen without any other application opened than the ones that are necessary for your presentation will always give better results.
 - Always play your record once you've finished. You can decide to record yourself again several times. Only the recording that you submit to us, the best one, will be played during the conference.
 - If you record on Zoom Cloud - **don't delete your recording** for the next 6 months as it will be played directly from Zoom Cloud to the conference room.



- **Security** - useless for the purpose of a self-recording



- **Participants** - useless for the purpose of a self-recording



- **Chat** - useless for the purpose of a self-recording