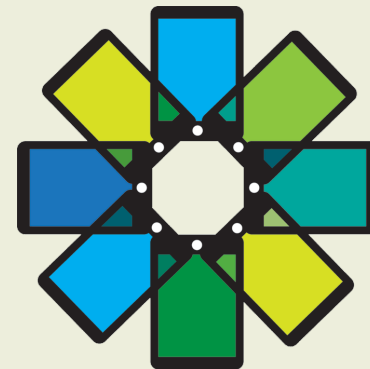


Recording instructions



APP.IN.CONF

Recording presentation via Zoom

Make sure you have access to:

- An MS PowerPoint Presentation or the document you will present
- A computer
- An audiovisual recording device (camera, microphone and speakers)
- Internet

1. First, make sure you have Zoom installed. If this is not installed, you can do so via the link: <https://zoom.us/download>.
2. Start Zoom and log in via your Gmail account, Facebook, or create a new account. You can create a new Zoom account for free at: <https://zoom.us/freesignup/>
3. Once you have logged in, the box below will ask if you want to open this application. Click on "open zoom.us"

Open zoom.us?

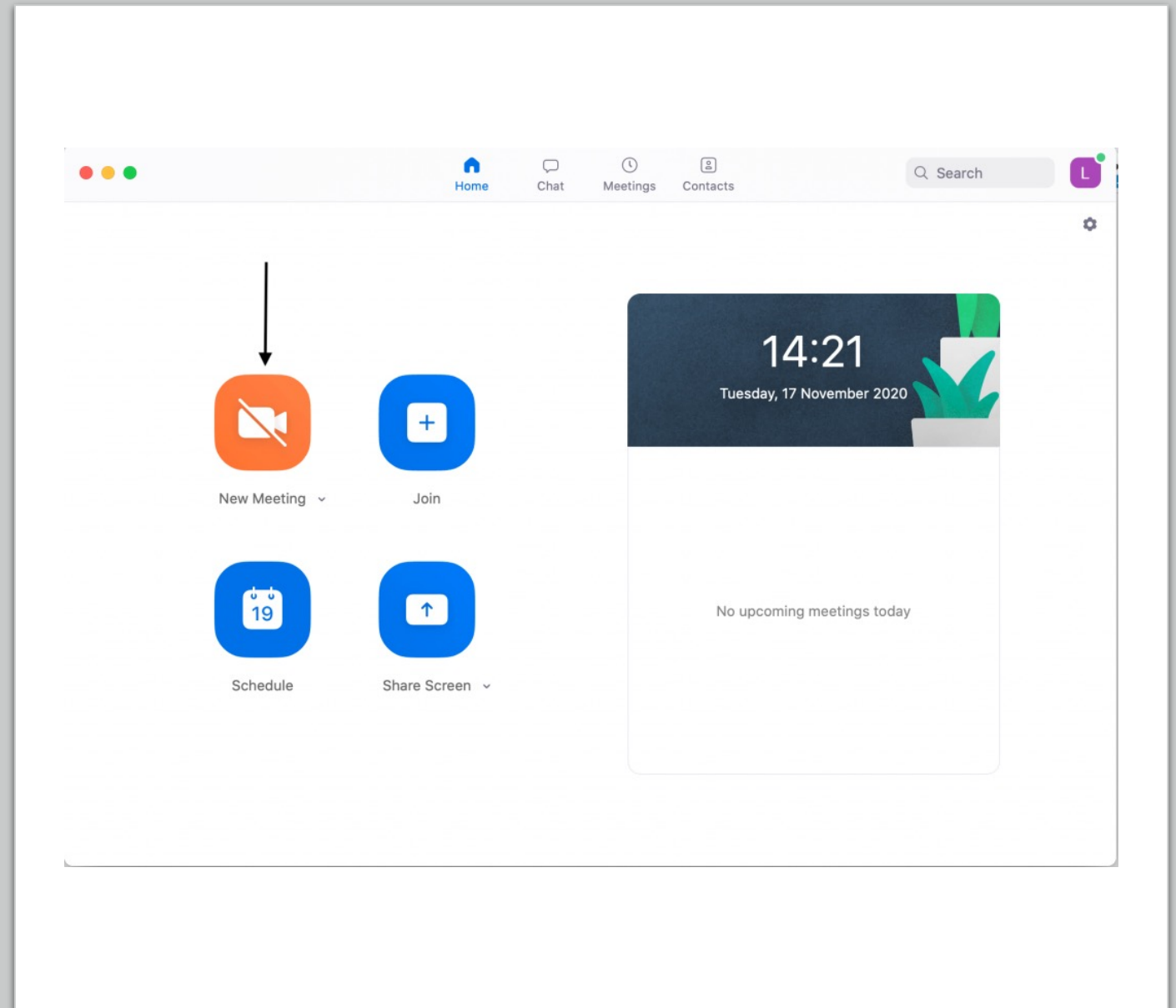
<https://google.zoom.us> wants to open this application.

Always allow google.zoom.us to open links of this type in the associated app

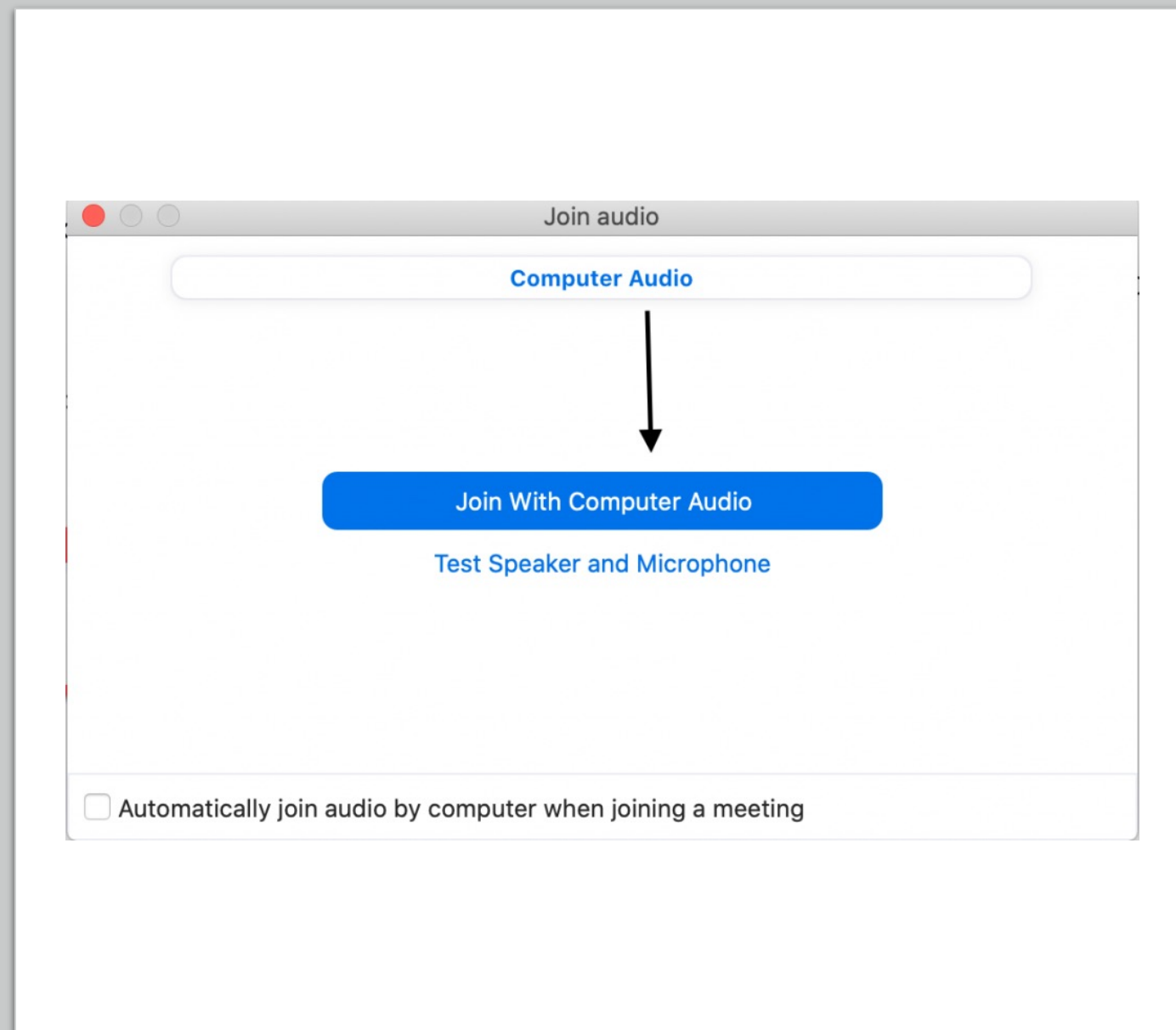
Cancel

Open zoom.us

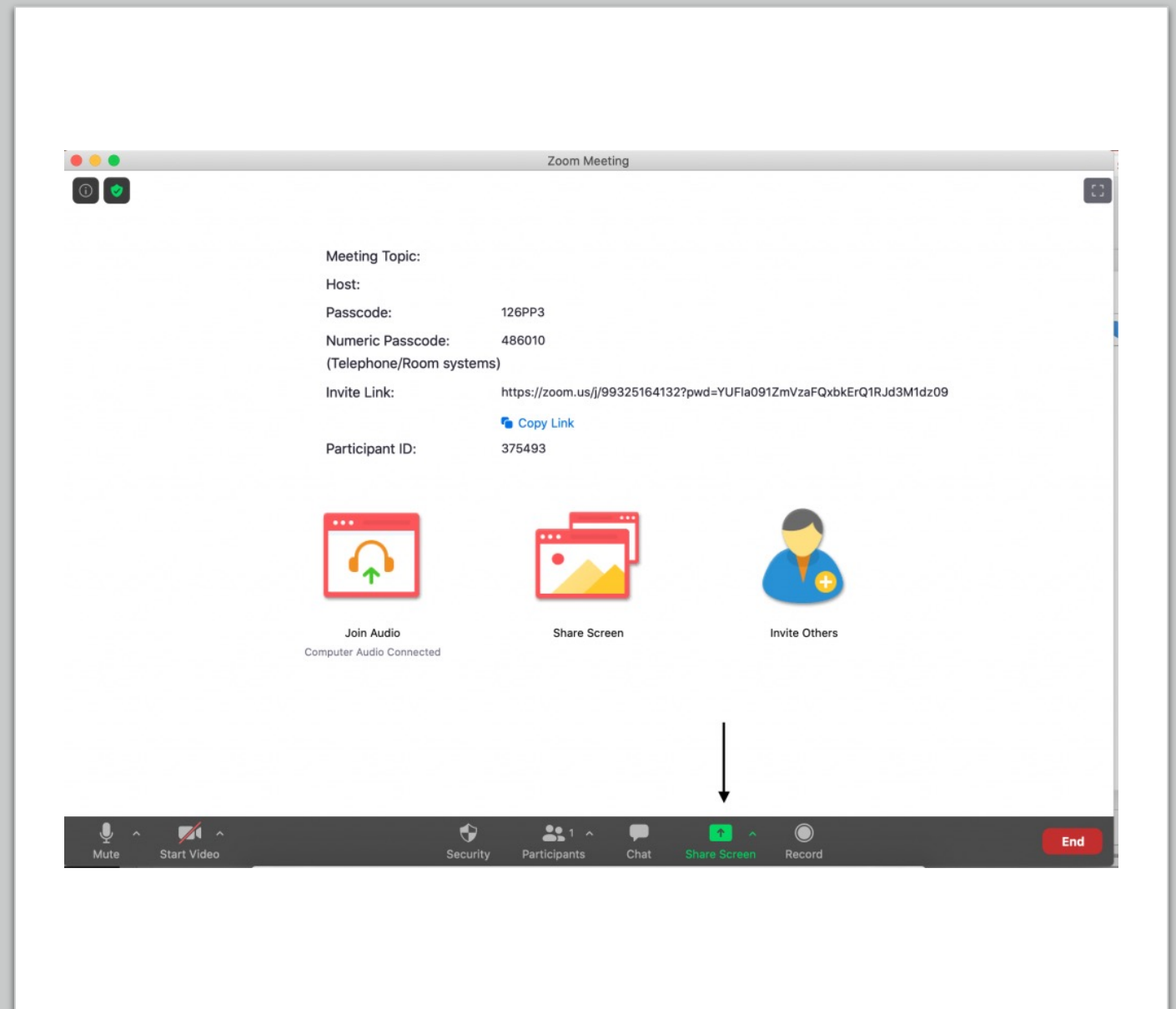
4. Now Zoom will start and you will see the image. Click on “New Meeting”



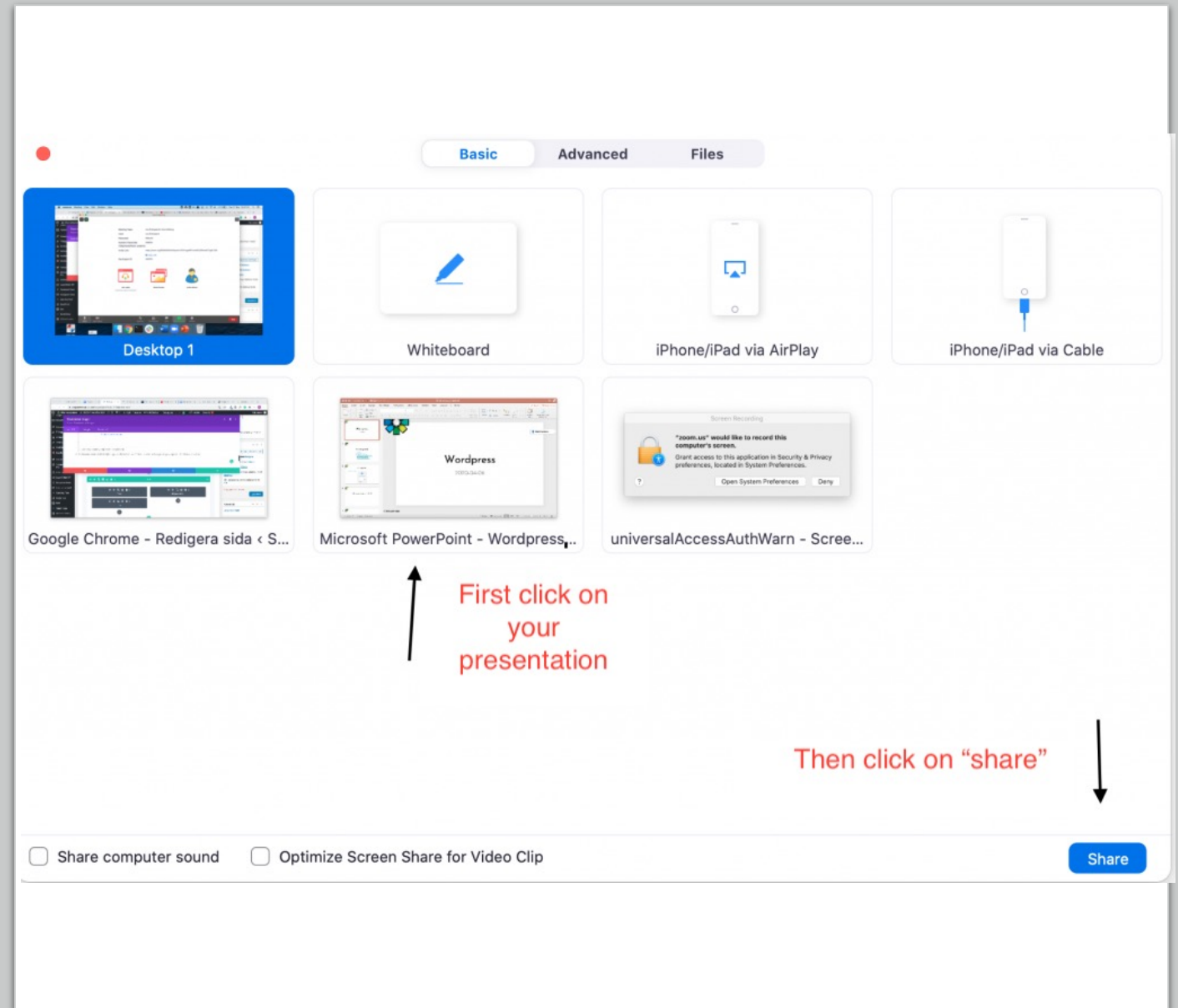
5. Zoom will ask if you want to use the computer's speaker and microphone, click on **“join with computer audio”**



6. Now the image below will appear. Click on “share screen” and select your PowerPoint or similar.



7. Click the box for your presentation and then share the screen (share). Also note that you must have started your PowerPoint to be able to find it in this list.

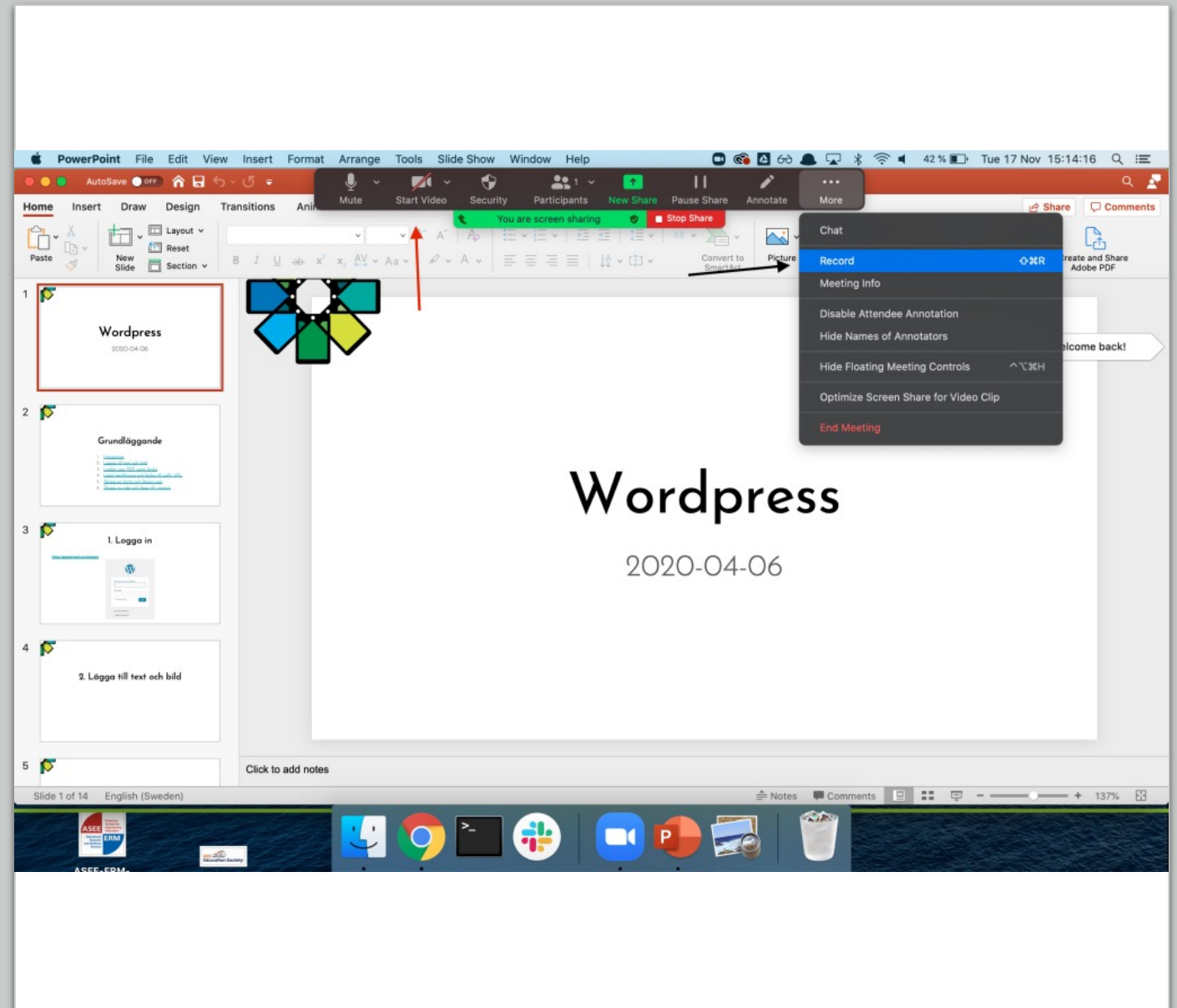


8. Now the image is shared and you can start recording.

If you click on “more” at the top of the image and then “Record”, your presentation will start recording (See black arrow in the image below).

You can click the same button and to stop recording.

If you want to record yourself when you present, you can click on “start video” (see red arrow in the picture below) to record a video on yourself presenting at the same time.



Recording presentation via Teams

Make sure you have access to:

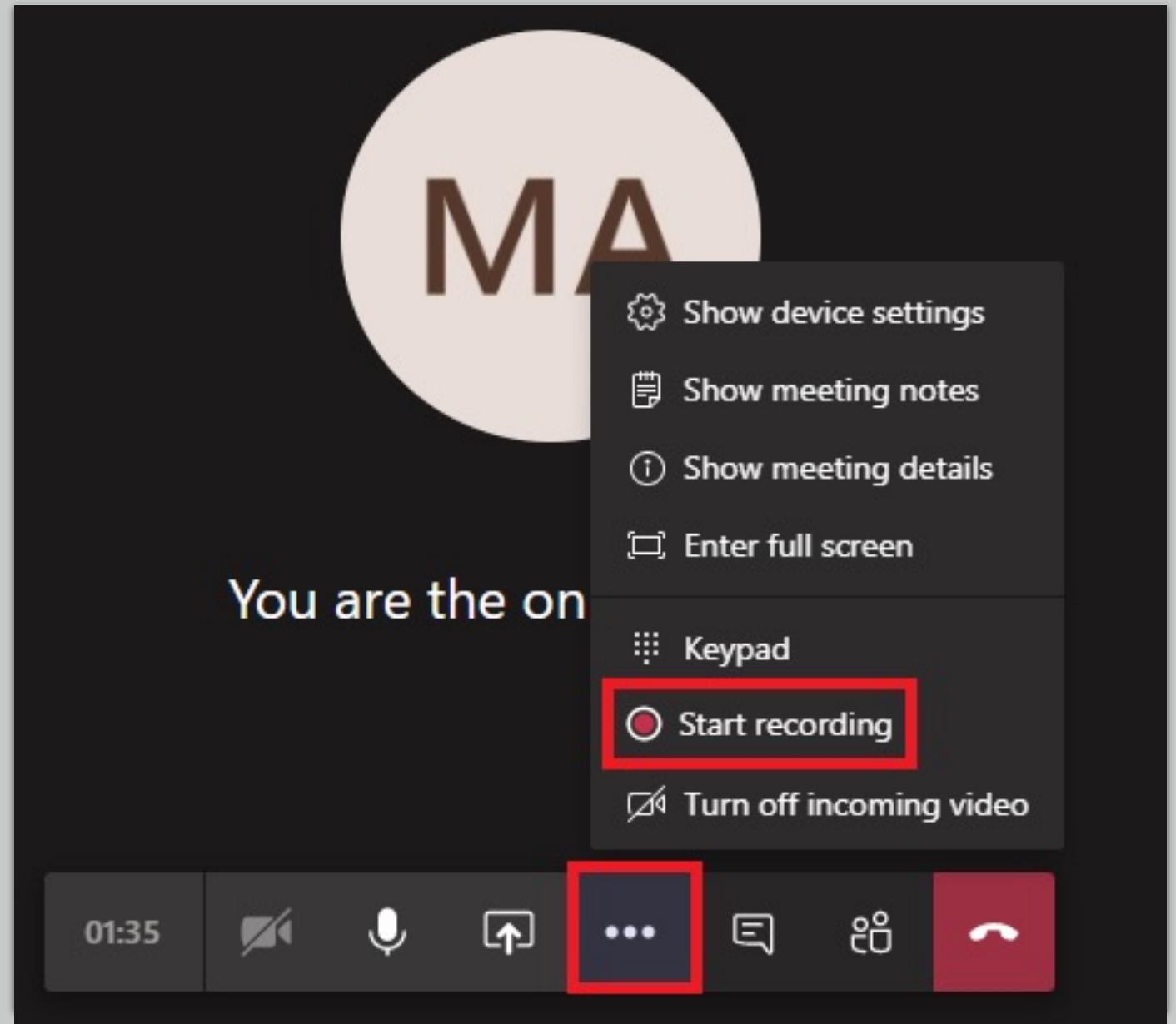
- An MS PowerPoint Presentation or the document you will present
- A computer
- An audiovisual recording device (camera, microphone and speakers)
- Internet

1. In Microsoft Teams, go to Calendar tab and click the button “Meet now” to start a meeting without invite any participant.

2. You will now see an option to **join now**. Before you join, select **devices** to check that your preferred device settings are selected for audio and video input. Also check the audio icon indicates audio is on (a line through the icon means it is off).

3. Make sure to unmute yourself and you can start your presentation, you can upload your presentation files by clicking the **Share** button  from the meeting control bar and open your PowerPoint slides.

4. Once ready to record your presentation, click on the three dots “**More actions**” from the meeting control bar and click “**Start recording**”.



(4) When finished with the presentation, click “**More actions**” and then click “**Stop recording**”.

It might take some time to process the recording, when it’s completed, the recording will appear in the meeting chat for that Team’s channel. The option to download content will appear as displayed in the screenshot below.

