# Using Zoom to Record a Presentation

Why use this

Zoom is a virtual conferencing tool. In addition to hosting and recording meetings, Zoom can be used to record and share a presentation. Watch this example of a video presentation created using Zoom

1. Go to https://zoom.us/download and download the program.
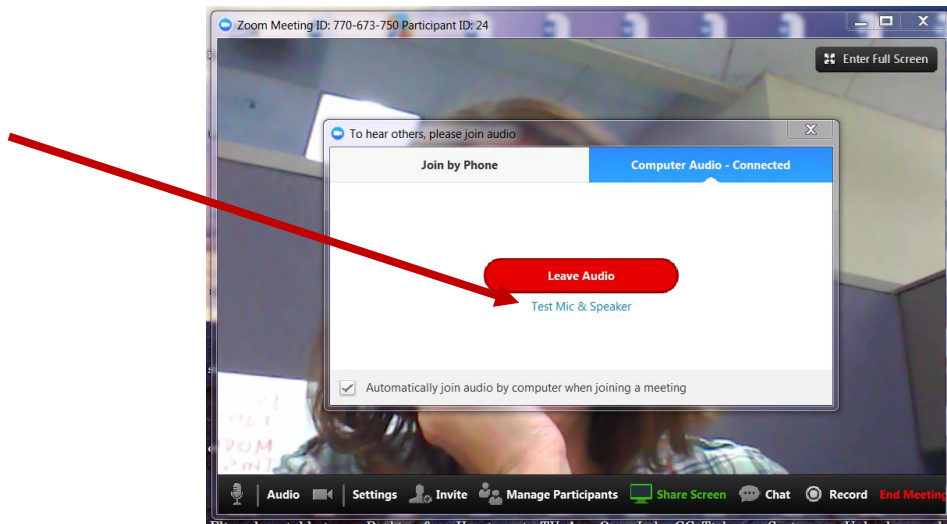2. Open the Zoom program

3. In the Zoom window, click on the **Start with Video** button
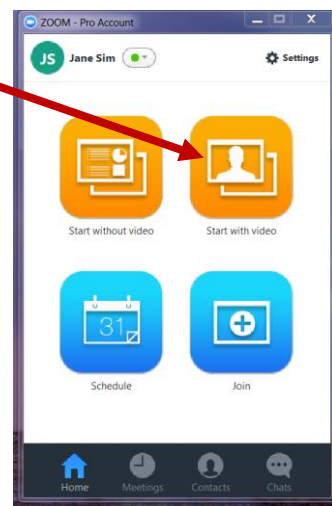
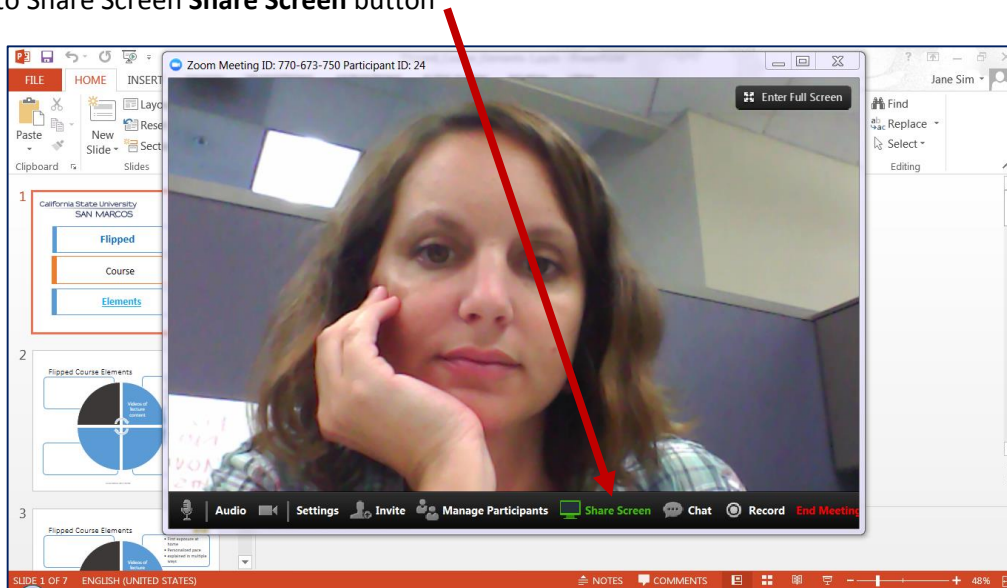4. It will open Zoom with your video camera turned on
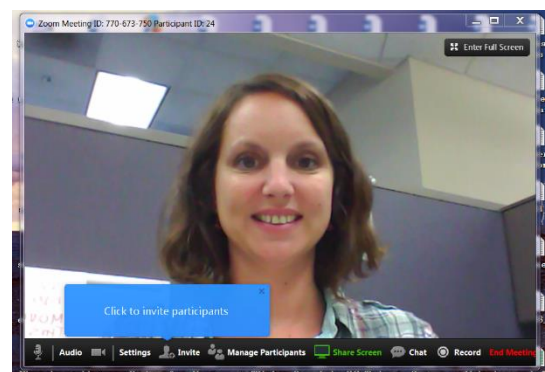
5. On the bottom left, click on the **Audio** button to test your mic and speaker
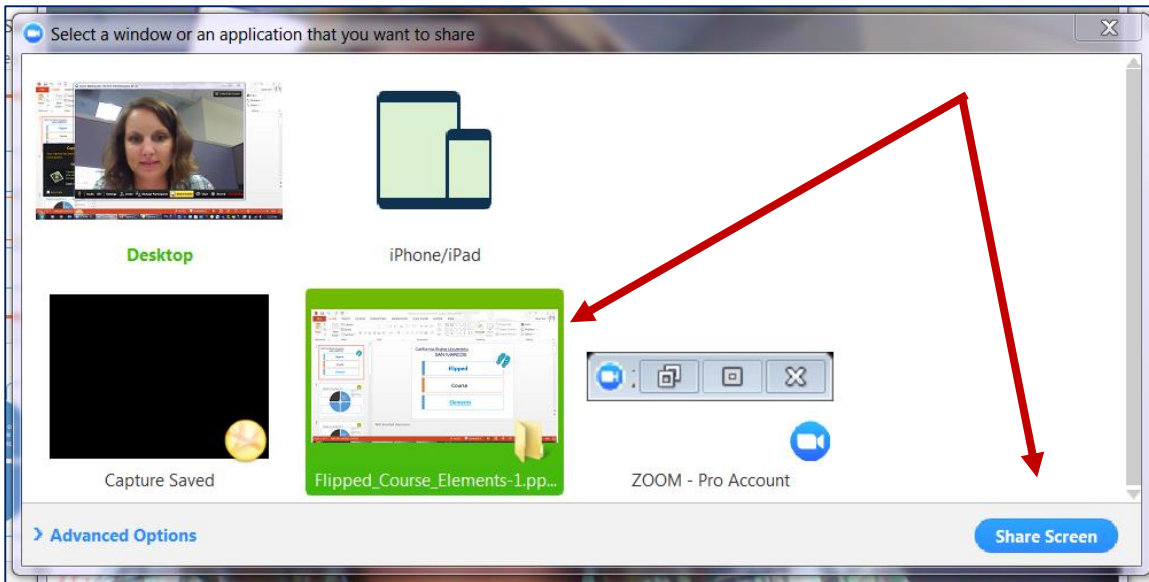

6. Open the PowerPoint Presentation, PDF, or whatever program being used to present
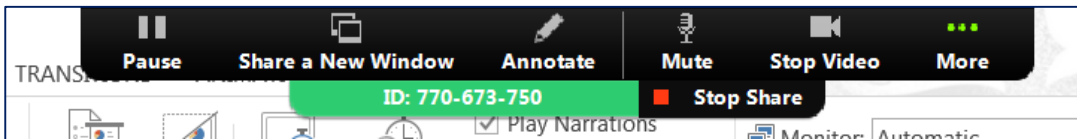7. Click to Share Screen **Share Screen** button

8. Select the PowerPoint presentation window and click on the **Share Screen** button

9. You will see your screen appear with green around it
10. Roll your mouse over the top if the screen where you see a green button
11. Roll over to the three dots above **More** then choose **Start Recording** for the list

12. Use the down arrow to advance your slides as you present your presentation
13. When you are finished, roll your mouse over the top of your screen where you see a green button
14. Roll over the three dots above **More** and choose **Stop Recording** from the list
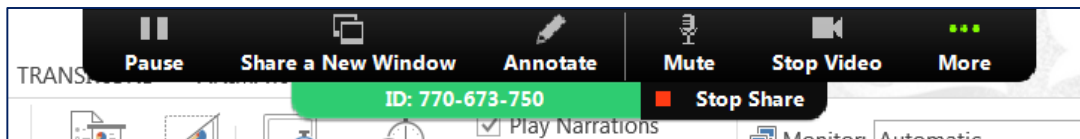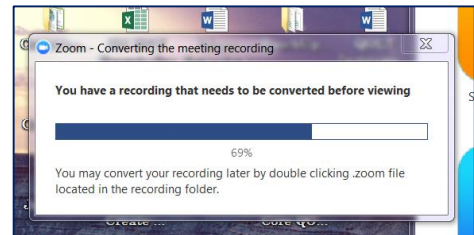

15. Click on the **Stop Share** button

Taken from CSUSM's Cougar Courses Quick Guide
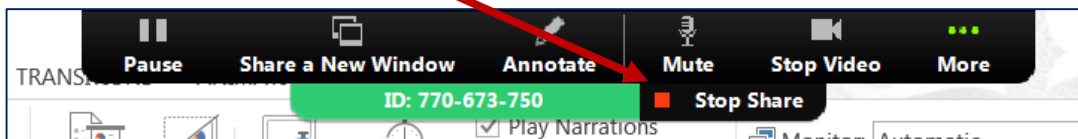
16. You will be taken back to the Zoom meeting window
17. On the bottom right, click on the **End of Meeting** button
18. Click on the **End Meeting for All** button
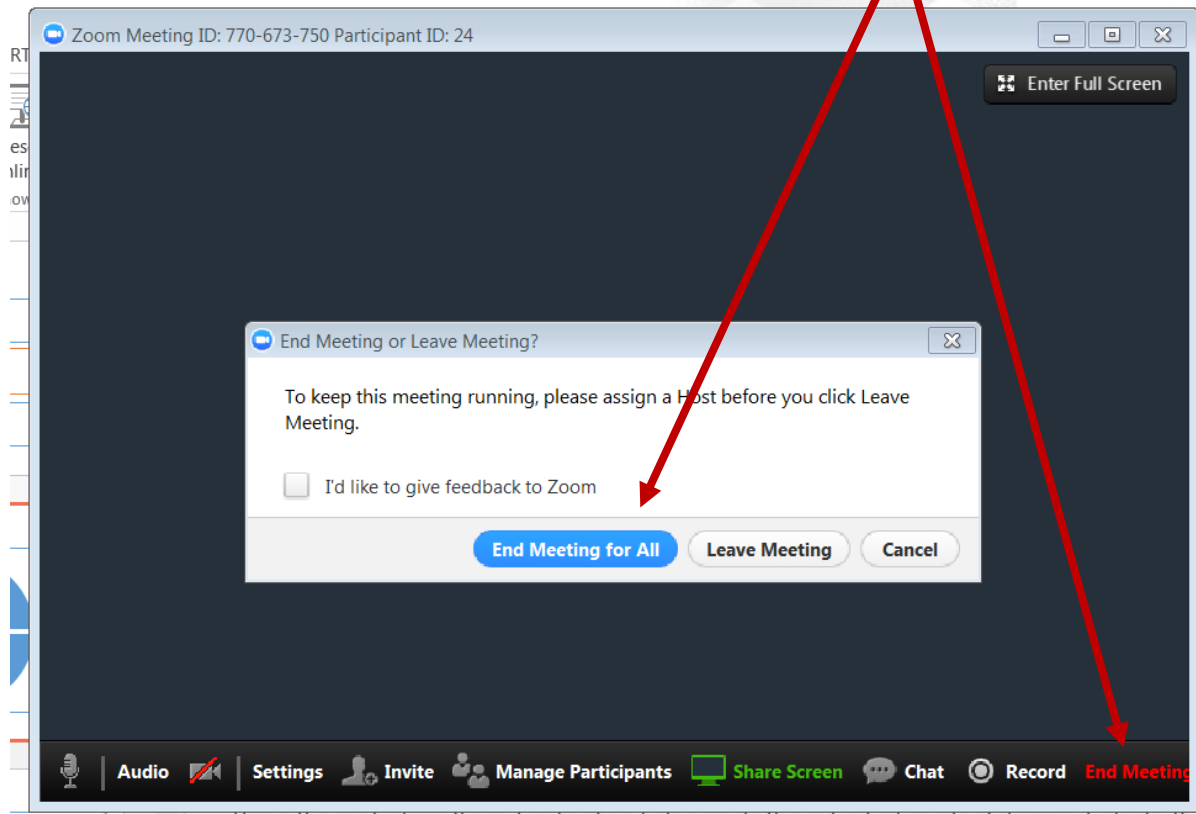
19. You will see a box saying the video is being processed

20. A cloud recording should be made available 30-60 minutes after the presentation has been completed via email.

Tip: Refer to the URC website for uploading conference presentations and check back as more information will be added leading up to conference dates!