Recording a Presentation in Zoom

Zoom is usually used as a web conferencing tool to share video and screen to present to a remote audience but it can also be used to pre-record presentations.

Prepare for the Recording
For best results, close any program on your Mac or PC that will not be needed for the presentation to reduce unwanted popup notifications and to optimize performance.

Record the Presentation
1. Open the presentation and launch Zoom.
2. Start a meeting with no video and click on Share Screen in the tools at the bottom of the meeting window.
3. You will see a selection of choices to share-select your presentation as the item to share. Click Share Screen to continue.
4. At the top of the screen you will see a green bar with the meeting room ID; placing your cursor over that bar will reveal a set of tools.
5. In the More menu, select Record to the Cloud to begin recording.
6. Wait a moment until you see a small cloud icon with the blinking red dot confirming that you are recording.
7. Proceed through your presentation as if you were presenting in class.
8. When you finish, pause a moment and then click on the More menu again and select Stop Recording.
9. End the meeting and your recording will be processed on the Zoom server.
View and share the recording

1. Login to your Zoom account and select My recordings on the left side of the page.

2. Click on the recording title to view the video online.

3. When the recording is ready, you will receive an email from Zoom with the link to share the recording.

Hi Ken Yoshioka,

Your cloud recording is now available.

Topic: Ken Yoshioka’s Personal Meeting Room
Date: Apr 14, 2016 8:37 AM (GMT-7:00) Pacific Time (US and Canada)

Click here to download or view your recording:
https://usfca.zoom.us/recording?meeting_id=10mKoQoGQc4zgQVSLA/GZK3DN3D

Share your recording:
Recording: Ken Yoshioka’s Personal Meeting Room
ID: 415-422-8970

Audio Only-1 (591 KI): https://usfca.zoom.us/recording/play/K75kM-s7ggM099QflHjyµgM5C4b3bKFi4vOlXCO9J_yjA72b8Kd98Q8b211

Thank you for choosing Zoom.
- The Zoom Team