

Recording a Presentation in Zoom

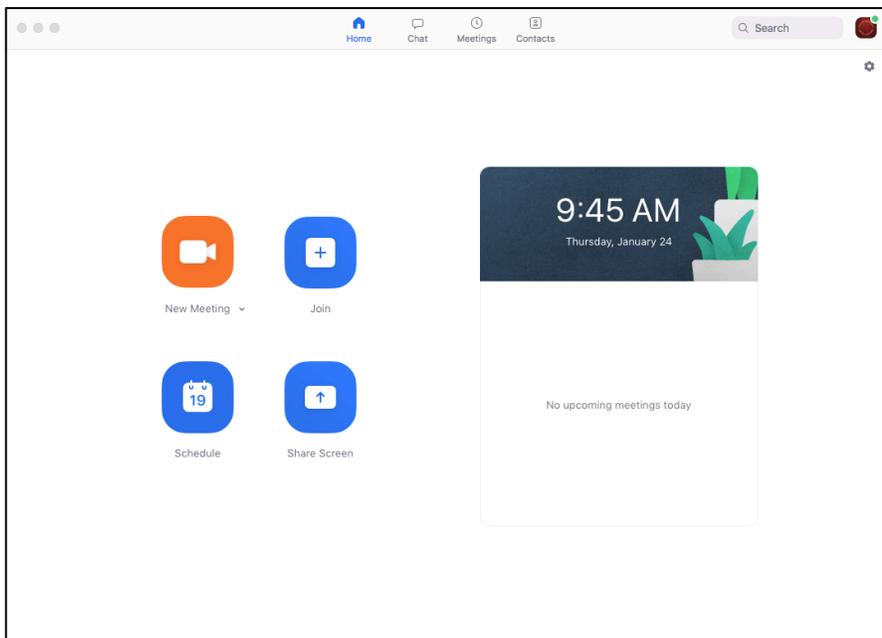
Zoom is usually used as a web conferencing tool to share video and screen to present to a remote audience but it can also be used to pre-record presentations.

Prepare for the Recording

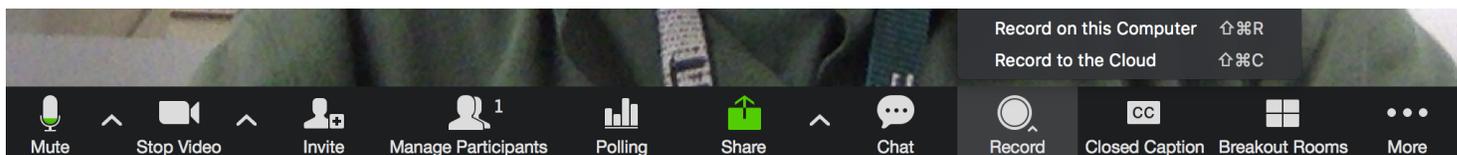
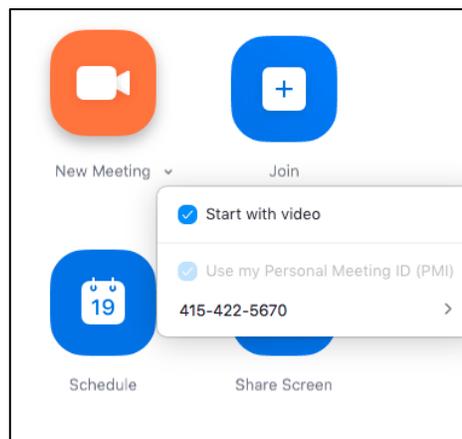
For best results, close any program on your Mac or PC that will not be needed for the presentation to reduce unwanted popup notifications and to optimize performance.

Record the Presentation

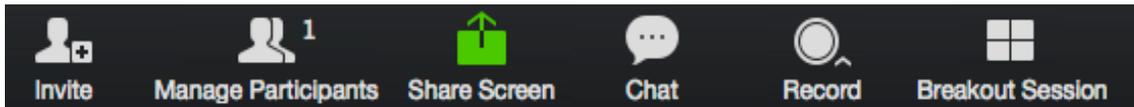
1. If you have a Powerpoint presentation open that presentation and launch Zoom.



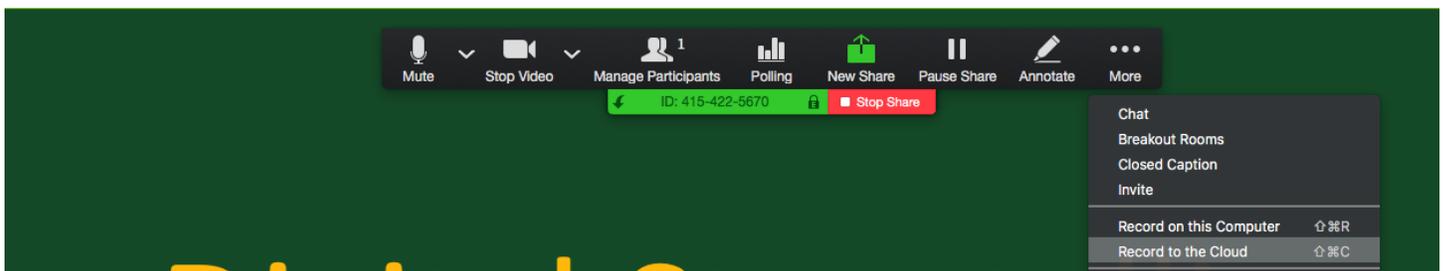
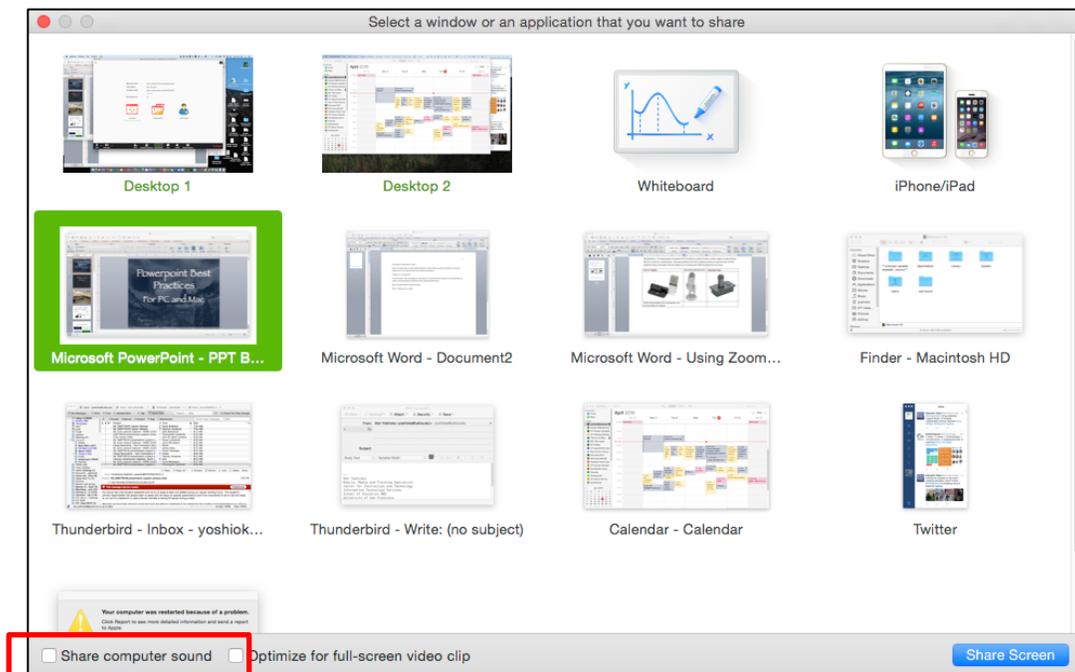
Start a new meeting with video if there is no presentation to show and then click on the **Record** button in the toolbar at the bottom of the meeting window and select **Record to the Cloud**.



If you have a Powerpoint presentation to show, launch that Powerpoint file and start a new meeting. Then click on **Share Screen** in the tools at the bottom of the meeting.



- You will see a selection of choices to share-select your presentation as the item to share. If you have audio in your presentation be sure to check the box **Share computer sound**. Click **Share Screen** in the lower right corner of the share window to continue.

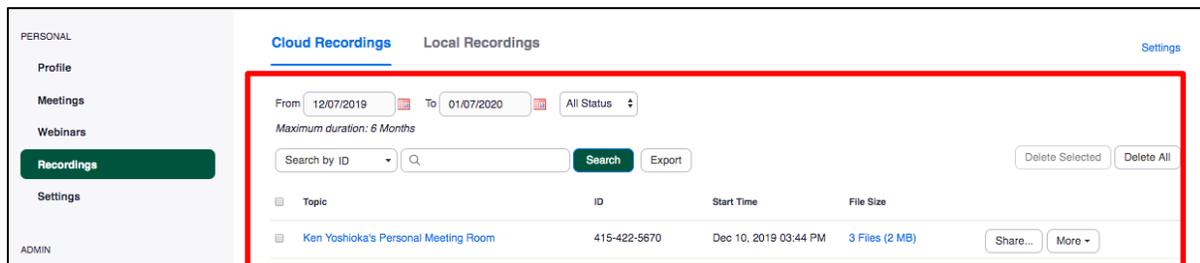


- At the top of the screen you will see a green bar with the meeting room ID; placing your cursor over that bar will reveal a set of tools. In the **More** menu, select **Record to the Cloud** to begin recording.
- Wait a moment until you see a small cloud icon with the blinking red dot confirming that you are recording.
- Proceed through your presentation as if you were presenting in class.

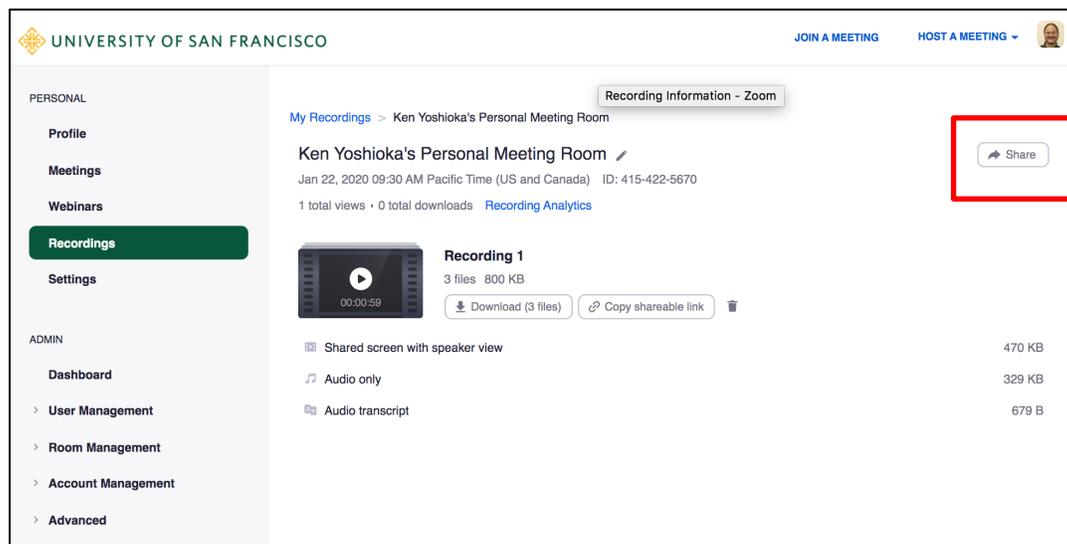
- When you finish, pause a moment and then click on the stop record button in the bottom toolbar for a video presentation. For a presentation that includes a Powerpoint slideshow click on the **More** menu again and select **Stop Recording**.
- End the meeting and your recording will be processed on the Zoom server.

View and share the recording

- Login to your Zoom account and select **Recordings** on the left side of the page. You can see the **list of recordings** from past meetings. Click on the link for one of the recordings to view the Recording Details.



- In the Recording Details page, click on the **Share** icon will provide sharing permissions and options.



Here you can select whether the recording is publicly available or only to the USF authenticated users. You can also change whether the recording can be downloaded as a video file. Finally, the default setting is to require a password and you can choose a password of your choice or disable the option.

Share this cloud recording

Share this recording

Publicly
 Only authenticated users can view

Viewers can download

On-demand(Registration Required)

Password protect

Recording Link Information

Topic: Ken Yoshioka's Personal Meeting Room
Date: Apr 8, 2020 11:55 PM Pacific Time (US and Canada)

Meeting Recording:
https://usfca.zoom.us/rec/share/2ltVbKrJ60RLZKOTwbEZIN_Qlq0T6a82yVlqfINz0_A_8MpVt6Nhe0H914ykXv3

Select, copy and paste the recording links.

You can actually preview and trim the video and edit the transcripts if you need to by clicking on the **recording icon** on the Recording Details page.


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Recording Information - Zoom

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Ken Yoshioka's Personal Meeting Room ✎

Jan 22, 2020 09:30 AM Pacific Time (US and Canada) ID: 415-422-5670

1 total views · 0 total downloads [Recording Analytics](#)



Recording 1

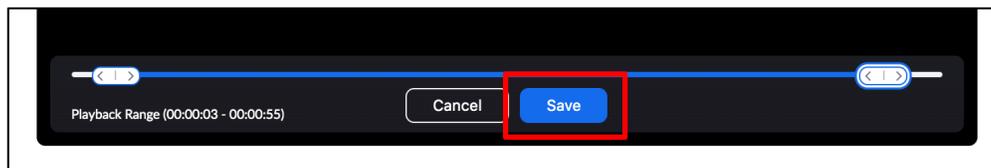
3 files 800 KB

	Shared screen with speaker view	470 KB
	Audio only	329 KB
	Audio transcript	679 B

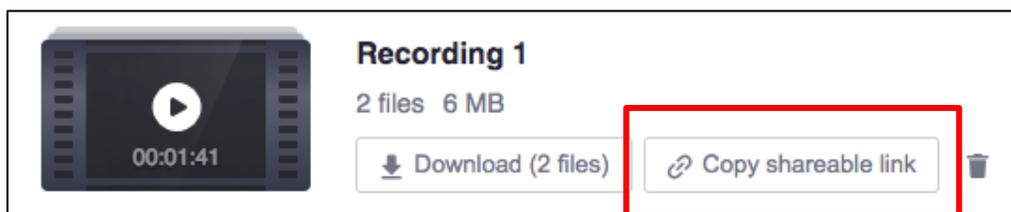
- Once in the recording, click on the play icon to preview the recording; to edit, click on the Scissors icon at the bottom right side of the player.



This will bring up the editor where you can move the end sliders to trim the beginning and end of the video. Click **Save** to finish.



- Back in the recording details page, you can click on the link **Copy Shareable Link** to copy the recording web link to share in an email.



- When the recording is ready, you will also receive an email from Zoom with the link to share the recording. You can then copy and paste the link **Share recording with viewers** into an email to share.

