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 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**.





Instructional Technology and Training

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.

	Select a window or an appl	ication that you want to share	
Desktop 1	Desktop 2	Whiteboard	iPhone/iPad
Reception Dest Predictory Microsoft PowerPoint - PPT B	Microsoft Word - Document2	Microsoft Word - Using Zoom	Finder - Macintosh HD
	And a second sec		
Thunderbird - Inbox - yoshiok	Thunderbird - Write: (no subject)	Calendar - Calendar	Twitter
Share computer sound Dptim	ize for full-screen video clip		Share Screen



- 3. 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.
- 4. Wait a moment until you see a small cloud icon with the blinking red dot confirming that you are recording.
- 5. Proceed through your presentation as if you were presenting in class.

- 6. 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**.
- 7. 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.

PERSONAL	Cloud Recordings Local Recordings				Settings
Meetings Webinars	From 12/07/2019 To 01/07/2020	All Status \$			
Recordings	Search by ID •	Search Export			Delete Selected Delete All
ADMIN	Topic Ken Yoshioka's Personal Meeting Room	ID 415-422-5670	Start Time Dec 10, 2019 03:44 PM	File Size 3 Files (2 MB)	Share More -

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

🛞 UNIVERSITY OF SAN FRAM	ICISCO JOIN A MEETI	NG HOST A MEETING -
PERSONAL Profile Meetings Webinars	Recording Information - Zoom My Recordings > Ken Yoshioka's Personal Meeting Room Ken Yoshioka's Personal Meeting Room Jan 22, 2020 09:30 AM Pacific Time (US and Canada) Ib: 415-422-5670 1 total views + 0 total downloads Recording Analytics	A Share
Recordings Settings	Recording 1 3 files 800 KB Download (3 files) & Copy shareable link	
ADMIN	Shared screen with speaker view	470 KB
Dashboard	Audio only	329 KB
> User Management	a Audio transcript	679 B
> Room Management		
> Account Management		
> Advanced		

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			
Only authenticated users can view			
Viewers can download			
On-demand(Registration Required)			
Password protect			
Save			
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/2ltVbKrJ60RLZKOTtwbEZIN_Qlq0 T6a82yVlqfINz0_A_8MpVt6Nhe0H914ykXv3			
Select, copy and paste the recording links. Copy To Clipboard Close			

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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PERSONAL Profile Meetings Webinars	Recording Information - Zoom My Recordings >> Ken Yoshioka's Personal Meeting Room Ken Yoshioka's Personal Meeting Room Jan 22, 2020 09:30 AM Pacific Time (US and Canada) Ib: 415-422-5670 1 total views • 0 total downloads Recording Analytics	A Share
Recordings Settings ADMIN	Recording 1 3 files 800 KB Download (3 files) @ Copy shareable link 1 Shared screen with speaker view	470 KB
Dashboard	□ Audio only	329 KB
> User Management	audio transcript	679 B
> Room Management		
> Account Management		
Advanced		

3. 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.



4. 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.



5. 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.

Clo	ud Recording - Ken Yoshioka's Personal Meeting Room is now available	+ INBOX × A No	tificatio	on ~	
>	Zoom To: Kenneth J Yoshioka	Sunday, Jun 17, 11:57 AM	\$		
	Hi Ken Yoshioka,				
	Your cloud recording is now available.				
	Topic: Ken Yoshioka's Personal Meeting Room Date: Jun 17, 2018 10:47 AM Pacific Time (US and Canada)				
	For host only, click here to view your recording detail (viewers cannot access this page): https://usfca.zoom.us/recording/detail?meeting_id=%2BXgaHRWIQU6g%2Fa4UgniHpg%3D%3D				
ſ	Share recording with viewers: https://usfca.zoom.us/recording/share/vtgcFWJINdZnKWFOC-PrMNKx04WrgAJwsBv-6psKGBewlu	mekTziMw			
	Thank you for choosing Zoom. -The Zoom Team				
Reply Sorward					