



HOW TO RECORD A LECTURE USING ZOOM

AUGUST 2020 |

RECORDING MY LECTURE ON ZOOM

If you don't have Zoom or have never used Zoom, don't despair. Zoom offers a full-featured Basic Plan for **free** - there is no trial period. Your Basic plan has a 40-minute time limit.

ZOOM allows you to record your computer screen and voice to create a video that you can share with others via a private web link or in MP4-format. In this document, we will illustrate how to use the ZOOM recording option to record a presentation and share the video with someone.



DOWNLOAD AND LOGIN INSTRUCTIONS

1. Go to the [Download Centre](#) in Zoom and Download **Zoom Client for Meetings**.
2. If you already have an account, go to <https://zoom.us/> and click "sign in". If you don't have an account yet, click "sign up" and complete the form.

SIGN IN

SIGN UP, IT'S FREE

3. Sign in using the credentials that you selected

Download Center

Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Sign In

[Sign Up Free](#)

Email

Password

[Forgot?](#)

Keep me signed in

Sign In

ZOOM Recording Instructions



[HOST A MEETING](#) ▾



Once you have logged into your profile, click "**HOST A MEETING**" at the top right corner. Select the option you would like (you can always change these settings once the meeting started):

- With video **on** (if you would like to use your webcam while you present)
- With video **off** (if you prefer to present with only your name/ profile photo appearing)
- Screen share only (if you would not like to be visible in the meeting and only record your voice)

You will be prompted to "**Open Zoom Meetings**" (which you downloaded in step 1) and to "**join with computer audio**" as soon as the meeting opens:

Open Zoom Meetings?

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

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



Open Zoom Meetings

Cancel

HELPFUL HINTS

You will need a good webcam (or you may use an external camera [by changing the Zoom settings](#)), a high quality microphone (it may be built-in if you are using a good laptop) and a strong internet connection. Have a look at the last part of this document to have an idea of how to "tweak" your video settings and read some general tips on how to look good on camera.

Do the recording on your desktop if you can, instead of using a mobile phone.

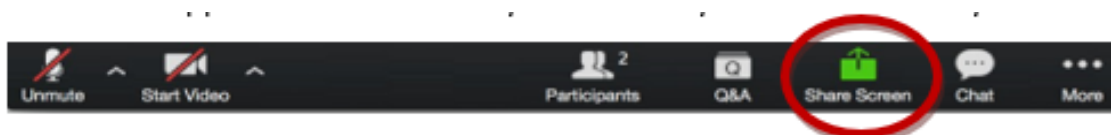
Before connecting to Zoom, close all other windows programs / apps, especially e-mail programs (this may cause "pop-ups" during your presentation).

Minimize the screen and open your Powerpoint Presentation. If you prefer, have the Powerpoint presentation open on your desktop, but NOT in presenter mode yet.

ONCE ZOOM IS OPEN

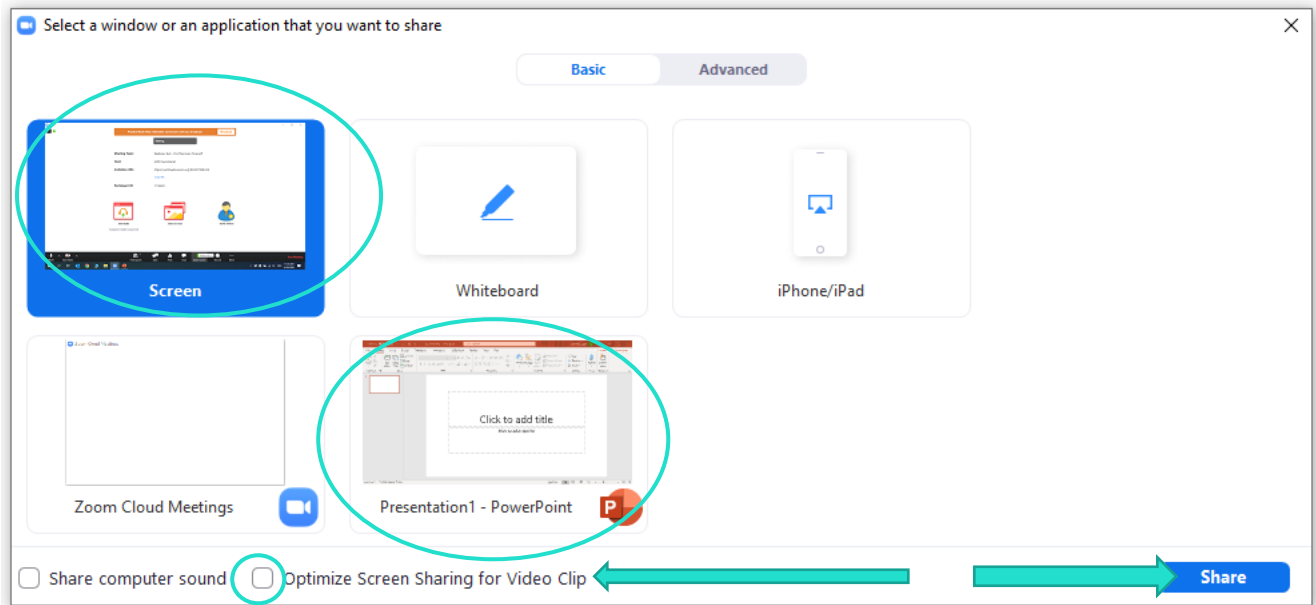
The meeting controls will appear at the bottom of your screen (if you are not currently screen-sharing).

Zoom meeting controls will auto-hide, so you may have to glide your mouse over the bottom of your screen to see them again.



HOW TO SHARE YOUR SCREEN

Note: when you click "share screen", Zoom will give you options to share any "screen" that is open on your computer and prompt you to "select" the window or any application that you want to share – select either your main screen or the PowerPoint presentation itself:



Zoom offers optimized screen-sharing of a full screen video clip. This setting increases the frame rate of the screen share while playing the clip, so that the playback appears smoother for remote participants. This feature is optional, but recommended. Tick the box to activate it, if you wish.

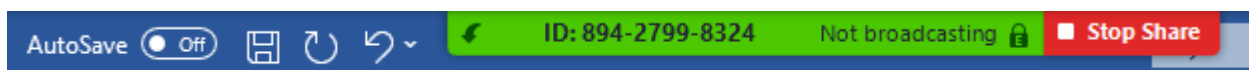
Now click "share"

NOW THAT YOU HAVE SHARED YOUR SCREEN...

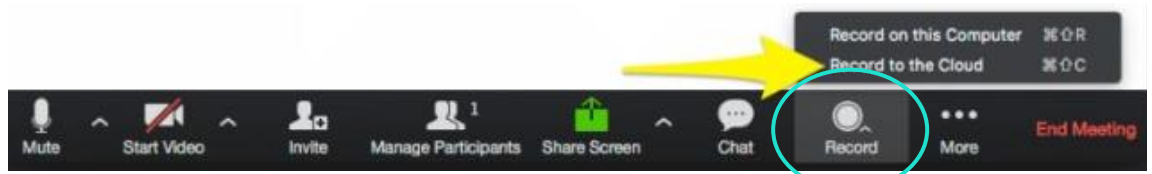
You should be able to see your presentation (feel free to put the PowerPoint it in presentation mode now). You should appear in the right corner:



The control panel will auto-hide when you share screen. Slide your mouse toward the green button where the Zoom ID is displayed to see options again, or to the bottom of the screen to see the panel again:



When you are ready and comfortable with the setup, simply select, the "record" button in the bottom panel :



Select the **"Record to Cloud"** option to record in Zoom's cloud storage. You will be able to download the video afterwards, if needed. To avoid storage issues, we recommend that you click **"Record on this Computer"**, ZOOM will make a mp4 file after you end your ZOOM meeting on the computer that you are using.

To end the recording, press **"End Meeting"** or **"Leave Meeting"** at the right bottom corner. Press the **"End Meeting for All"** button if you started the meeting. This will end your meeting and start the video converting process, so stay connected to the internet and wait for the video to complete. It will prompt you to save once the video is 100% converted. Wait for this option before shutting down the computer.

SHARE YOUR PRESENTATION

If you selected **"Record to Cloud"**, after your pressed the **End Meeting** button, your recording will automatically will be uploaded into the ZOOM Cloud server. You should get an email to inform you after about 15-20 minutes. Alternatively, find the link in your "recordings" tab on Zoom to share it afterwards:



PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

ADMIN

Cloud Recordings Local Recordings

What is Cloud Recording?

- Cloud recording allows you to record meeting video (active speaker) and audio in the Zoom Cloud where the file can then be downloaded and/ or streamed from a browser via HTML 5 or Flash.

How is Cloud recording enabled?

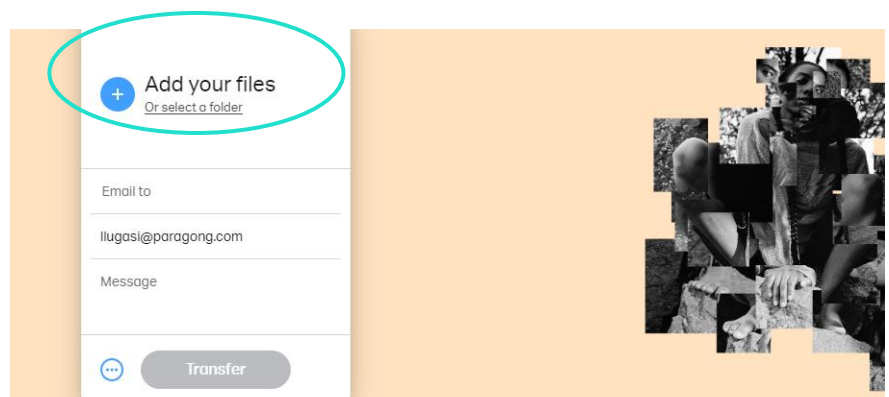
- Cloud recording is available to paid subscribers.
- Go to your Cloud Recording Add-On Plan, or contact your sales representative.

How do I start?

- Enable Cloud Recording on Your Account or contact your Account Executive.
- Enable Cloud Recording on your Profile Settings page.
- Start a meeting and click "Record" and select "Record to Cloud".

If you selected **"Record to this Computer"**, after your pressed the **End Meeting** button, your recording will be saved on your computer. ZOOM recordings are saved in a folder called ZOOM within your documents folder. You can upload the mp4 file to YouTube, Vimeo or any other video sharing website or share the file directly.

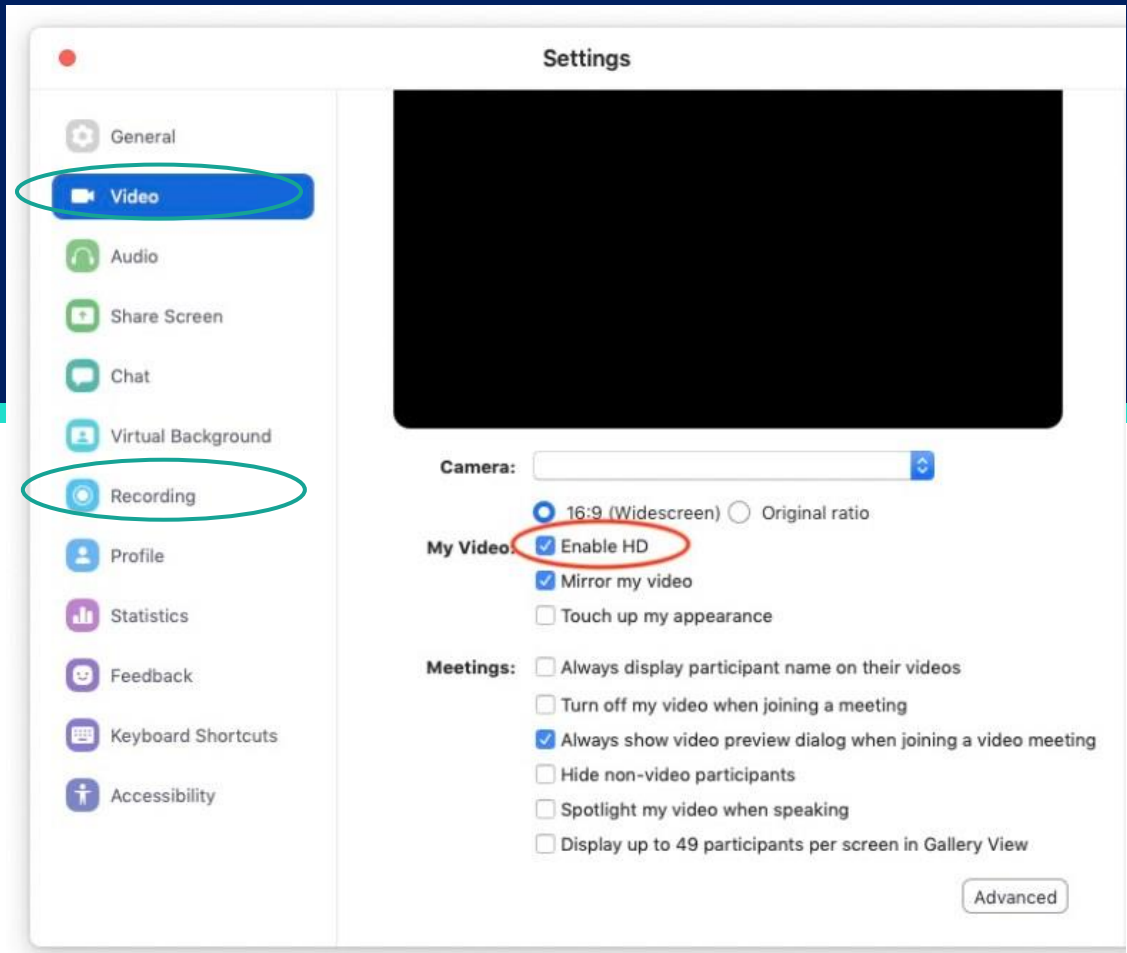
If the MP4 file is too large to send via email, use the free service called [WeTransfer](#) to send it to us via email. Simply go to the WeTransfer site, select the free option or "skip" any step to sign up, and upload your MP4-file straight from your computer. Send it to any email address (or multiple email addresses):



HELPFUL HINTS (OPTIONAL) TO MAXIMIZE RECORDING QUALITY

TECHNICAL SETTINGS ON ZOOM

Navigate to the Video icon in your Zoom panel, and click the tiny arrow to open more video options. Now, click on "Video settings..."



Select the following Preferences under > Video

- Enable HD
- Choose camera (if you have an external camera feed)
- 16:9 widescreen aspect ratio

Select the following Preferences under > Recording

- Optimise for third party video editor
- Record separate audio file for each participant
- Record video during screen sharing

You can also record in several different 'modes' including **active speaker mode** where only the speaker is shown, **gallery mode** (which might work well for 2 person interviews) or bigger meetings and various shared screen modes which include either a large or small thumbnail of the speaker or a smaller gallery view on the side. [This support article will show you what each of these look like.](#)

GENERAL TIPS FOR A GOOD RECORDING

Lighting is critical. If you can, sit facing a big window. Natural light is almost always better than artificial light. (Artificial light comes in a lot of different color temperatures that aren't noticeable to your eye, but may be visible on camera.) Make sure the light source is **in front of you**, not behind you.

Control your background. Be mindful of what is in your background. Can you position yourself in front of a blank wall? Pick something clean and neutral, without busy patterns.

Alternatively, you could add a virtual background. To achieve the best virtual background effect, Zoom recommends using a uniform, solid color background, preferably green.

Recommended green screens from [Webaround](#) or [Amazon](#). Higher quality cameras result in a better virtual background. See [camera recommendations](#) for details.

Do not wear clothing that is the same colour as the virtual background.

Position the camera right. Ideally, you want the camera to be straight on or slightly above you, pointing downward for the most flattering angle. If the camera is angled up at you, it will be less flattering.

Fill the frame. Position yourself so you're squarely in the middle of the frame, with your nicely lit, smiling face filling up at least one-third of the space.

Wear something bright and solid. Black does not always look good on camera. Avoid busy patterns like checks, florals and tiny stripes, which can have a moiré effect. Choose solid, bright colors.

Look at the camera while presenting. It is tempting to make sure that you look ok while presenting or to read the slides that you are presenting. Try to practice looking at the camera or place notes close to the camera. This will make the presentation more natural.

We look forward to receiving your recording
