



Guidelines on how to record yourself presenting on Zoom



- 
1. Download Zoom to your desktop via <https://zoom.us/download>

Zoom Desktop Client

Phone, Meetings, Chat, Whiteboard and more for your desktop.

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](#)

Latest Version

Or, for Macs with Apple Silicon chips, click [here](#) to download



2. Sign in to your account

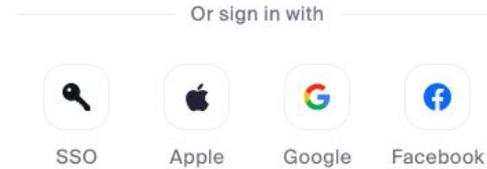
- You may sign in to your Zoom account or sign in via your **Apple/Google/Facebook** account

Sign In

[Forgot password?](#) [Help](#) 

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

Stay signed in 



2. Sign in to your account

- If you do not have a Zoom account, you can sign up for free.

New to Zoom? [Sign Up](#)

Let's Get Started

Continue

By proceeding, I agree to [Zoom's Privacy Statement](#) and [Terms of Service](#).

Or sign up with



SSO



Apple



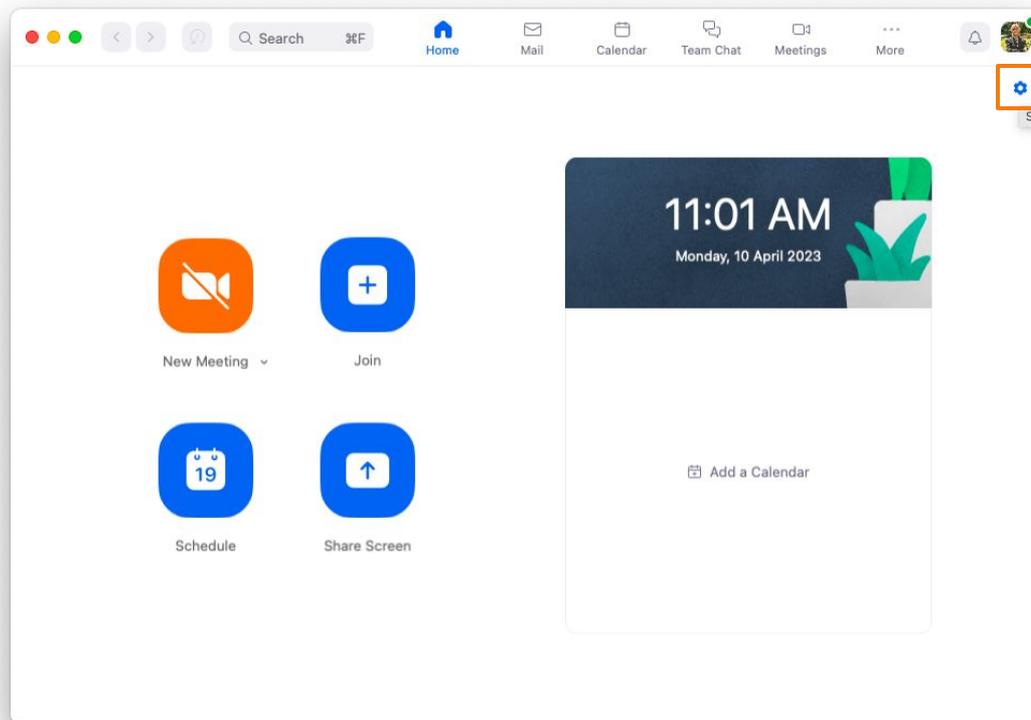
Google



Facebook



3. Set the recording settings



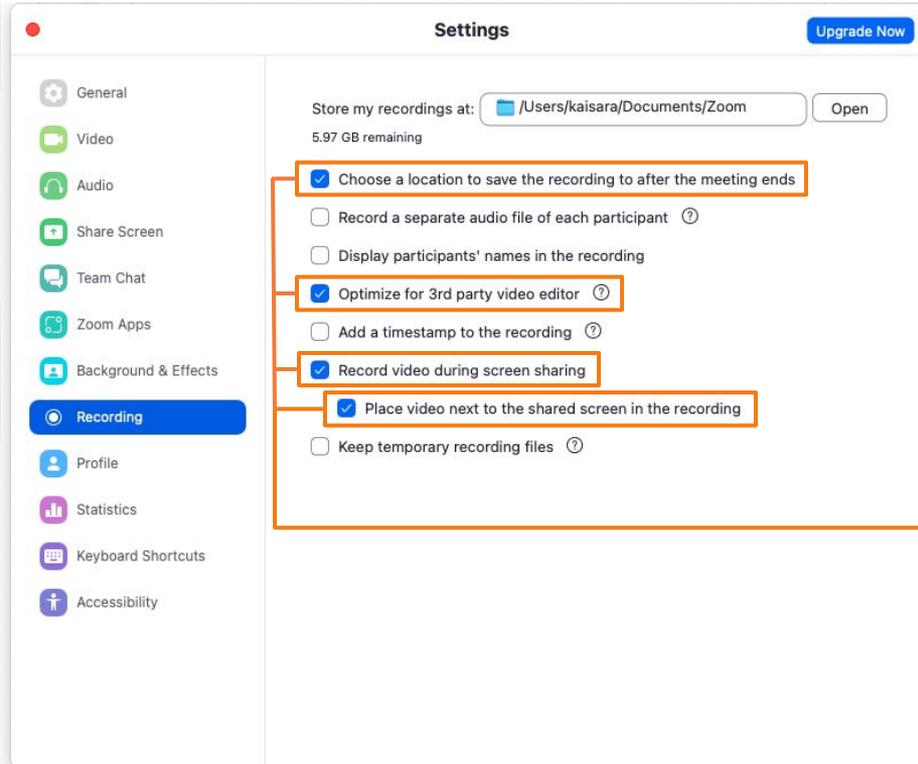
Click on **Settings**



3. Set the recording settings

3. Close tab

1. Go to the
Recording tab



The screenshot shows the Zoom Settings window, specifically the Recording tab. The left sidebar lists various settings categories, with 'Recording' selected. The main content area shows recording options. Four options are highlighted with orange boxes: 'Choose a location to save the recording to after the meeting ends', 'Optimize for 3rd party video editor', 'Record video during screen sharing', and 'Place video next to the shared screen in the recording'. Each of these four options has a checked checkbox. Other options like 'Record a separate audio file of each participant', 'Display participants' names in the recording', 'Add a timestamp to the recording', and 'Keep temporary recording files' are unchecked. The 'Storage' section shows the recording location as '/Users/kaisara/Documents/Zoom' with 5.97 GB remaining.

Settings Upgrade Now

General
Video
Audio
Share Screen
Team Chat
Zoom Apps
Background & Effects
Recording
Profile
Statistics
Keyboard Shortcuts
Accessibility

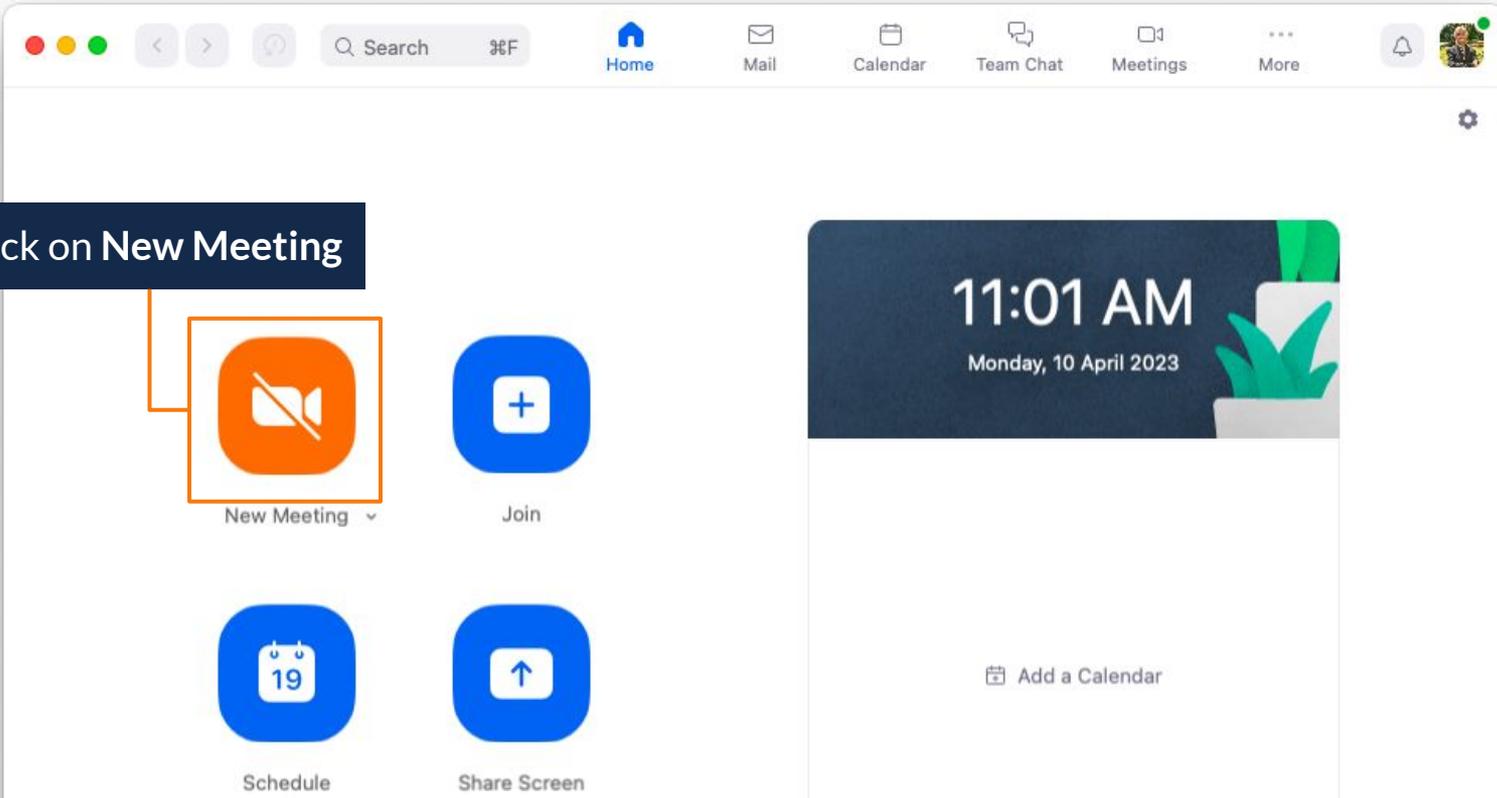
Store my recordings at: Open
5.97 GB remaining

- Choose a location to save the recording to after the meeting ends
- Record a separate audio file of each participant ?
- Display participants' names in the recording
- Optimize for 3rd party video editor ?
- Add a timestamp to the recording ?
- Record video during screen sharing
- Place video next to the shared screen in the recording
- Keep temporary recording files ?

2. Tick these 4 options

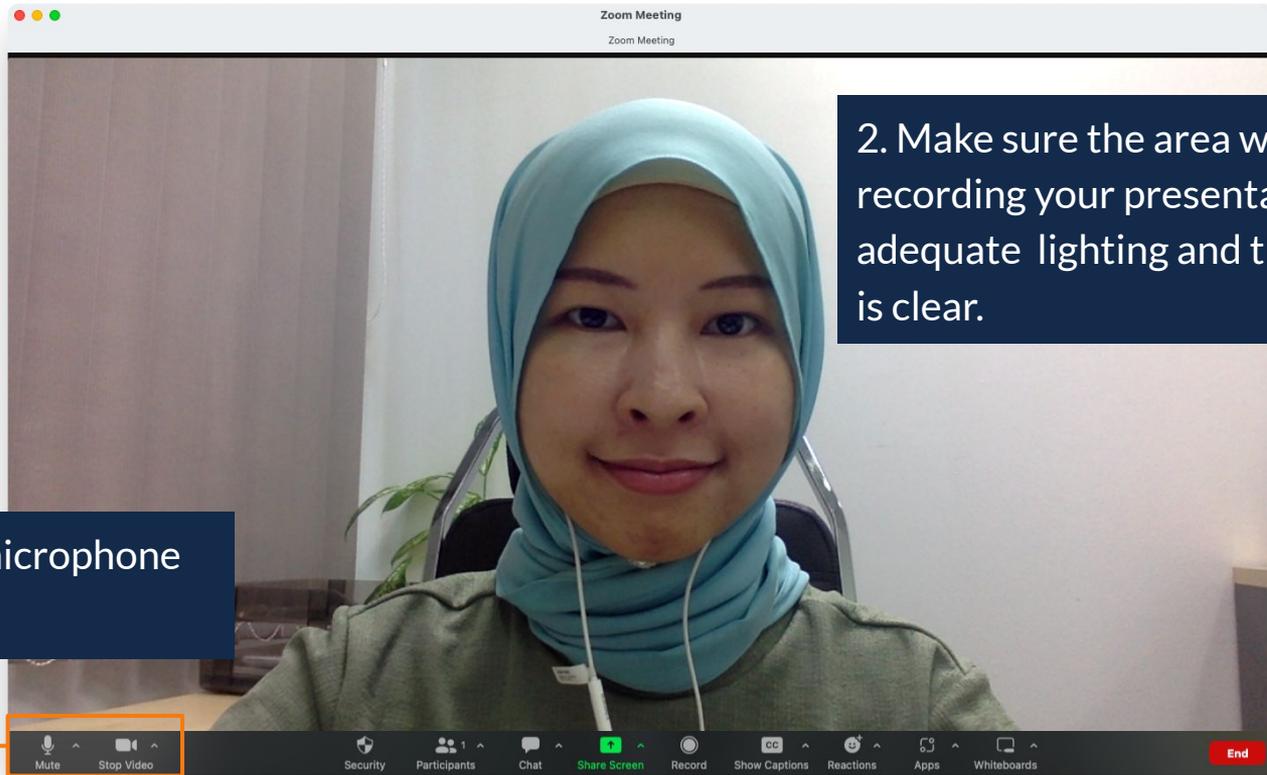


4. Start new meeting



The screenshot shows the Zoom desktop application interface. At the top, there is a navigation bar with icons for Home, Mail, Calendar, Team Chat, Meetings, and More. Below the navigation bar, the main content area displays a large dark blue banner with the time "11:01 AM" and the date "Monday, 10 April 2023". Below the banner, there are four blue buttons: "New Meeting" (with a camera icon and a slash), "Join" (with a plus sign), "Schedule" (with a calendar icon showing "19"), and "Share Screen" (with an upward arrow). The "New Meeting" button is highlighted with an orange box, and a dark blue callout box with white text "Click on New Meeting" points to it. In the bottom right corner, there is a small colorful logo.

5. Set up your camera and microphone



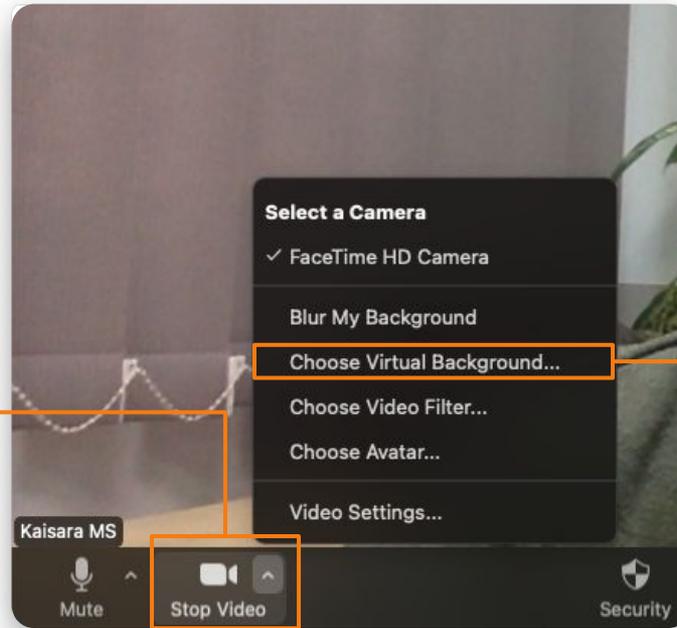
1. Turn on your microphone and video

2. Make sure the area where you'll be recording your presentation has adequate lighting and the video feed is clear.



6. Change to virtual background

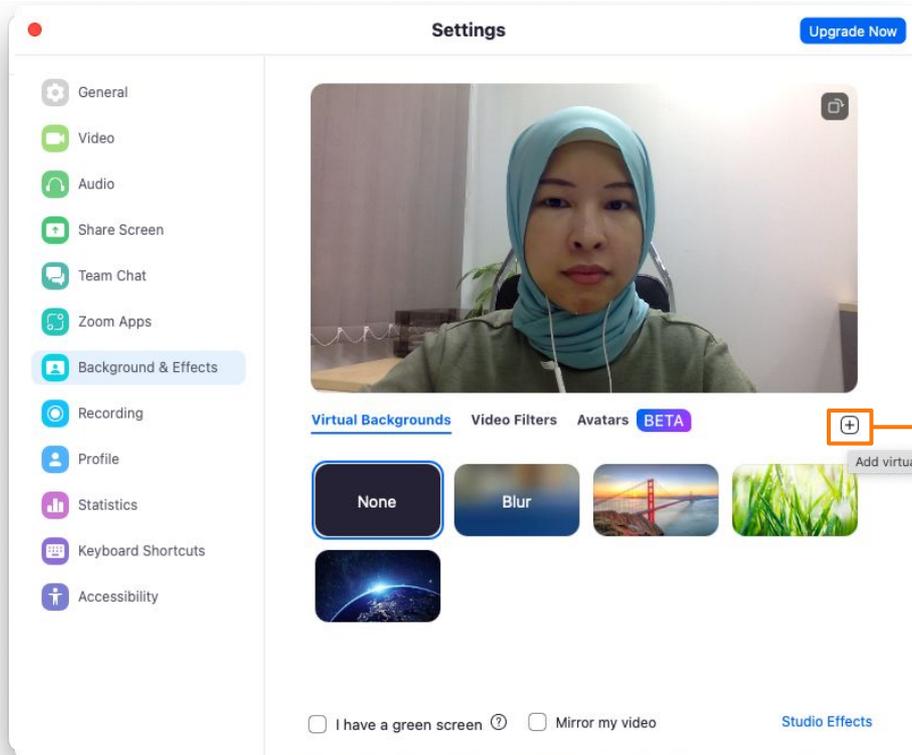
1. Click on the **arrow** near the “Stop Video” button



2. Click **Choose Virtual Background**



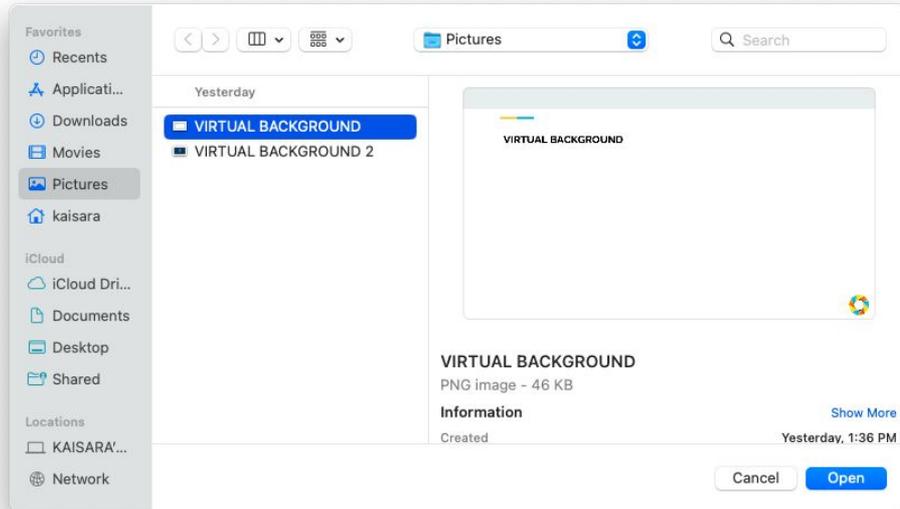
6. Change to virtual background



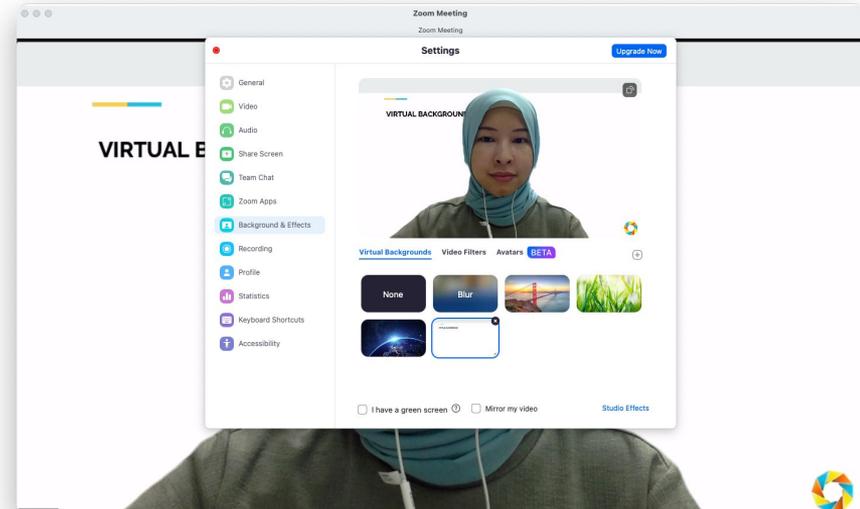
Click “+” button to add a personalized background



6. Change to virtual background



1. Choose the personalized background

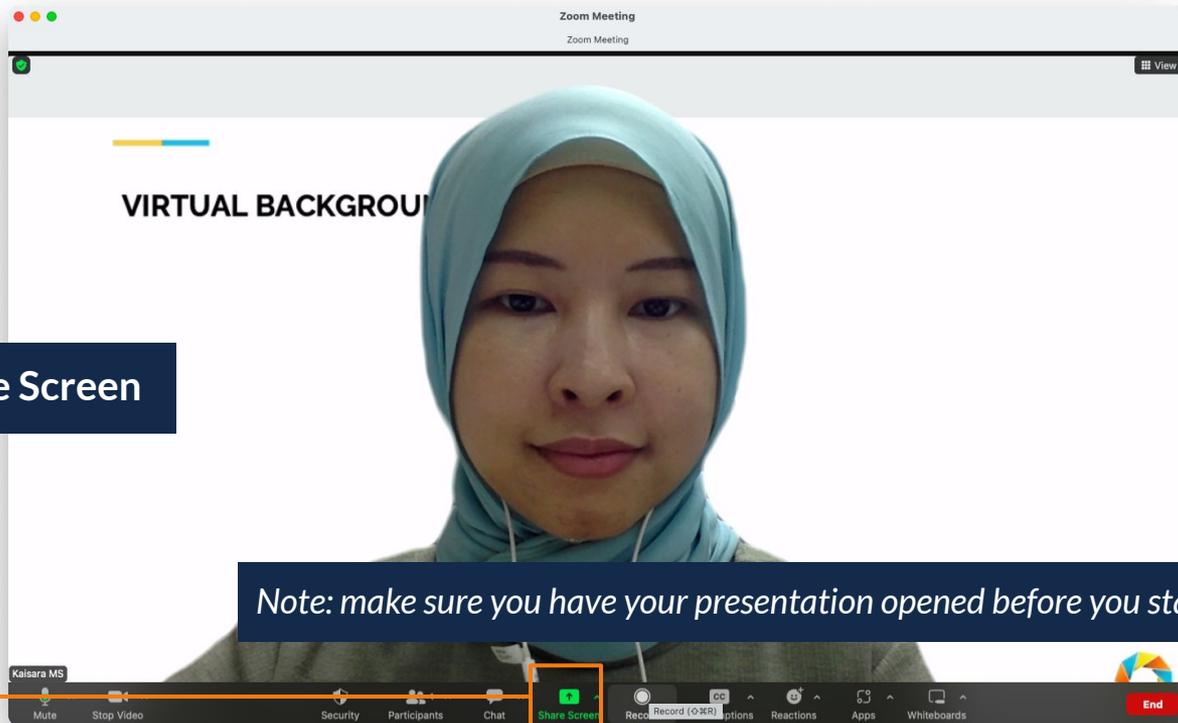


2. Close the tab once the virtual background has been set up



7. Start presentation

1. Click Share Screen



Note: make sure you have your presentation opened before you start share screen





Basic Advanced Files

Desktop 1

Whiteboard

iPhone/iPad via AirPlay

Google Chrome - Screen recording...

Microsoft PowerPoint -

Microsoft PowerPoint - Guidelines...

Reminders - Reminders

Share sound Optimize for video clip ?

Share

2. Select your presentation slides

3. If you have audio or video in your presentation, tick these 2 options

4. Click share



5. Set your presentation on full screen / slide show mode

6. When you're ready, click on More > Record

Guidelines to Record Presentation on Zoom

Note: This video is your guide for your position, it will not overlap with your presentation slides





7. Once you've done with your presentation, click **More > Stop Recording**

Guidelines to Record Presentation on Zoom



3. Click share





Zoom Meeting
Zoom Meeting

View

VIRTUAL BACKGROU

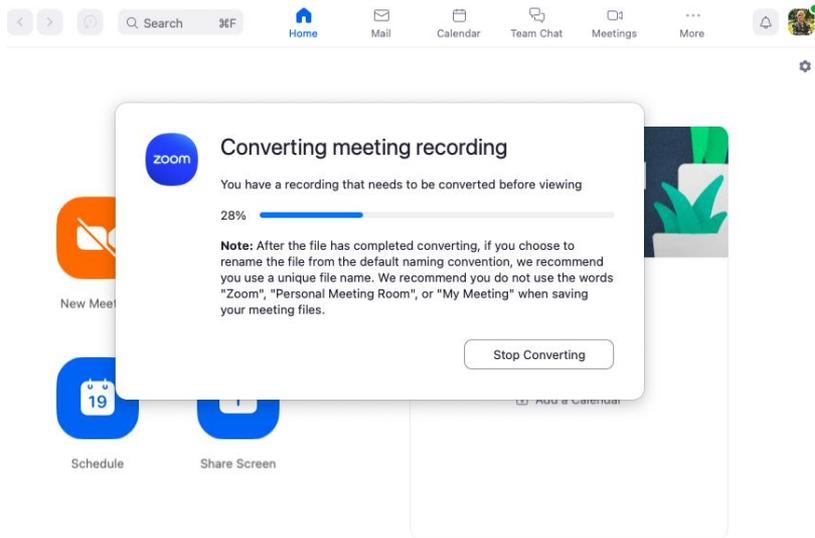
Kaisara MS

End Meeting for All
Leave Meeting
End

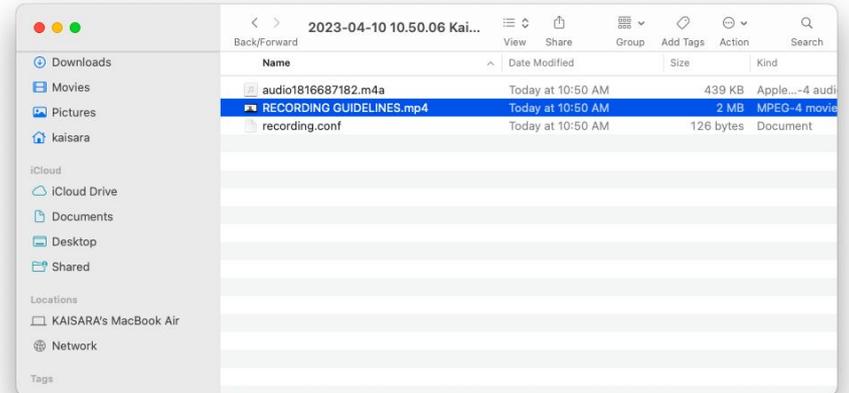
8. Click End > End Meeting for All



8. Save and review video



- Your video will automatically converted after the meeting ended



- Save and rename your recording and it's ready to be reviewed and edited.



This is how the finalized presentation recording will look like.





Tips and Trick

- Find a place with minimal noise to record your presentation.
- Wardrobe for the day of your presentation - avoid checkered pattern fabrics as they tend to cause disturbing effects on the camera.
- Make sure that you get an adequate amount of lighting so that your video will be clear.
- It is advisable to record with a plain background or minimal things at the back so the camera may focus on your face.
- Align your screen. Adjust your camera so you are in the centre of the screen. It is best to have the camera at eye level.
- It is recommended to record your presentation near a Wi-Fi router or using a LAN cable to ensure a stable internet connection throughout your presentation.
- Close all other applications, browsers, and other devices that may disrupt the internet bandwidth.
- Ensure that your presentation recording is completed within the time limit and is in 16:9 aspect ratio (Widescreen).
- It is recommended to practise your first few slides before recording the entire presentation.





Tips and Trick

- Find a place with minimal noise to present LIVE.
- Wardrobe for the day of your presentation
 - Avoid checkered pattern fabrics as they tend to cause disturbing effects on the camera.
 - Wear the same clothes as your recording
- Make sure that you get an adequate amount of lighting so that your visual will be clear.
- It is advisable to have a plain background or minimal things at the back so the camera may focus on your face.
- Align your screen. Adjust your camera so you are in the centre of the screen. It is best to have the camera at eye level.
- It is recommended to present near a Wi-Fi router or using a LAN cable to ensure a stable internet connection throughout your presentation.
- Close all other applications, browsers, and other devices that may disrupt the internet bandwidth.
- Ensure that your presentation recording is completed within the time limit and is in 16:9 aspect ratio (Widescreen).
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