

## How to record a presentation using Zoom:

1. Download, install, and log into Zoom. See attached file [CIT\\_Zoom\\_Quickstart\\_Get-Ready\\_v2.pdf](#)
2. On the home screen, click the orange plus icon, New Meeting.
3. Open your presentation
4. Click the green [share screen button](#) in the bottom center of the screen
  1. Choose your presentation in the window that pops up
  2. If you have audio in the presentation (an embedded video file or something) click the checkbox in the lower left corner "[Share Computer Sound](#)"
5. Start the first slide of your presentation (start the slide show)
6. Go to the Zoom menu at the top of your screen and click "More"
  1. [Choose start recording](#)
7. Give your presentation
8. End the meeting
9. Wait for the file to convert (a window will appear saying it is)
10. Check out your recording! ([located in Documents/Zoom/ then a folder with the day's date and time](#))

## Recording Tips:

- Practice! try it a few times, watch your recordings and make changes or adjustments
- Lighting - do not sit with your back to a window! Think about where the light is coming from and whether or not people can see you well. You can put lamps in front of you, or sit facing a window.
- Audio - often audio quality is improved by using a headset. Headsets are relatively inexpensive and available for less than \$15 online. If you have an iPhone, you can use the headset that came with it. If you don't have access to a headset, that's ok too. You will want to pay closer attention to the audio in your practice videos. Stay away from areas where there are only hard surfaces - tables, tile floors, cabinets, etc. If there is no fabric/carpet in these spaces to absorb sound, it tends to bounce around and sound echo-y or distant. You can help that by putting a towel or blanket down first. Pay attention to background noises and try to eliminate as many as possible.
- Background - try to choose a neutral background that doesn't distract from your presentation.
- Your internet quality doesn't matter! You will be working on Zoom alone, as if you are typing in Word, but make sure to clean your webcam!

If you have any problems or questions about making a recording, please email [support@oberlin.edu](mailto:support@oberlin.edu).