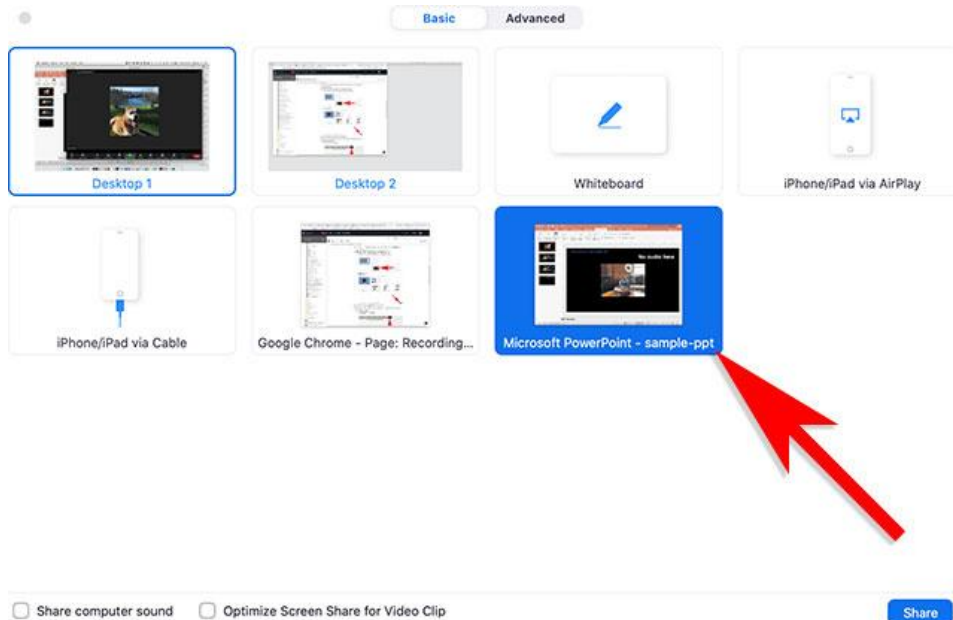
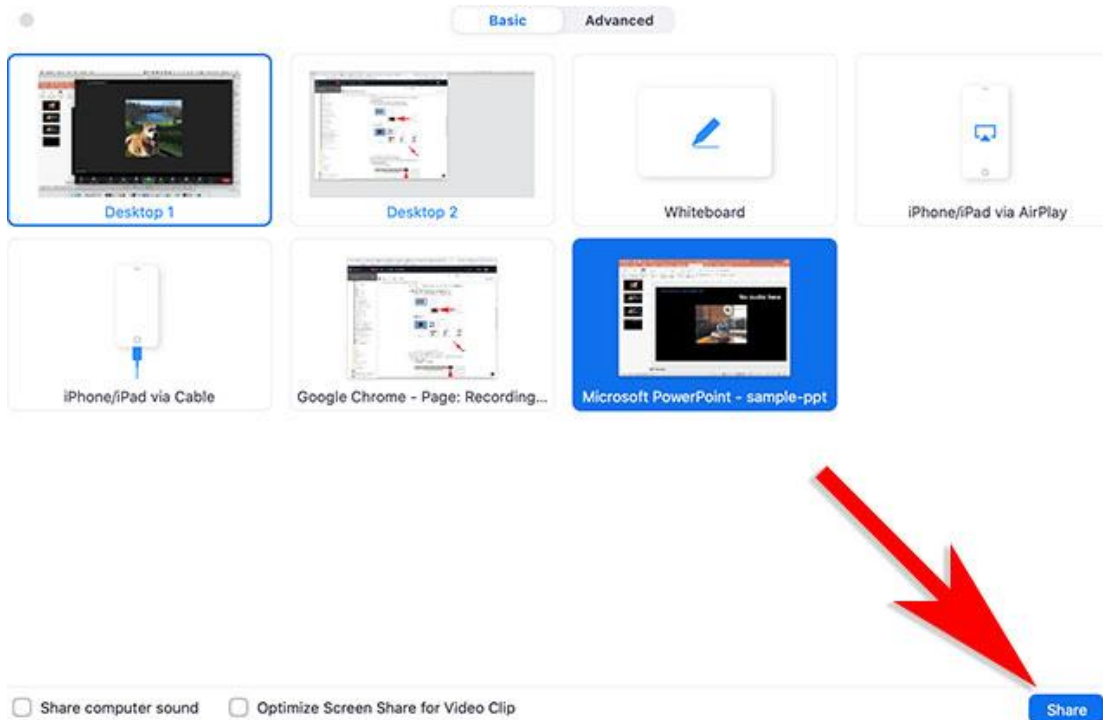


Recording a presentation with Zoom (Requires Zoom Free version)

1. Open the Zoom app and your PowerPoint file. Close all other files and applications.
2. In Zoom, click “New Meeting”.
3. Make sure your microphone and camera are on.
4. Click the “Share Screen” button on the bottom toolbar. Choose your open PowerPoint file from the options.



5. Click “Share”.



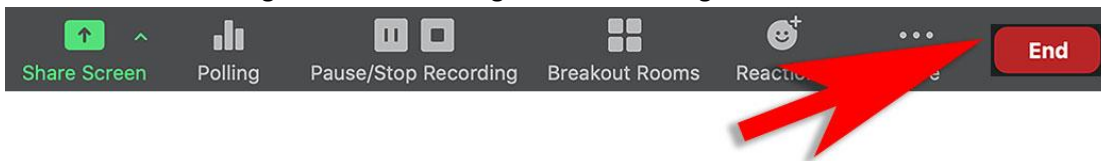
6. Go to PowerPoint and launch your slideshow.

7. At the bottom Zoom toolbar, choose Record, then choose "Record on this Computer" from the menu that pops up. Your presentation is now recording. Note: if you don't see the Record button, you may need to click on the "More" button in the Zoom toolbar, and then choose the "Record on this Computer" option.

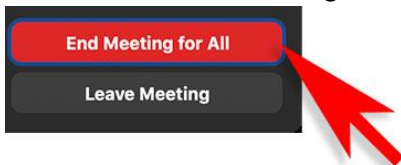
8. Start your presentation. Advance your slides with the right arrow key; return to a previous slide with the left arrow key.

9. When you are finished, click on the "Stop Recording" button in the bottom Zoom toolbar. Note: if you don't see the Stop Recording button, you may need to click on the "More" button in the Zoom toolbar and choose the "Stop Recording" option there.

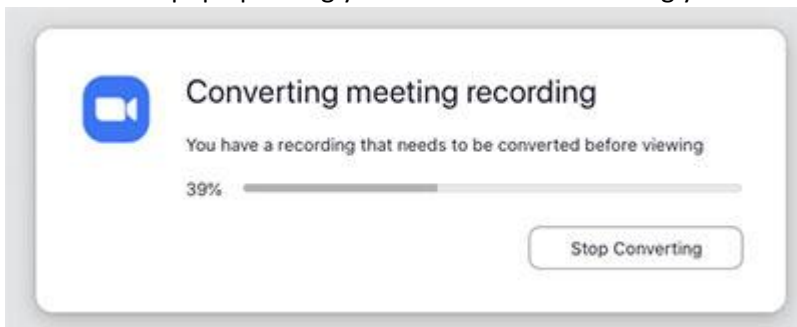
10. Click "End Meeting" on the bottom right of the meeting screen.



11. Then click "End Meeting for All."



12. A box will pop up telling you that Zoom is converting your meeting recording.



When the conversion is complete, the recording will be saved on your hard drive. On a Mac, the files are stored in Documents/Zoom, then in a folder labeled by the date of your recording. You can rename the file if you navigate to the folder containing your recording. The file must be renamed to be easy for coordinators to select the corresponding presentation correctly.

13. Trim the beginning and ending of your video (if needed) using QuickTime or another video editing tool. Is important to rename your video before uploading and then upload your video. Video name **must be in the format:**

AbstractID_SurnameOfCorrespondingAuthor.mp4

You can upload your video presentation [HERE](#). The required password will be sent in a separate mail. The access to for uploading functionality is password protected for security reasons.