

## How to record your PowerPoint presentation with Zoom

### General Guidelines:

- Presentations should be no longer than the given time of your actual presentation timeslot and should be formatted by 16x9.
- Please save your file as an **mp4 video file** and review your final recording for length before uploading.
- Please introduce yourself at the start of your presentation and recording.
- If you are recording with webcam switched on, please have your camera window in the lower left or lower right corner of your screen.
- Submit your recording via the following link:  
<https://filerequestpro.com/up/prs-beu21-upload> by **September 20, 2021** to have the greatest exposure to potential partners.

### Tips & Tricks:

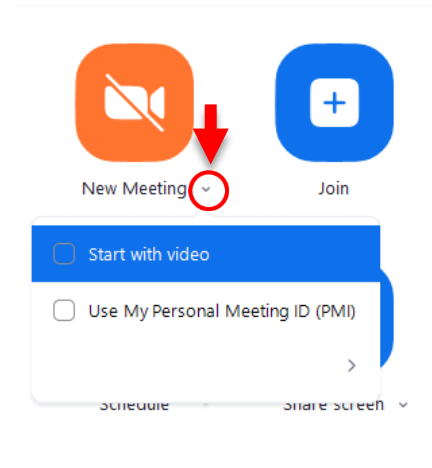
- You will get best audio results using a headset.
- Don't position your microphone directly in front of your mouth.
- Prepare notes, if possible.
- Switch off your computer and phone notifications and avoid background noise.
- Webcam should be positioned at eye level.
- Set up soft lightning to frame your face coming from the direction of the camera.


### Contact EBD Team:

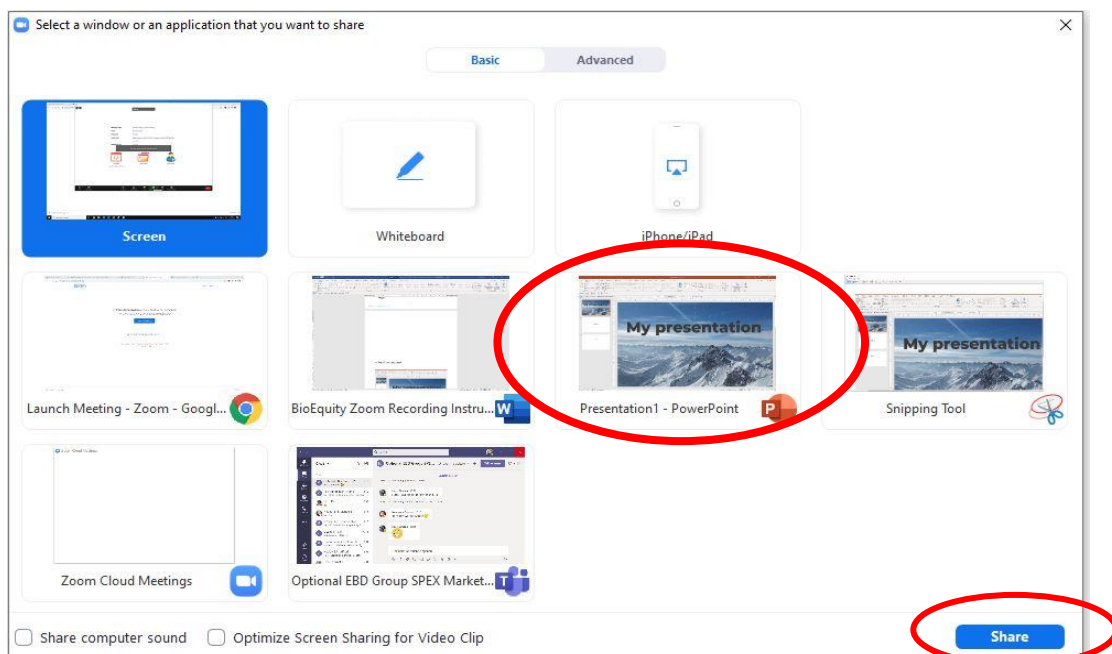
- For questions about recording your presentation contact: [ask@ebdgroup.com](mailto:ask@ebdgroup.com)
- For general questions regarding your presentation contact: Faaiza Ahmed - [fahmed@ebdgroup.com](mailto:fahmed@ebdgroup.com)


## Recording Your Presentation

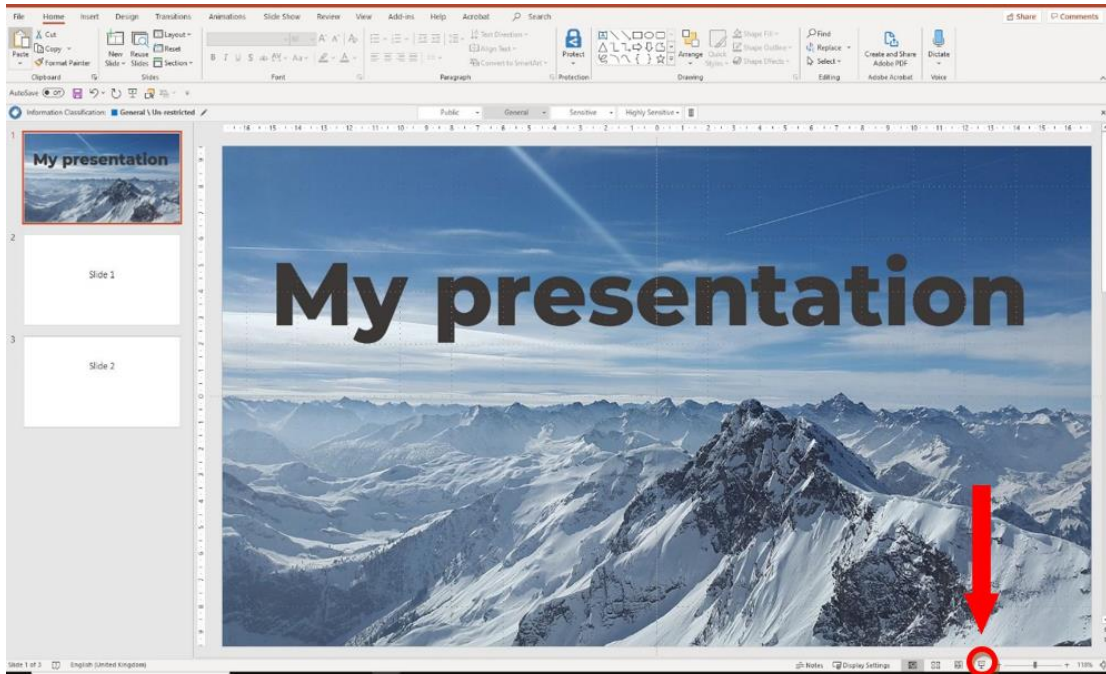
- ✓ Open the Zoom app and sign in if prompted.
- ✓ From the Zoom Home tab, choose one of the below options to start a new meeting:
  - Start without video (no webcam) - uncheck 'Start with video'.
  - Start with video (includes webcam) - check 'Start with video'.



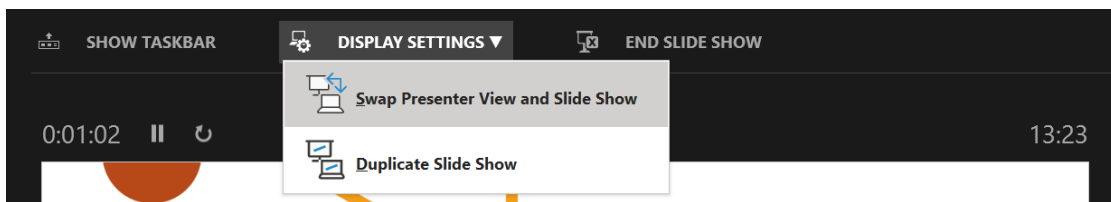
- ✓ Next, click 'Share Screen'  in the meeting controls.
- ✓ Choose your PowerPoint presentation screen and then click 'Share'.



✓ Play [  ] your PowerPoint presentation/start Slide Show

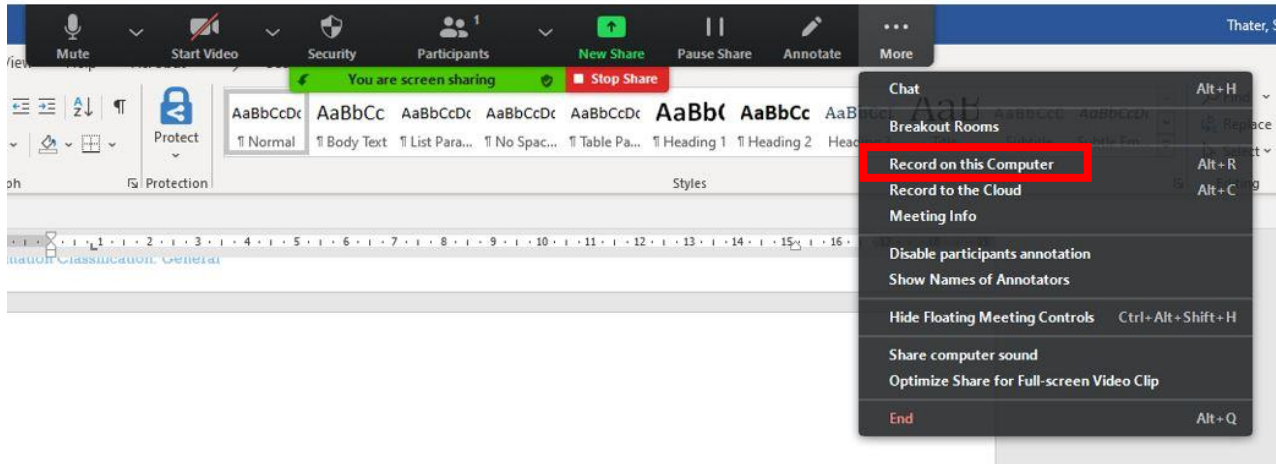


- Please check that you are sharing the Slide Show view and not the Presenters view. The green border indicates the monitor you are currently sharing.
- If you are not sharing the correct monitor, click **'Display Settings'** then **'Swap Presenter View and Slide Show'**.

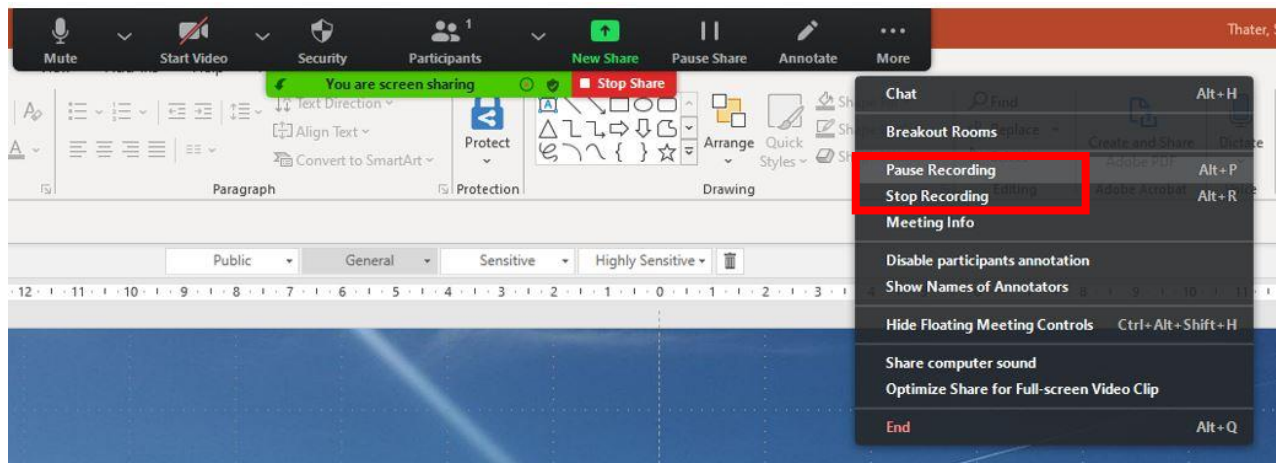


- Please make sure that the thumbnail image of your camera window does not obstruct the presentation content.

- ✓ When you are ready, move your cursor towards the top of the screen on the Zoom toolbar, click on the 3 dots and select **'More'**, then click **'Record on this Computer'**.



- ✓ From the Zoom toolbar you will be able to pause or stop the recording by clicking on **'More'** and then choose either **'Pause'** or **'Stop Recording'**.



- ✓ Once you have stopped your recording, click on **'Stop Share'**, **'End Meeting'**, then click **'End meeting for All'**.
- ✓ New pop up window will open that will start to convert meeting recording. Please choose the location to save the video file (mp4).
- ✓ Please **rename your file** to include your company name and **upload** the recording using this link: <https://filerequestpro.com/up/prs-beu21-upload>.