

# How to record your presentation with ZOOM

## General Guidelines:

- Presentations should be no longer than the given time of your actual presentation timeslot.
  - **Length of your presentation: 10 minutes**
- Please save your file as an **mp4 video file** and review your final recording for length before uploading.
  - All videos files must be named using the following format (no spaces):  
BPA\_PRS\_<your\_company\_name>.mp4
- 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.
- Upload your digital content onto the partneringONE<sup>®</sup> platform by August 26<sup>th</sup>.

## Tips & Tricks:

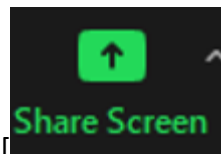
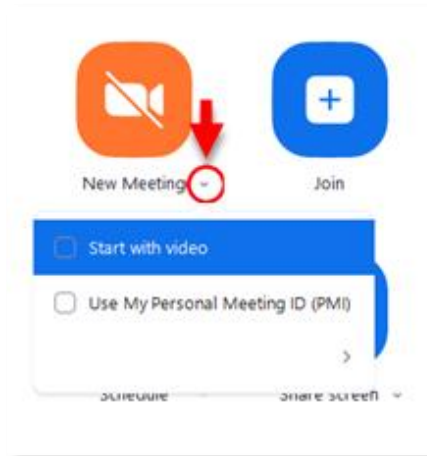
- You will get best audio results using a headset.
- Don't position your microphone directly in front of your mouth.
- Prepare notes, if possible.
- Switch off your computer and phone notifications and avoid background noise.
- Webcam should be positioned at eye level.
- Set up soft lighting to frame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

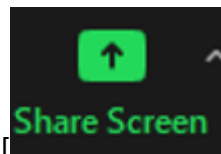
## Contact EBD Team:

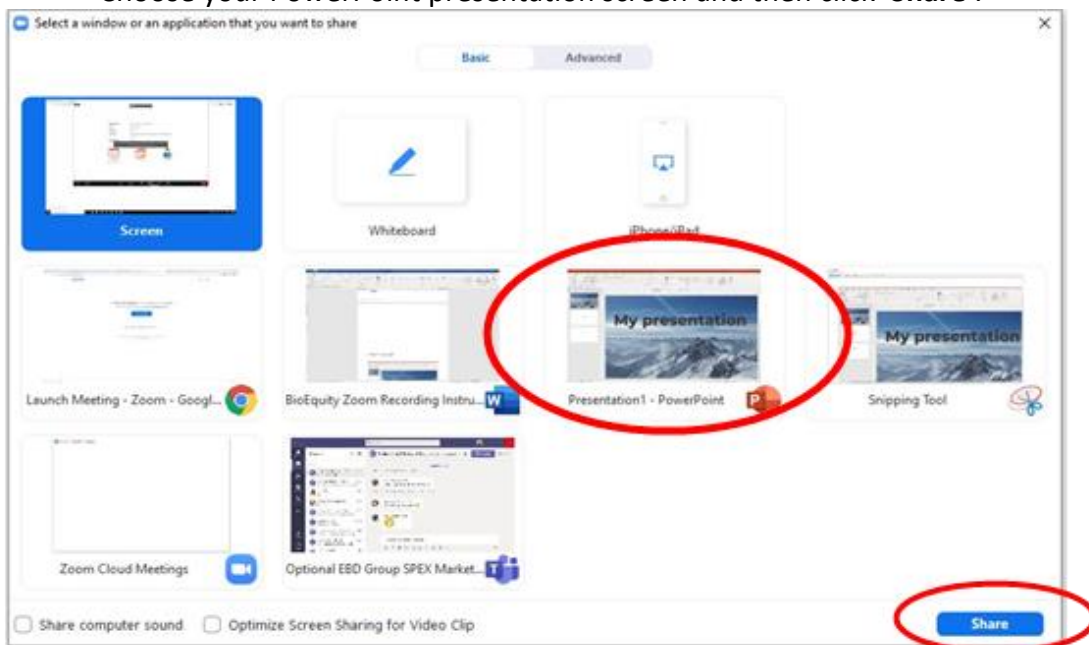
- For questions about recording your presentation contact: [oguiliana@ebdgroup.com](mailto:oguiliana@ebdgroup.com)

## Recording Your Presentation

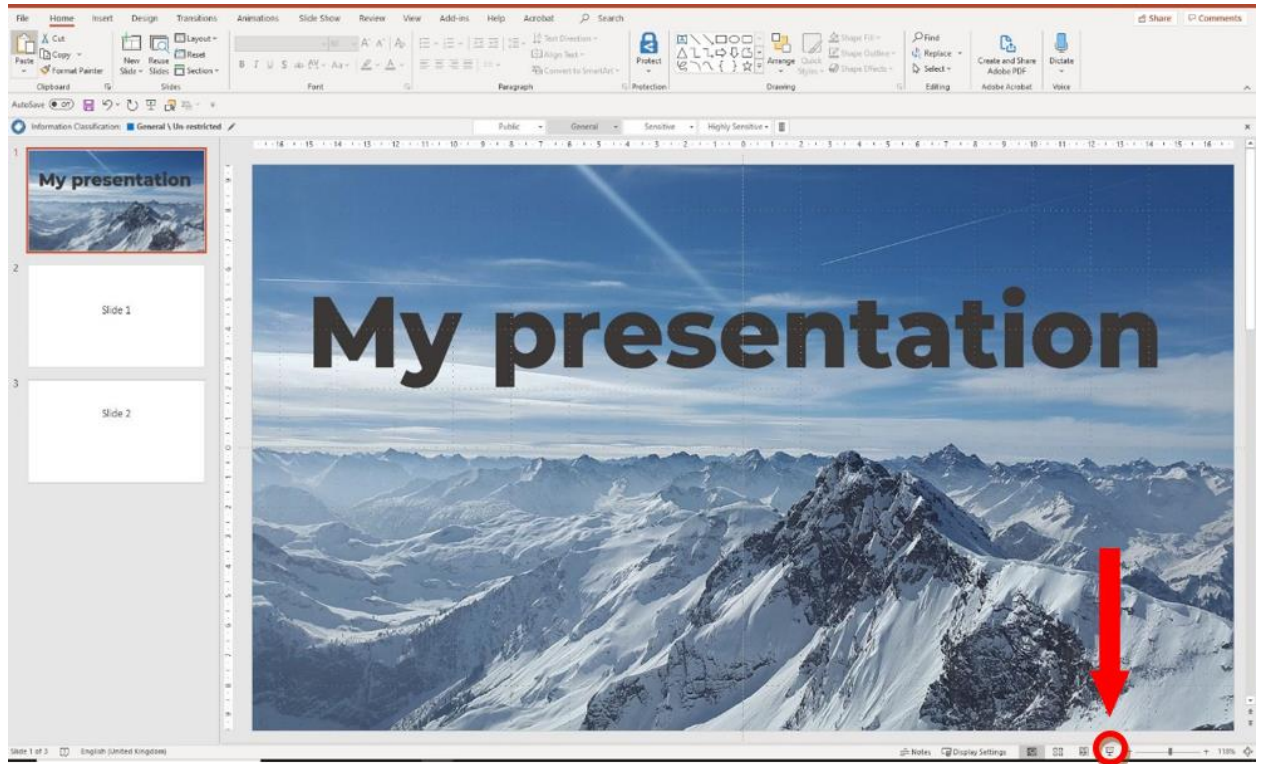
- Open the Zoom app and sign in if prompted.
- From the Zoom Home tab, choose one of the below options to start a new meeting:
  - Start without video (no webcam) - uncheck 'Start with video'.
  - Start with video (includes webcam) - check 'Start with video'.



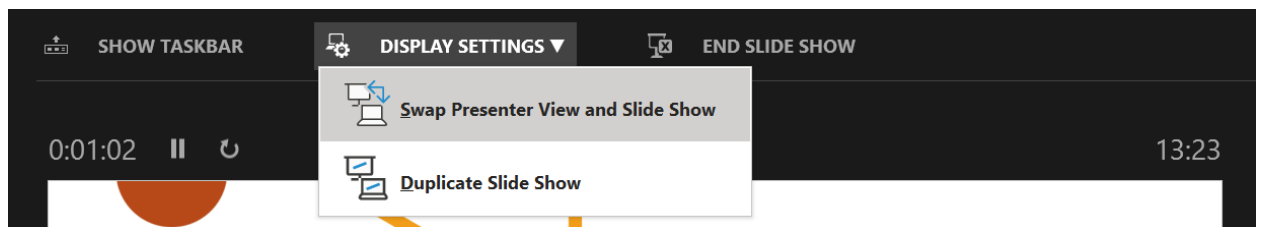
- Next, click **'Share Screen'** [  ] in the meeting controls.
- Choose your PowerPoint presentation screen and then click **'Share'**.



- **Play** [  ] your PowerPoint presentation/start Slide Show

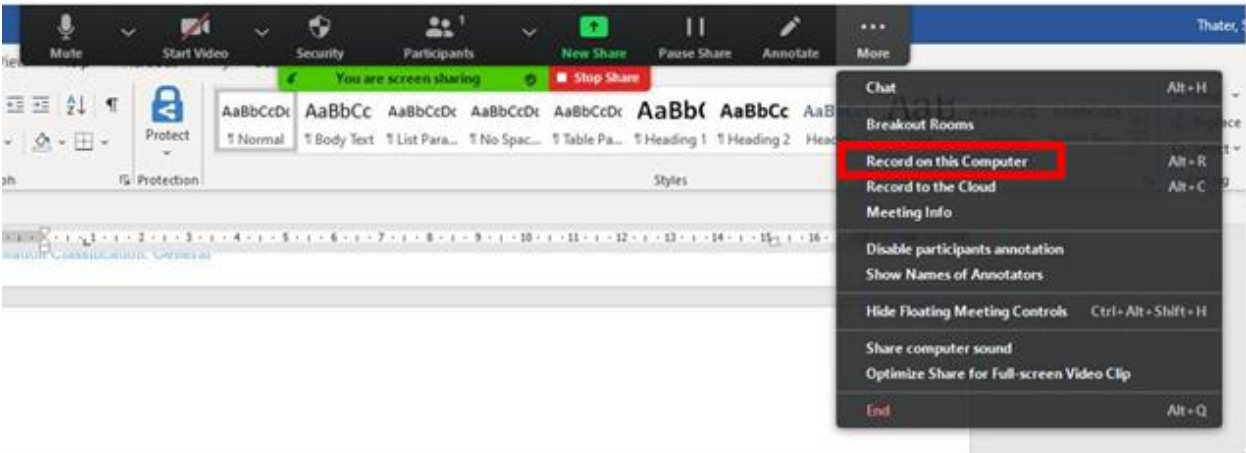


- Please check that you are sharing the Slide Show view and not the Presenters view. The green border indicates the monitor you are currently sharing.
- If you are not sharing the correct monitor, click **'Display Settings'** then **'Swap Presenter View and Slide Show'**.

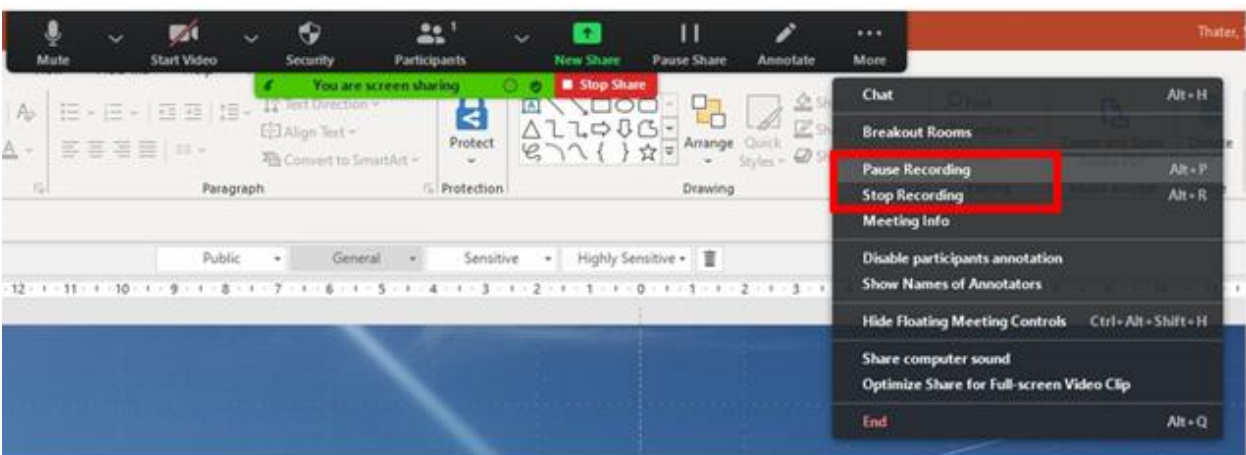


- **Please move your camera window to the lower left or lower right corner.** You can move the camera simply by dragging it to the desired location. Please also make sure that the thumbnail image of your camera window does not obstruct the presentation content.

- 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).