

Option 1: Record your presentation with Zoom

Please [click here](#) to view an instruction on 'How to Record a Zoom Session'. Further step by step instructions are outlined below:



1. Install the Zoom.us software or application on your computer or device from <http://zoom.us/download>. Once the application is installed, click Sign In (for existing account users) or Sign up to create a free account.
2. Open your slides in PowerPoint (or any other software you used to create your slides). Minimize the program.
3. Log in to Zoom. Click on the 'New Meeting' button (if asked, select 'With Video On').
4. The meeting will launch. Select 'Join with Computer Audio'.
5. If your audio is not working, please check your settings by clicking on the arrow next to the mute icon on the left bottom corner of the screen.
6. If your video is not working, please check your settings by clicking on the video icon at the left bottom corner of the screen.
7. If necessary, adjust the location or orientation of the camera to ensure your appearance is how you would like to be recorded.
8. Click on the green 'Share Screen' icon at the bottom of the screen and select the window with your slides that you opened before.
9. You should now be able to see yourself in the top right of the screen, with the main image being your slides. Click 'next' or the arrows at the bottom left of your screen to skip through the slides.
10. Once you are ready to record, go to the top of the screen and click on the 'More'-button marked with three dots. Click 'Record' to start the recording.
11. Once you finished the recording, click on the same 'More'-button and click 'Stop Recording'. This tab does not show up on the actual recording.
12. As soon as you end the meeting, your Zoom video clip will download and appear in the Documents folder of your PC in a folder named 'Zoom'.
13. When you are happy with your recording, please rename your final video [LASTNAME_FIRSTNAME].
14. Please submit the video presentation as an **mp4 file** together with a **PDF** of your poster (in case of poster presentations).