Pre-record your presentation with Zoom

1. If you do not have an existing Zoom account, you can create a free account at https://zoom.us

2. When you are ready to record, start a new meeting by selecting 'New Meeting' in the app, or if you are in your browser, select 'Host a Meeting' in the top right corner.

   APP VIEW:

   BROWSER VIEW:

3. When prompted, click on **Join Audio Conference by Computer** so Zoom will record your PC's microphone

4. Make sure you have both your audio and video turned on:

    ON:

    OFF:
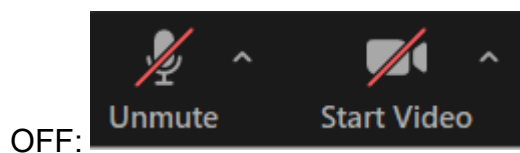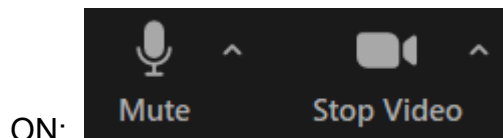
5. Click on the **Share Screen** button
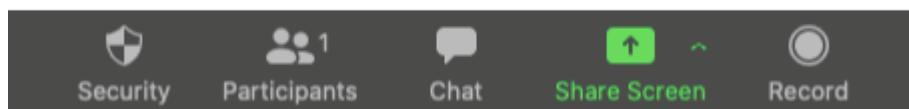
6. In the window that appears, **select your PowerPoint presentation** (you will need to have this open in order to share your screen)

7. Once selected, click the **Screen Share** button and the chosen screen or application will have a green border surrounding it to verify that it is being shared

8. At the top of the screen, move your cursor to the green area, where your meeting ID is listed, and a menu will appear
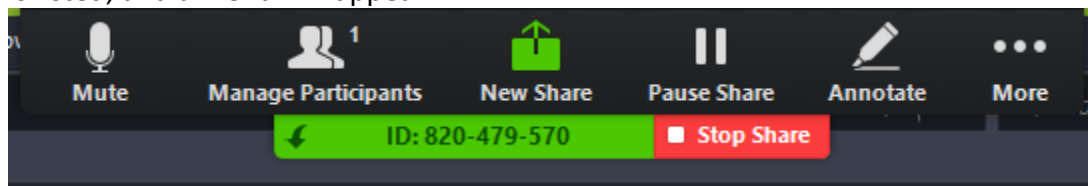
9. Click **More (…)** > **Record**

10. You can now begin to deliver your presentation

11. When you're done recording, go back into your Zoom toolbar at the top of your screen and click on **More** > **Stop Recording**

12. At the top of your screen click **Stop Share**

13. At the bottom right of the Zoom application click **End**, then **End Meeting for All**

14. Zoom will begin compressing the screen recording and save it on your computer

15. Please ensure you select the file with both audio and video of your presentation and yourself, to share with the Ca-PRI event management team

16. When you are happy with the finalized version of your recording please name your file using the following template

    a. Surname/Presentation Type/Date of Presentation as follows

    MarshallOralWednesday9June

17. Using the free Wetransfer website (https://wetransfer.com/) please send your recording to Ca-PRI@ed.ac.uk by **Friday 21st May 2021**

Tip: Create a short recording first to test

Please note no editing will be done to your recording once you have sent it. So please make sure you are happy with it before submitting as we will only use what you submit.

If you require any assistance, please contact Ca-PRI@ed.ac.uk