

## Using PowerPoint to Record a Presentation Video

An instructional video and step-by-step instructions on recording PowerPoint presentations can be viewed [here](#). Presentations should be saved as video files. In PowerPoint, you can select “Export” from the File menu and select “Create a Video”.

## Using Zoom to Record a Presentation Video

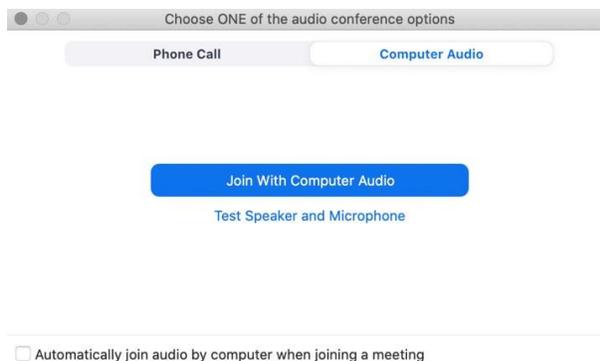
Zoom is not only an excellent tool for online video meetings and lectures, it can also be used as a powerful tool for recording video presentations. You can initiate a Zoom meeting without any other participants and you still have all of Zoom’s presentation tools at your disposal, as well as the ability to record. Best of all, all these features are available with a free Zoom account.

[Click here to download ZOOM](#)

Once you’ve downloaded ZOOM, follow the following steps to record your presentation:

- 1) Open the ZOOM application
- 2) Click New Meeting

Zoom will begin a video conference session. If asked to choose an audio conference option, **click Join with Computer Audio**.



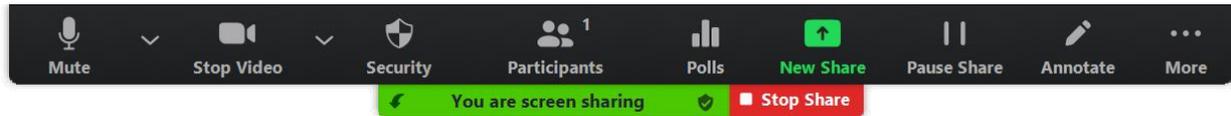
- 3) At the bottom of the ZOOM window, click **Share Screen**
- 4) In the Share Screen window, click “**Desktop 1**” to share your full screen.



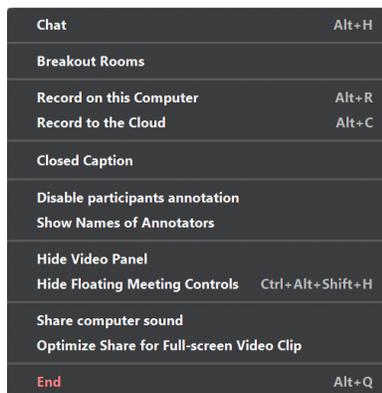
- 5) If your presentation includes sound or video, check the **Share Computer Sound** and **Optimize Screen Sharing for Video Clip** boxes, then click Share.



- 6) To begin recording, click “... **More**” in the ZOOM control bar at the top of your screen



- 7) Click “**Record on this Computer**”, the recording will start automatically.



- 8) Once finished your presentation, click “... **More**” and then “**Stop Recording**”.
- 9) End the meeting, and your video will now convert. Once the conversion has finished, a window will pop up to reveal your file. Once finished, that file can be e-mailed directly to [conferences@uhn.ca](mailto:conferences@uhn.ca)

If you require any assistance, feel free to e-mail us at the above e-mail!

UHN Conference Services

[conferences@uhn.ca](mailto:conferences@uhn.ca)

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