

How to set up and record a Zoom presentation

Go to michigantech.zoom.us

- Click Sign In and log in with your ISO

Schedule a new meeting (recommend doing from the website, not the desktop app)

- Click Meetings on left navigation menu
- Click Schedule a New Meeting Button
- Topic = Session name
- When = day and time you want to record your session
- Duration = 30 minutes
 - The session will not terminate after this time if you go over
- Video options
 - Host: on
- Audio options:
 - Computer audio is recommended
- Click Save at the bottom

Enable Audio Transcription

This is especially important if your recorded video is going to be used online in an on demand format.

- From your main Zoom account menu, select Settings from the left menu
- Select the Recording tab from the top center menu
- Under Cloud recording, select “Audio transcript” from the Advanced cloud recording settings section

Record your session

- Log into Zoom using steps from page 1
- Select the meeting from your list of meetings
- Select Start this Meeting in the top right
- Select Open Zoom Meeting from the popup
- Mouse over the lower section of the Zoom screen to activate the lower menu
 - Select Share Screen
 - Click on the window that displays the slides you will be using (PowerPoint or Google Slides work fine)
 - Click Share
- You will now have a new menu that is active from the top of your screen; you see a green box with ID: xxx-xxx-xxx and a Red Stop Share button; mouse over this to activate the menu
 - Enable your audio and video
 - Mouse over More
 - Select **Record to the Cloud**
 - Click on your screen with the slides to activate it
- Wait a few seconds, then start the session by introducing yourself
- Use keyboard or mouse controls within the presentation to move the slides as needed

- Note, if you click off the presentation to a Zoom menu or window, you will need to “reactivate” the slides by clicking on them when you’re ready to move on
- Mouse over the Meeting ID section/top menu, mouse over More, select End Meeting
- Select End Meeting for All from the pop-up menu