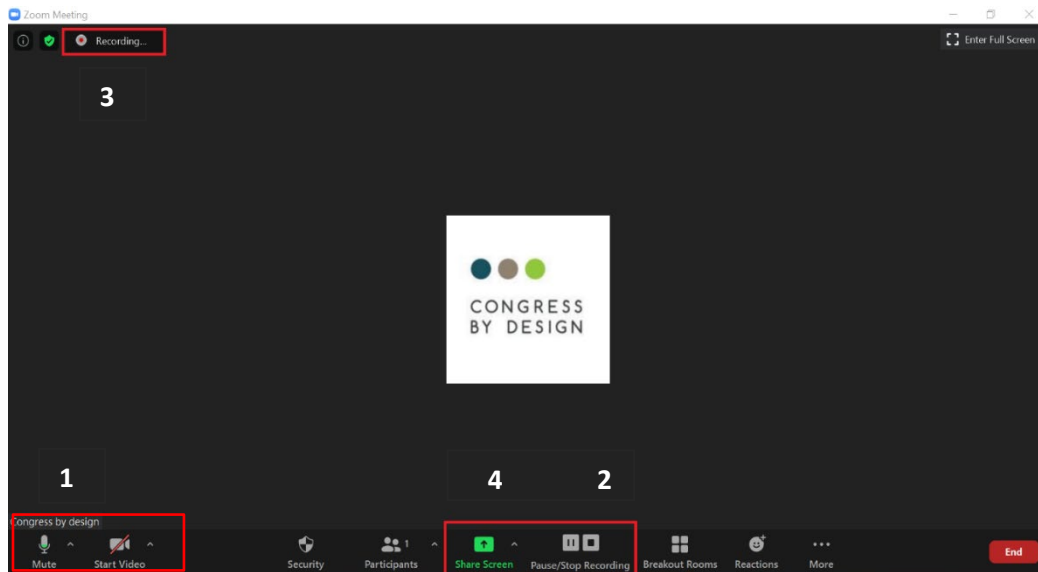
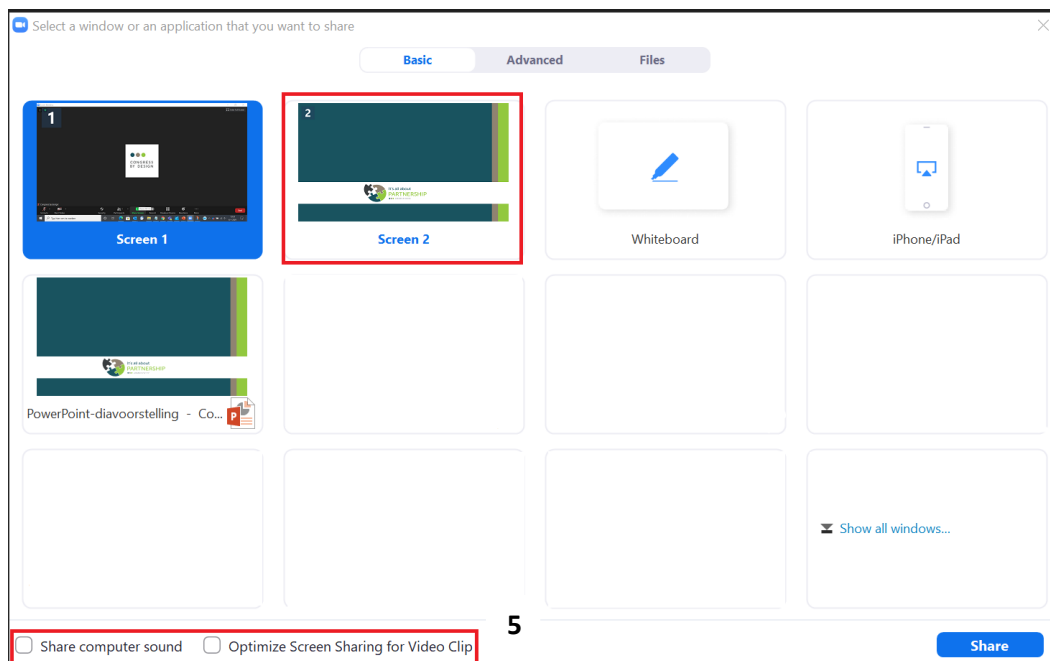


Manual for Zoom to record a presentation

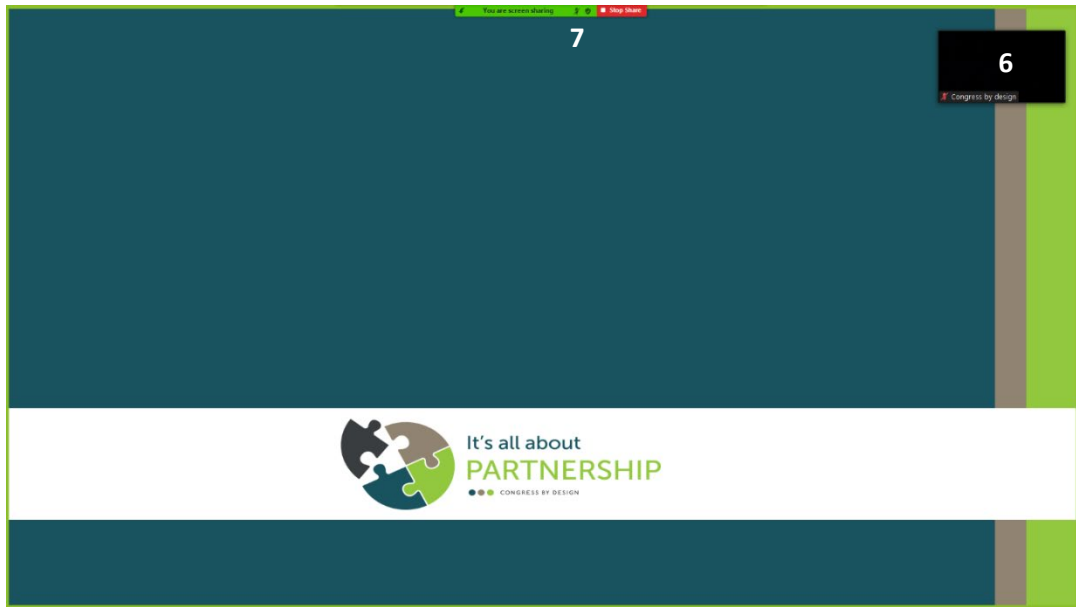


Numbers in screenshot correspond to the numbers below

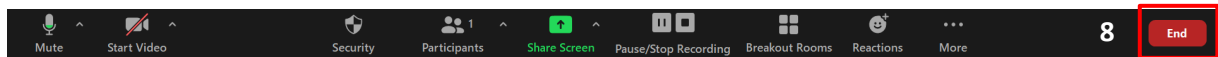
1. Please make sure your camera is on and that your microphone is unmute
2. Please click on the record button. A pause and stop button appear;
3. You can check if your presentation is being recorded by looking in the top left corner.
4. By clicking this button you are able to share your screen. When you are going to share your screen, you can select the screen you would like to share;



5. If your presentation contains a movie or video clip, please select the boxes here.



6. This is the preferable format for your presentation when you share your slide with you as speaker in a small window;
7. You can stop sharing your screen (green button) and stop the recording (red button) of your presentation by clicking on the buttons on the top of your screen.



8. Stop the session by clicking on the 'End' button on the lower right corner of your screen.