

How to use zoom to record a presentation

To record a presentation with Zoom, you will start a new meeting and use the screen-sharing and recording features. As the meeting host, you can record yourself presenting slides with audio and video.

Before you begin

1. Open your presentation. Launch your slideshow (e.g., PowerPoint, Google Slides, Keynote) and have it ready to display.
2. Test your equipment. In your Zoom desktop client, click the gear icon to open Settings. Go to the Audio and Video tabs to make sure your microphone and webcam are working correctly.
3. Close other applications. Shut down any unnecessary programs to prevent interruptions and free up computer resources.

Record your presentation

1. Start a new meeting. From the Zoom home screen, click New Meeting. Choose Join with Computer Audio when prompted.
2. Start your video. If you want your face to appear in the recording, click Start Video. You can resize and reposition your video window so it doesn't cover your presentation material.
3. Share your screen. Click the green Share Screen button in the meeting controls. Select your open presentation from the list of options, and click Share.
4. Launch your slideshow. Begin your presentation in "Slide Show" or "Presentation" mode.
5. Start recording. Click the More button in the meeting toolbar, then select Record to this Computer or Record to the Cloud.
 - Record to this Computer saves an MP4 video file locally on your computer. This is the only option available for free Zoom accounts.
 - Record to the Cloud saves the file to your Zoom account. You will receive an email when the recording is ready to view, share, or download.

6. Deliver your presentation. Navigate through your slides and speak as you would normally. Zoom will capture everything on your shared screen along with your audio and video.
7. Stop recording. When you are finished, click More in the meeting toolbar and select Stop Recording. A notification will confirm that the recording has stopped.
8. End the meeting. Click the End button, then select End Meeting for All. The recording will begin converting and saving automatically.

Find and share your recording

- Local Recording: After the meeting ends and the file is processed, a folder containing the MP4 video file will open. You can find your saved recordings in a **Zoom** folder within your computer's **Documents** folder.
- Cloud Recording: You will receive an email notification when the recording is ready. Log in to the Zoom web portal and navigate to the Recordings tab to find, manage, and share your video.