STUDENT ACTIVITIES
and **ORGANIZATIONS**
EAST TENNESSEE STATE UNIVERSITY

Basic Zoom Instructions For Student Organizations
*** Please use your zoom account at etsu.zoom.us ***
adapted for use from the University of Houston Student Activities Office

Recording Presentations with Zoom

Zoom is an excellent application for delivering presentations to groups or individually. Zoom has tools that make screen sharing, recording, and annotation simple. This document outlines the basics of recording meetings that you can share with students and colleagues.
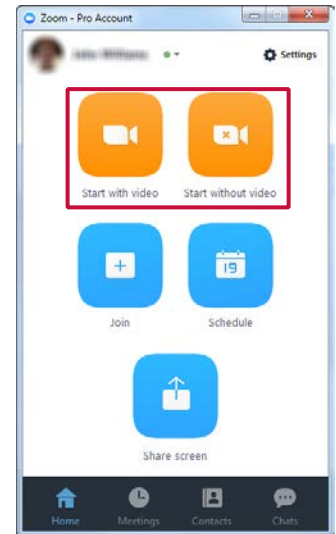
Start a Meeting

1. Open the Zoom Client and **Sign In with SSO**

2. From the Home tab, click one of the options to start a meeting.

   ⌐ **Start without video** (no webcam)
   ⌐ **Start with video** (includes webcam)

3. The meeting window will open.
   ⌐ Review tools a, b, c, and d below.

a) **Audio/Video settings**: Mute/Unmute your mic and turn your webcam video on/off.
   ☐ Click **Join Audio by Computer** to activate your mic.

b) **Invite**: Invite others by URL or by email.

c) **Share Screen**: Show a PowerPoint or other presentation in the Zoom meeting.

d) **Record**: Create an MP4 file that can be uploaded to a server such as OneDrive or YouTube and shared or record to the cloud and share a video link.

Share Your Screen and Record Your Presentation

1. Click the **Screen Share** (c) button in the toolbar.

2. Select a window or an application you want to share.
   - *Example*: **Desktop 1** is selected.

3. Click the **Share Screen** button.

4. You will see a green border around the screen or application that is being shared.
   - Take note if using a computer with two monitors.

5. Your webcam video will remain in the foreground.
   - Move/resize as needed.
   - The webcam video will appear in the final recording.

6. Click the **Record** (d) button and choose either
   "**Record on this computer**" or "**Record to Cloud**."
   - Once screen sharing starts, you will find Record options in the **More...** menu of the top toolbar.

7. When your presentation is finished, click Stop Recording in the More... menu.

8. Click End Meeting when finished.
   - The recorded meeting will be converted to MP4 once the meeting has been ended.

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