

Instructions to record presentation on Zoom

- 1) Open the zoom and click the “**New Meetings**” in the Home Tab
- 2) Go to the Video Icon and select “**Choose Virtual Background**”
- 3) In Virtual Background, click on the (+) **sign** and add image of the ICEWE-2021 from your computer
- 4) Close the virtual background screen and share your screen by clicking on the “**Share Screen**” Option.
- 5) Select the presentation and start recording the video by clicking on the “**Record**” button either in the bottom tab or in the top menu option
- 6) Go into the “**Slide Show**” mode of your presentation
- 7) Once the slides are in full screen, “**Start your presentation**”
- 8) Once you finished, **Stop** the recording, and **End** the meeting.
- 9) Video will be saved in the My Documents in the Zoom Folder

Instructions to record presentation on PowerPoint

- 1) **Open** the PowerPoint Presentation that you want to present in ICEWE-21
- 2) Once the presentation open, click on the **Slide Show** in the top menu tab
- 3) After clicking Slide Show, different options will appear. But you need to click on the **Record Slide Show** button
- 4) Once you click the Record Slide Show, a new pop-up window will show up
- 5) Next, click on the **Record** button at the top left corner
- 6) After three seconds, the presentation will start recording. Make sure to make your **Video** on by clicking the video icon button at the bottom right corner of the presentation window
- 7) Once you finished your presentation, **Stop** the recording, and **Close** the window
- 8) Afterward, you have to save your file. Just go to the **File** option on the extreme left side
- 9) When you click the File button, different options will appear. Use **Save As** option
- 10) After clicking Save As, Select the **Directory** in which you want to save your file on your computer and **Save** it in **MPEG-4 video or MP4** format