

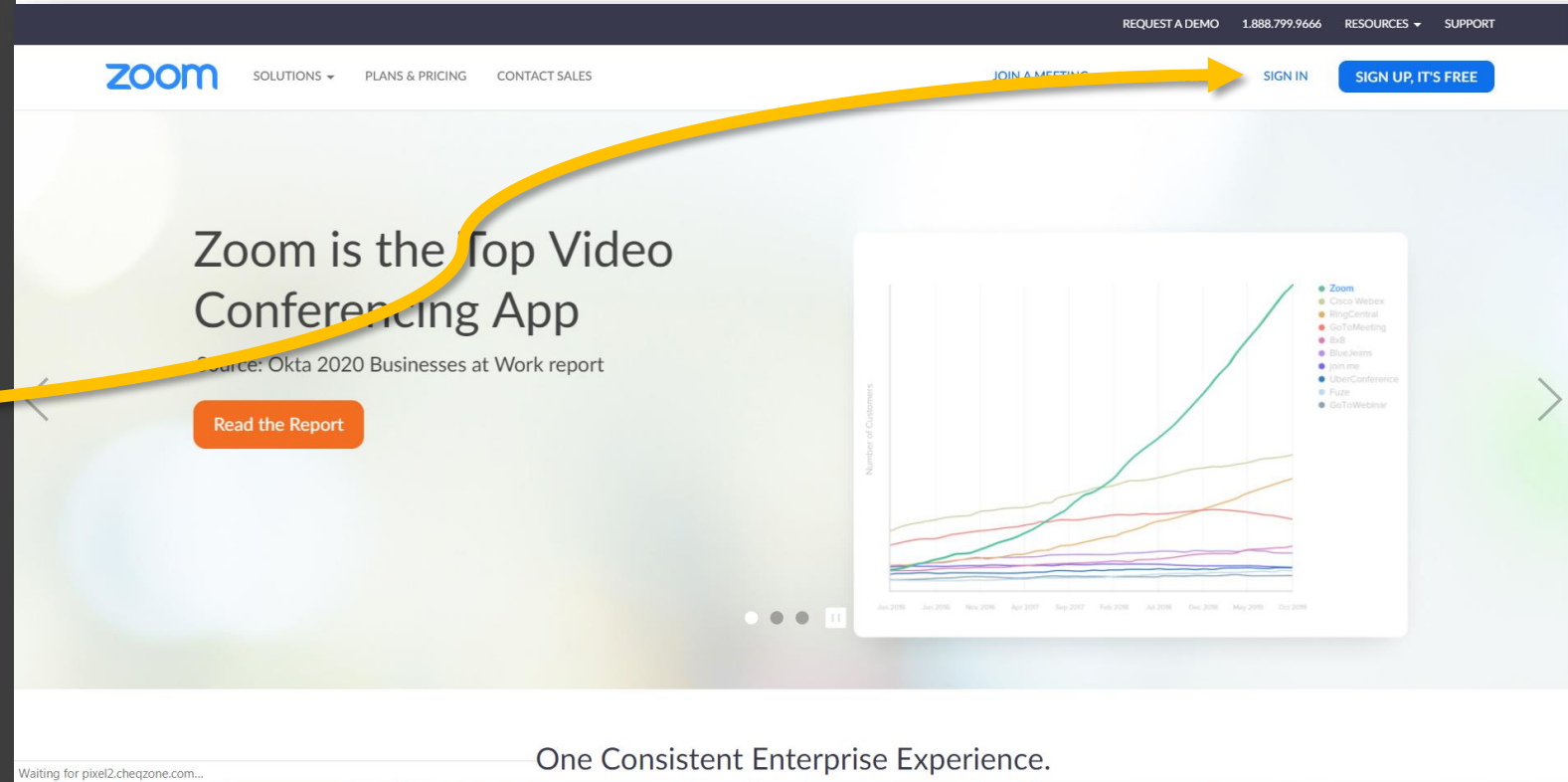


zoom

How to record  
your presentation  
with Zoom

# Open & access Zoom

1. Go to [www.zoom.com](https://www.zoom.com)
2. Click on “Sign In” in the top-right corner
3. Use the credentials that ISN has sent you to log in



The screenshot shows the Zoom website homepage. The navigation bar at the top includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, REQUEST A DEMO, 1.888.799.9666, RESOURCES, and SUPPORT. The main content area features the headline "Zoom is the Top Video Conferencing App" with a sub-headline "Source: Okta 2020 Businesses at Work report" and a "Read the Report" button. A line chart on the right shows the "Number of Customers" for various video conferencing apps from June 2016 to October 2019. Zoom is the top performer, showing a significant increase in customers over the period. The footer contains the text "One Consistent Enterprise Experience." and a small status message "Waiting for pixel2.cheqzone.com..."

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING SIGN IN SIGN UP, IT'S FREE

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

## Zoom is the Top Video Conferencing App

Source: Okta 2020 Businesses at Work report

Read the Report

Number of Customers

Zoom  
Cisco Webex  
RingCentral  
GoToMeeting  
WebEx  
BlueJeans  
Zoom  
WebConference  
Fulcrum  
GoToWebinar

One Consistent Enterprise Experience.

Waiting for pixel2.cheqzone.com...

# Start a meeting

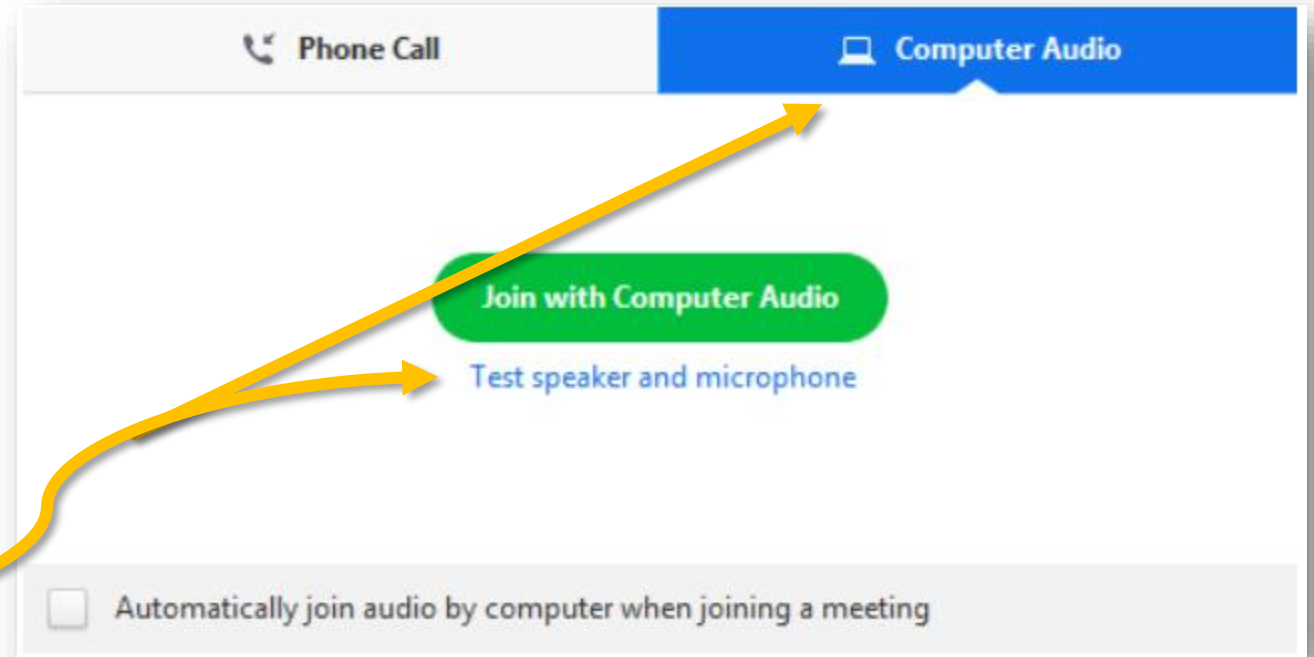
1. In the Meetings page, you will see a recurring meeting with the name ISN Academy recording session
2. Click on “Start”

The screenshot shows the Zoom web interface. At the top, there is a navigation bar with the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and a user profile section with options for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. Below the navigation bar, the 'Upcoming Meetings' section is active, displaying a table of meetings. The table has columns for Start Time, Topic, and Meeting ID. A recurring meeting is listed with the topic 'ISN Academy recording session' and Meeting ID '207 594 212'. A yellow arrow points from the 'Start' button of this meeting to the text 'Click on Start' in the instructions. Below the table, there is a section for calendar integrations with links for Microsoft Outlook Plugin and Chrome Extension. A 'Help' button is visible in the bottom right corner.

Start Time	Topic	Meeting ID	
Recurring	ISN Academy recording session	207 594 212	<a href="#">Start</a> <a href="#">Delete</a>

## Start a meeting

1. You will be prompted to download the Zoom client
2. Once your download is complete, the meeting window should open
3. Make sure join the meeting with computer audio and test your speaker and microphone



# Meeting controls

- a) **Audio/Video settings:** Mute/Unmute your mic and turn your webcam video on/off.
- b) Ignore
- c) **Share Screen:** Show a PowerPoint or other presentation in the Zoom meeting.
- d) **Record:** Always choose “Record on the Cloud”



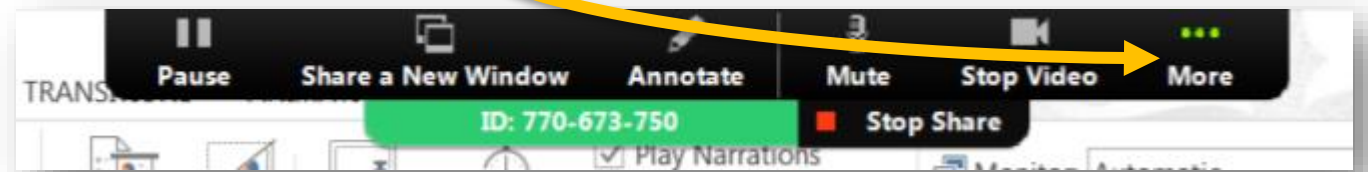
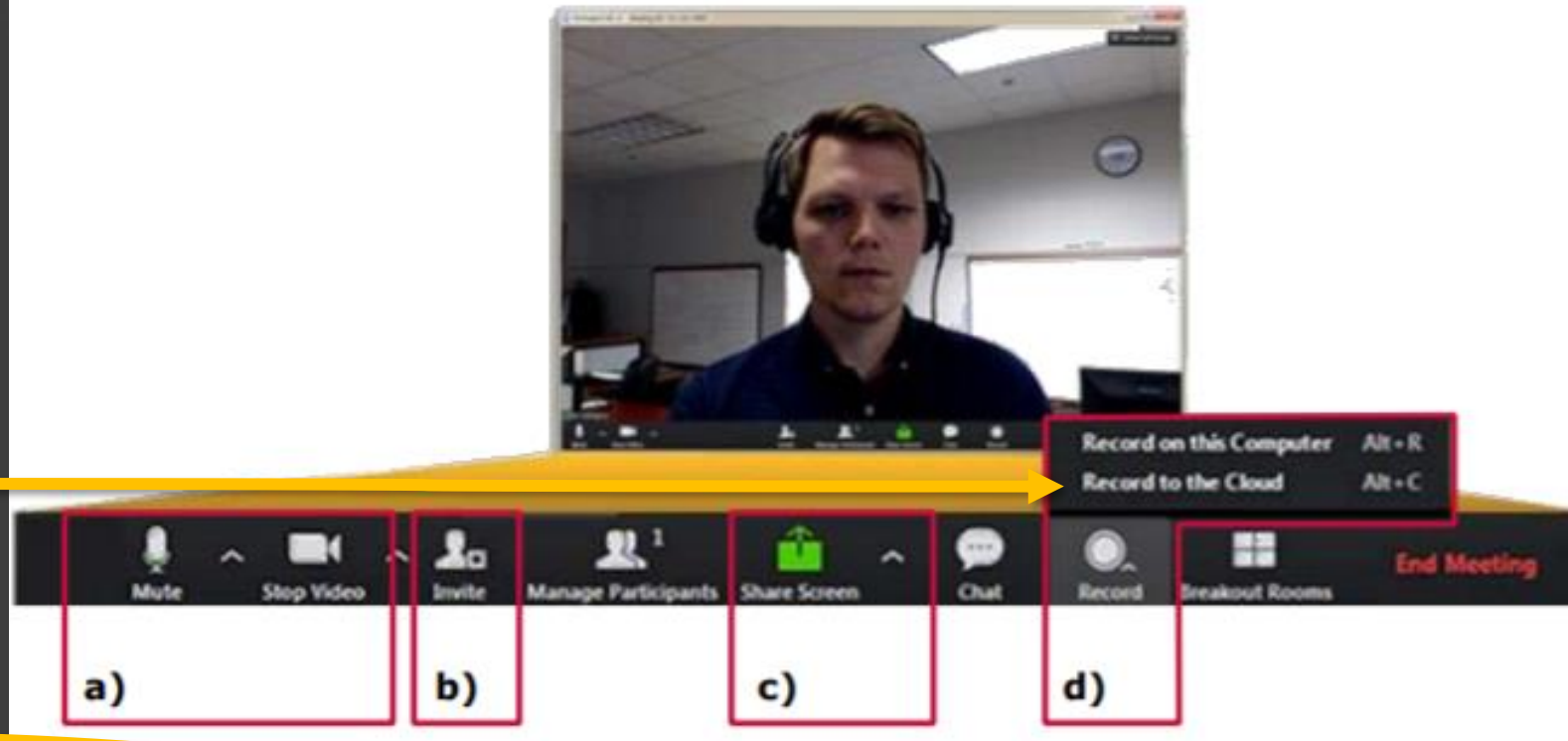
# Share your screen

1. Click the Screen Share (c) button in the toolbar
2. Select a window or an application you want to share.
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.



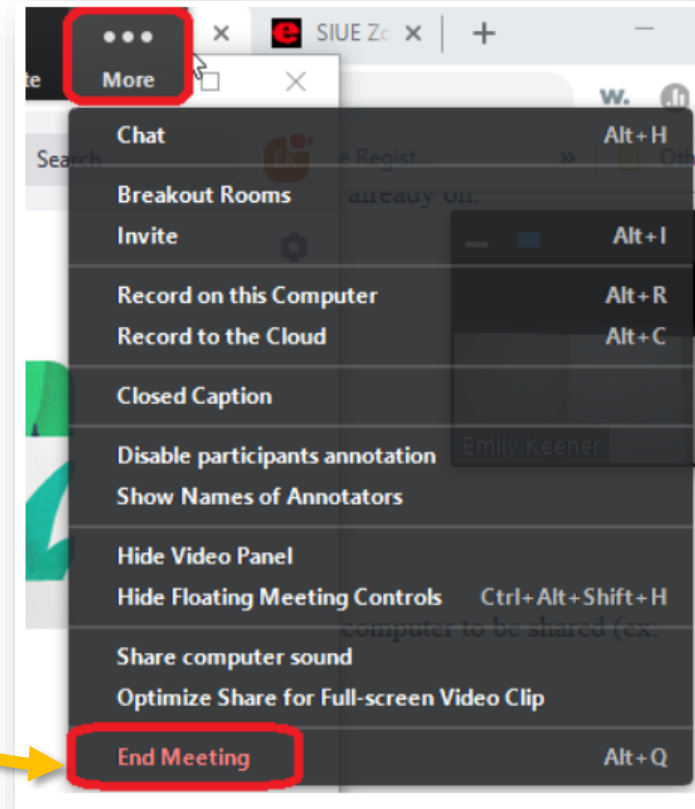
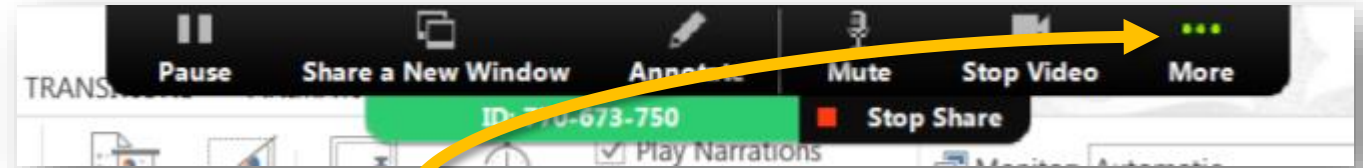
# Record your presentation

1. Click the Record (d) button and choose "Record on the Cloud"
2. Once screen sharing starts, you will find Record options in the "More..." menu of the top toolbar.



## Finish and close

1. When your presentation is finished, click “Stop Recording” in the More... menu.
2. Click “End Meeting” when finished.
  - The recorded meeting will be converted to MP4 once the meeting has been ended.





THANK YOU!

If you have difficulties, please contact  
[education@theisn.org](mailto:education@theisn.org)