# Zoom: Self-Recording

Before you begin…

- Choose a quiet location to present from.
- Make sure you have good lighting *in front* of you.
- Ensure your background is a solid/blank wall, or as minimalistic as possible.
- If using a virtual background, do not wear clothing the same color as your virtual background.
- Mute all notifications in the background of your computer (email, etc).
- Mute cell phone and any other distractions.
- Have your PowerPoint open and in presentation mode.

Recording Steps

1. Open the Zoom application and click the "New Meeting" button.
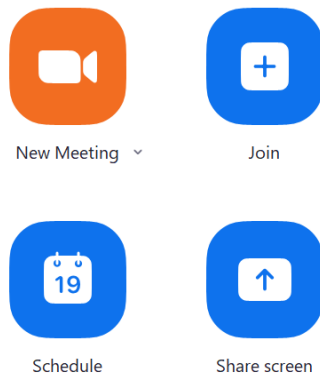
2. Now you've started a meeting with yourself. Test your microphone to ensure you record properly. Click the small next to "Unmute". Select "Test Speaker & Microphone". Follow the prompts to ensure your microphone is working.
3. You are ready to record. In the bottom toolbar, click "Record", and choose whichever recording location you prefer – to this computer, or to the cloud. Your recording will begin immediately. You will see the word "Recording…" with a red flashing light in the upper left-hand corner indicating that you are recording.
4. You have the option to pause or stop the recording if needed. Please try to make it all the way through your talk without stopping for errors. When you send your recording to the Editing Team, please indicate if you had to stop, and approximately how far into your talk it was.

TIP: You may want to make a brief recording first and watch it to confirm that your equipment is working as expected.

ScreenSharing

5. After you give your introduction, to share your screen so the viewers can see your PowerPoint, click on the green "share screen" button in the lower toolbar, and in the window that appears, select your PowerPoint (or "Screen 2"), and then click the blue "Share" button. If you have any

sounds/videos embedded in your presentation, before clicking the blue "Share" button, be sure to click the "Share Sound" box on the left.
6. Your screen will have a green border when you are actively sharing.
7. Give your presentation.
8. After your presentation is finished, click the red "Stop Share" button (see image below). To stop the recording, simply push "Stop Recording" in the lower toolbar.
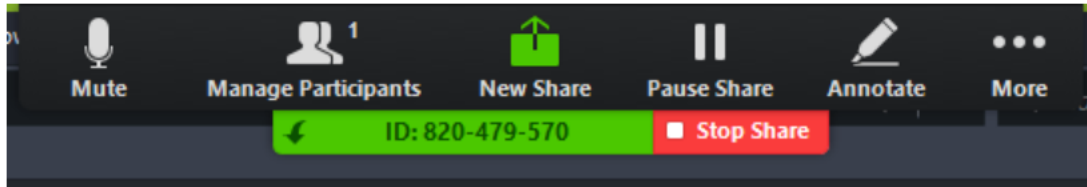
as

9. To close the meeting, click the red "end" button in the bottom right corner. Once you end your meeting, the Zoom app will compress the recording and save it as an MP4 file to your computer or the cloud, wherever you chose earlier.
10. Send this MP4 file to the SAVIR office at savir@meinet.com

Enabling Virtual Background

To enable a Virtual Background:

1. Sign into the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. Click **Virtual Background**.
4. To add a custom image, click the + sign next to "choose virtual background".
5. Choose the backdrop from your files and upload.
6. Download the Smart Virtual Background package. This will allow you to use virtual background without green screen after download.
7. Once this downloads you should see a preview of you with the new backdrop.
8. Make sure the "mirror my video" button is NOT checked.
9. Exit settings by clicking the "x" in the top right corner.

Note: Users must sign out of the Zoom Desktop Client and sign back in for Virtual Backgrounds to take effect.