Prerecording Your Presentation in Zoom

Creating a Zoom account
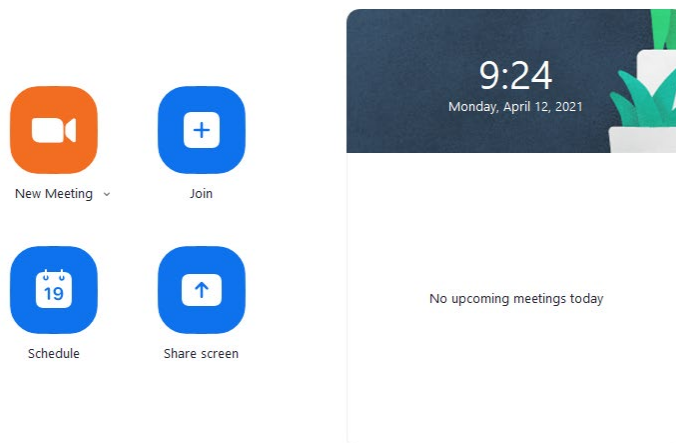
Please ensure that you have created a Zoom account, and installed the Zoom application on your device.

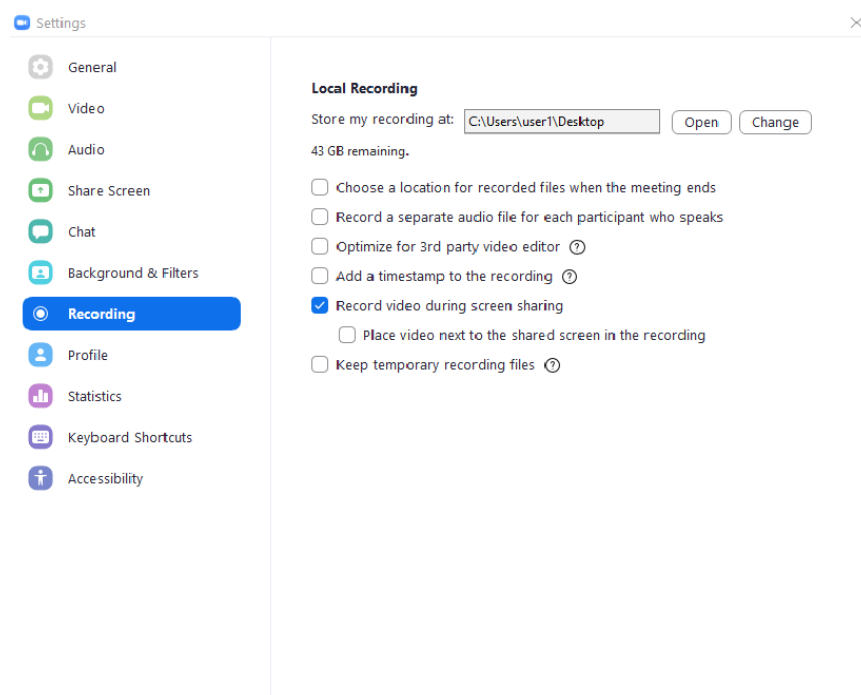Create a Zoom account here: https://zoom.us/signup

The Zoom application will ask to be installed the first time you join a Zoom meeting; you can also download the Zoom Client for Meetings manually if you wish here: https://zoom.us/download.
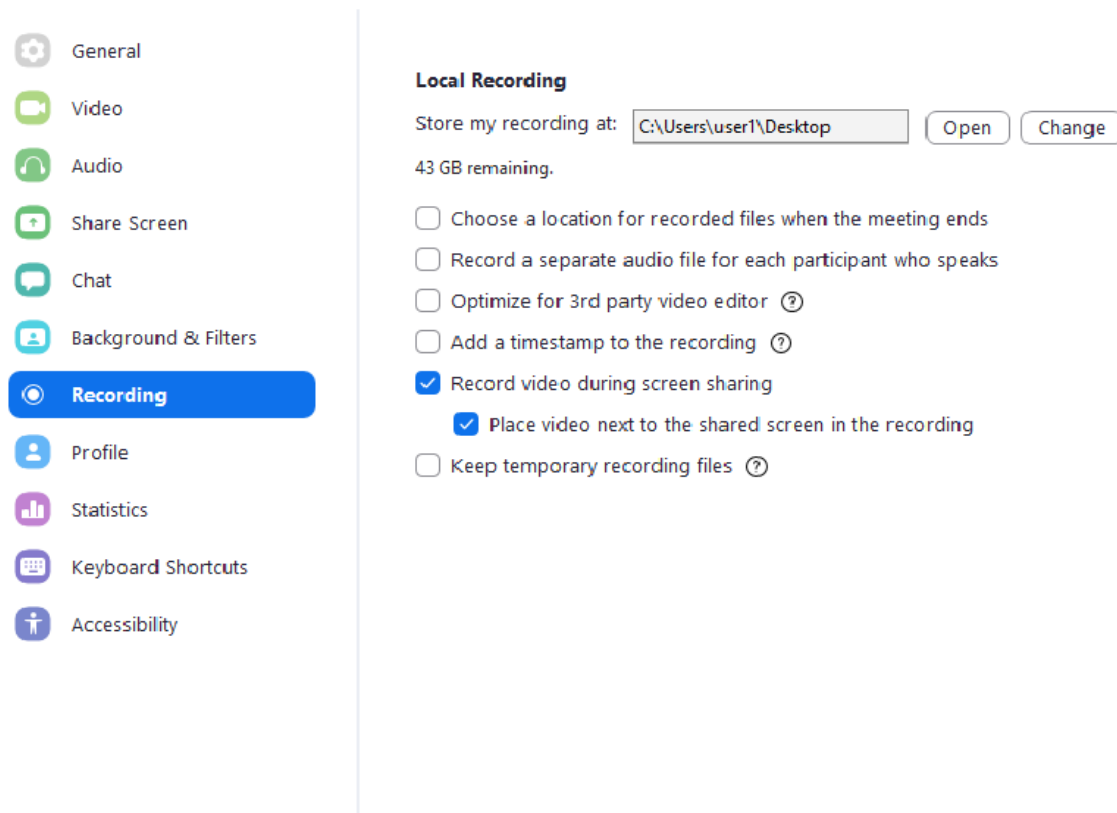
Recording of your presentation

Open Zoom app, then press on Settings (top right corner) and the "Recordings".
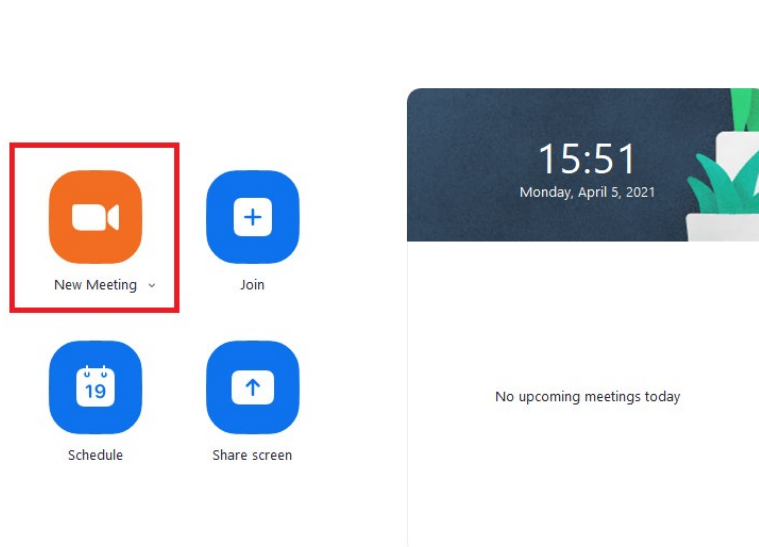

Select the folder you want the video to be stored and be sure that Local Recordings is on.

If you want your video to appear during the screen sharing, select the box "Place video next to the shared screen in the recording.

Click on "New Meeting , and follow the instructions to download and run Zoom or wait for the meeting to generate.
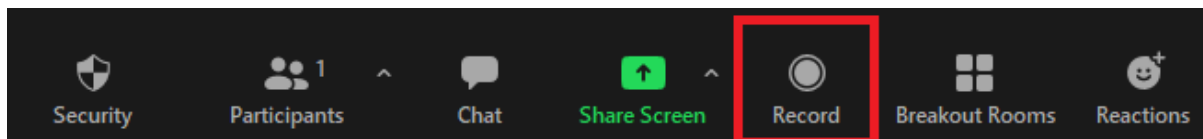
Be sure that your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.
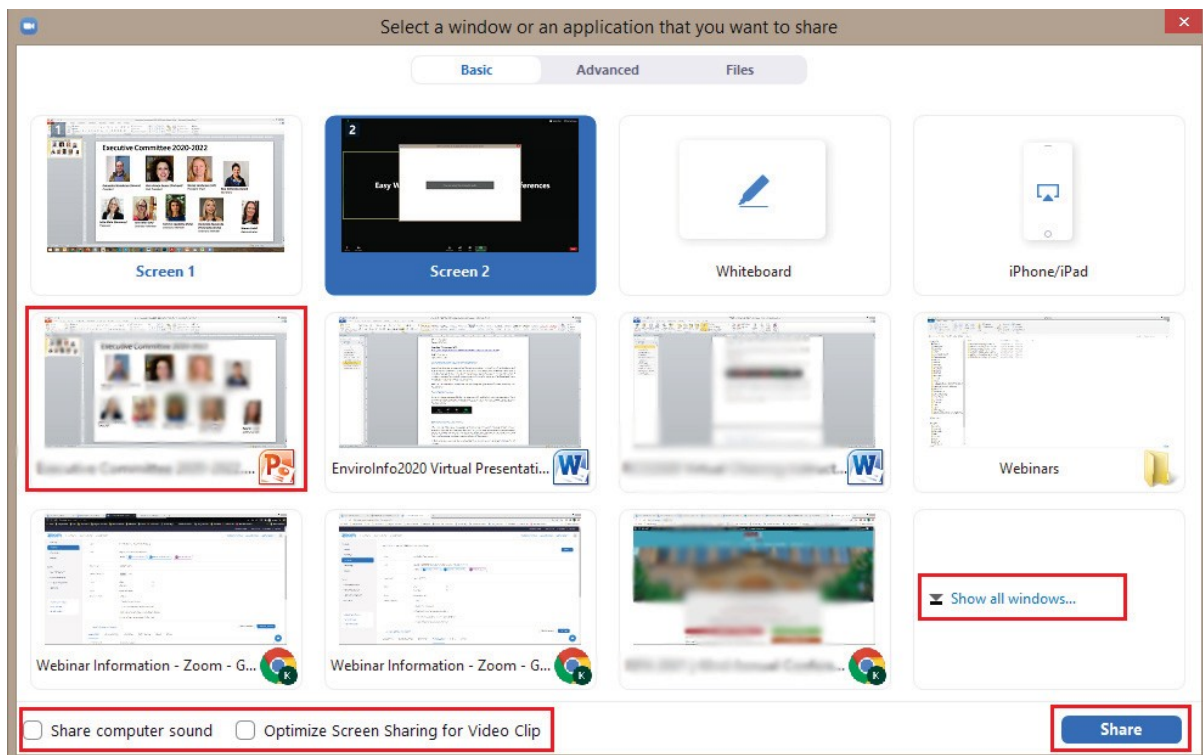
The size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.

Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording to guide the viewer to the point of your presentation you are referring.

Press the "Record" button.

Select "Share Screen" and begin your presentation.

If your presentation has a video, ensure that you click on the two options at the bottom left (Share Computer Sound and Optimize Screen Sharing for Video).

Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting—which will stop the recording. It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.

Once the recording conversion is complete, you will see three different files: .m4a, .m3u, and .mp4. You will only need to upload the .mp4 file as that file incorporates Audio, Camera and Content Slides (PowerPoint) all in a single file.

Helpful Hints

- Test your Zoom connection ahead of time, especially your audio and video
- Ensure your microphone, headphone or speakerphone is near you.
- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.