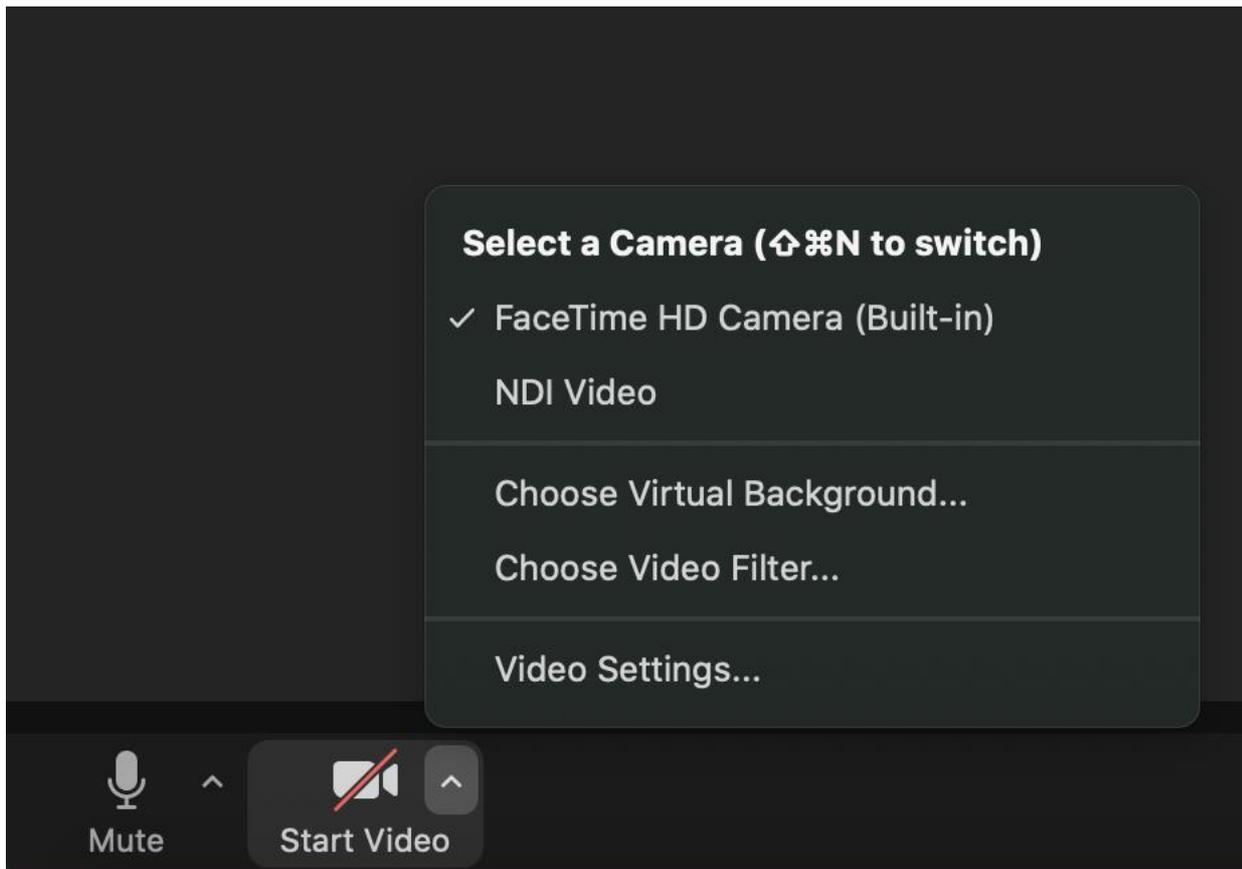## Zoom Recording of Presentations

1. Open Zoom (free version is OK for this).

2. Start a new meeting - join with computer audio & start video (webcam).

3. Open video settings (up arrow by Video button).

4. Share screen settings > Advanced > Screen Capture Mode > Advanced capture with window Filtering

Settings

● General

< Back

Video

☐ Limit your screen share to [10 ⌄] frames-per-second

Audio

☑ Show green border around the shared content

Share Screen

☐ Share selected app window only

Chat

☐ Use TCP connection for screen sharing ⑦

Background & Filters

☑ Use hardware acceleration to optimize video sharing ⑦

Recording

Profile

Screen capture mode ⑦

Statistics

[Advanced capture with window filtering ⌄]
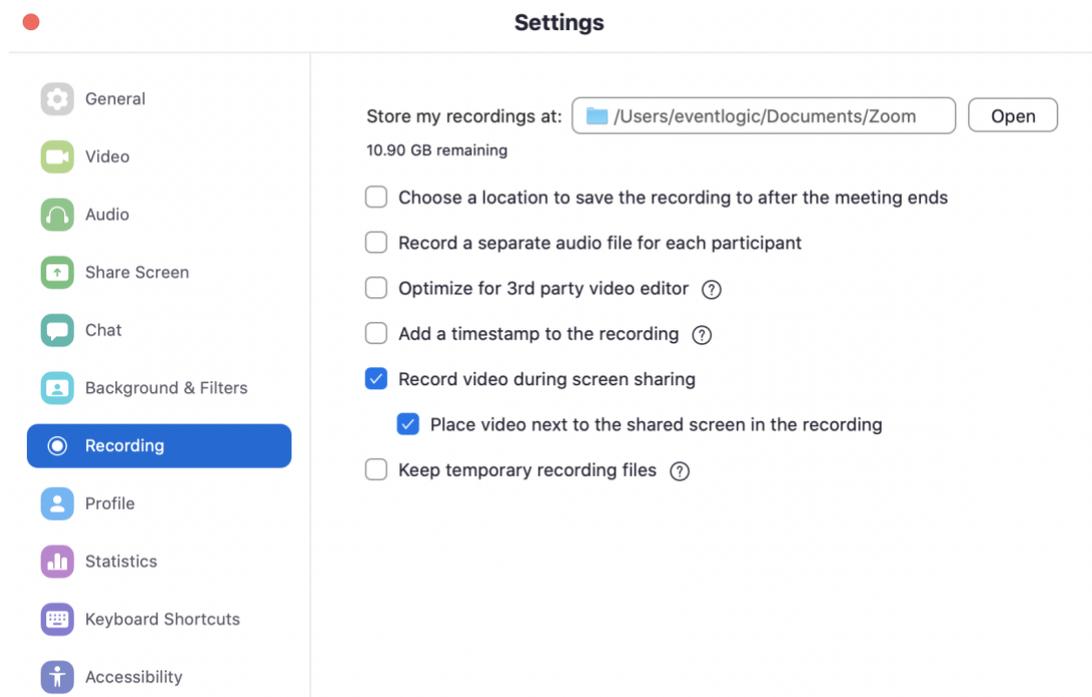
Keyboard Shortcuts

Accessibility

5. Recording Settings

If the 'Recording' section is not present in the menu, you will need to enable recording in your Zoom account settings. If the 'Recording' section is present, please skip to (6). Otherwise please follow the instructions below or check the Zoom help page for enabling recordings.

    a. Sign in to the Zoom web portal.
    b. Click **Settings**.
    c. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
    d. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
    e. **Note**: If the option is greyed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.
    f. (Optional) Enable the **Hosts can give meeting participants permission to record locally** option to allow the host to give permission to record locally as well.

Once you have enabled recording, you will need to restart the Zoom application on your computer. You should now see the Recording item in the menu. Now ensure the following settings are selected:

6. Recording > Check boxes for 'Record video during screensharing' and 'Place video next to the shared screen in the recording'


7. Press the Record button to start recording, again, if you cannot find the record button please go back to Step 5 and check the Zoom help page for enabling recordings.

8. When ready to share screen, press the Share Screen button, and choose which window or tab you would like to share.

9. If you are sharing any video or sound, then check the 'Share sound' and 'Optimize for video clip'.
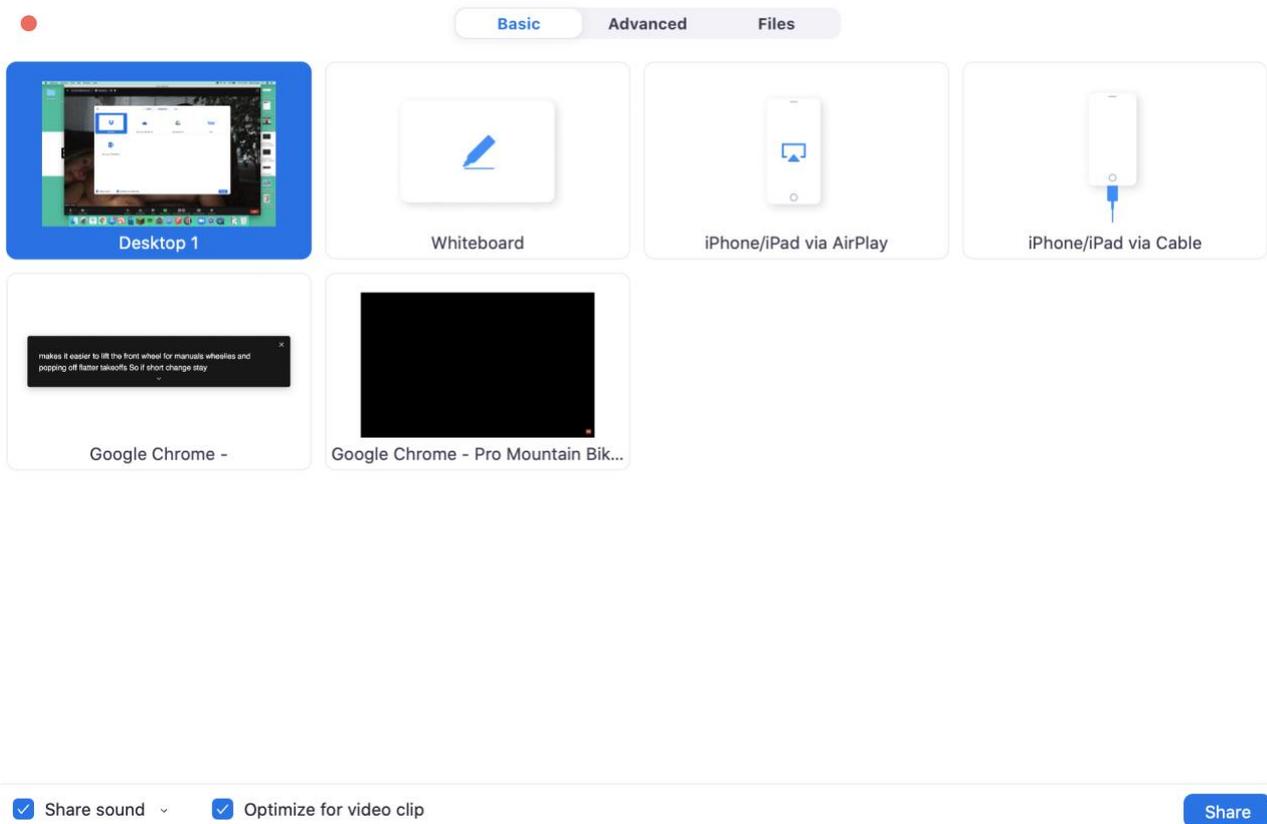
10. When finished, stop the recording and end the call. Zoom will then convert the file (you may need to give the Zoom application access to the files in your security settings).

11. Before recording, perform a test record and watch it back!