

Instructions for Pre-Recorded Presentations using Zoom

GUIDELINES

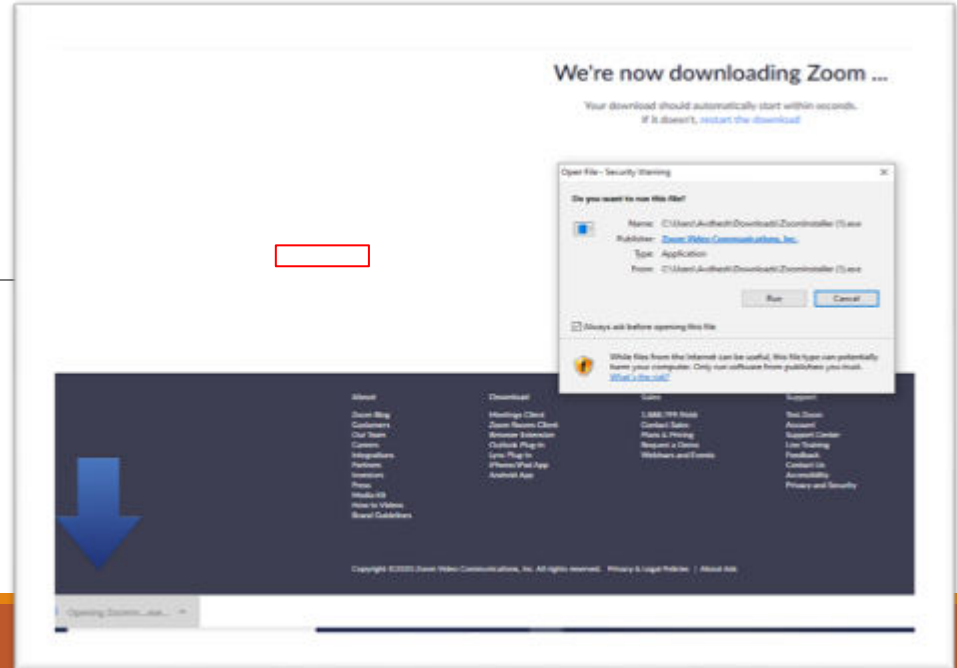
Skip to Slide 7 if you have zoom preloaded in your computer



STEP 1

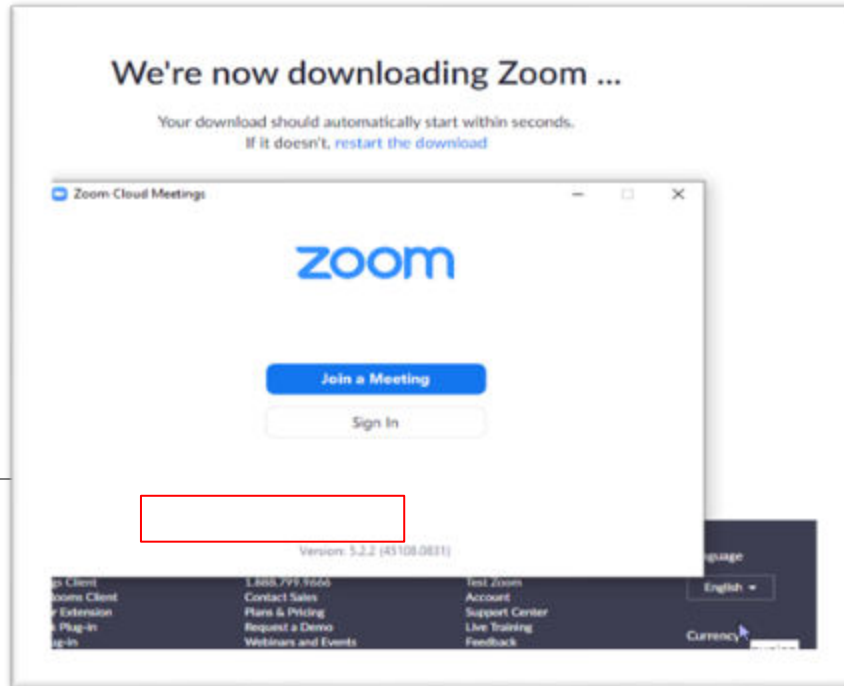
First, Go to Link <https://zoom.us/support/download> If you do not have it on your system

1. After zoom is downloaded then click to the mentioned below in red box
2. After click on the link please click on run



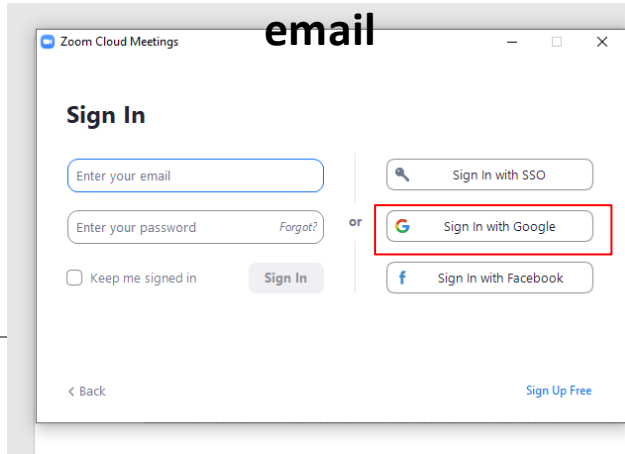
STEP 2

Then Click on Sign In

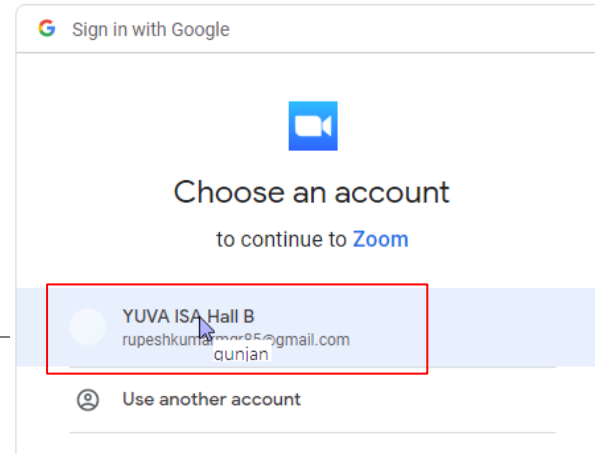


STEP 3

**Click on Sign in with
Google account or your
email**



Choose Your Account



STEP 4

Verify Your Date Of Birth & Click Continue

For verification, please confirm your date of birth.


Jan 2 2018 Continue

This data will not be stored

Click On Create Account

Welcome to Zoom

Create your Zoom account with your Google account

 Stall105 Webcon
stall105.webcon@gmail.com

[Create Account](#)

By submitting this form, you agree to the [Terms of Service](#)

Click On Open Or Open Zoom Meeting

This site is trying to open Zoom Meetings.

https://us04web.zoom.us wants to open this application.

Always allow us04web.zoom.us to open links of this type in the associated app.

[Open](#) [Cancel](#)

Login with Google

Zoom should launch in a few seconds. If not, please click button below.

[Launch Zoom](#)

Presentation Enhancement Recommendations

Lighting/Camera — Diffused light in front of you will usually work best to avoid shadows. Try to position your camera so that it just above your eye level. If you will be on camera - check the visible background - use of a zoom background may be helpful. Click on “Start Video” or “Stop Video” to turn your camera on or off.

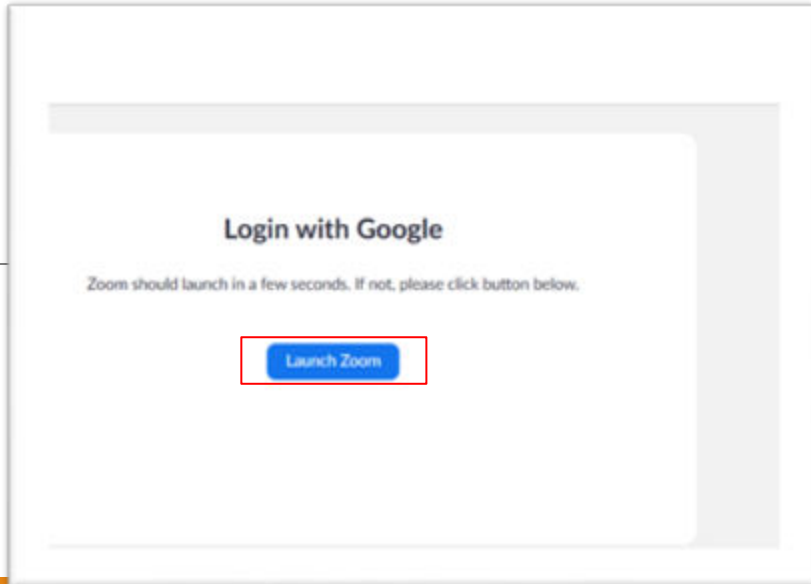
Sound/Audio — We recommend using a headset and/or microphone as it will lead to better sound quality than using your computer audio. **Turn off all sound notifications on all your devices.**

Internet/Bandwidth — It is recommended to use hardwired internet, using an ethernet cable to connect. This helps reduce the variability of wi-fi strength.

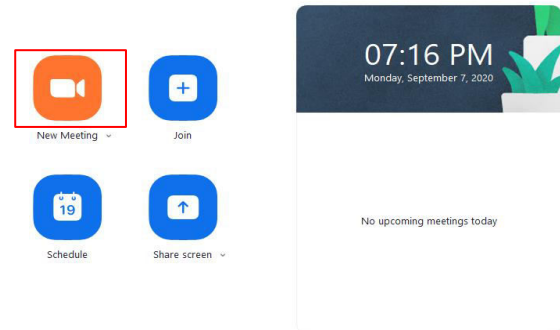
Other applications/Sharing Screen — For live presentations, **close other applications on your computer so that notifications do not appear during your presentation**, and have ready any files you wish to share. You are recommended to share the specific PowerPoint and not your desktop.

STEP 6

Click On Launch Zoom as mentioned below in taskbar

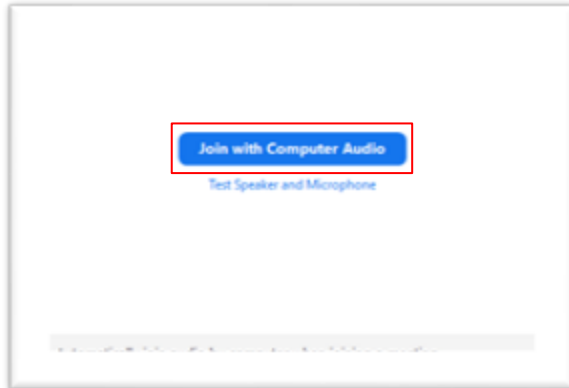


Click On New Meeting

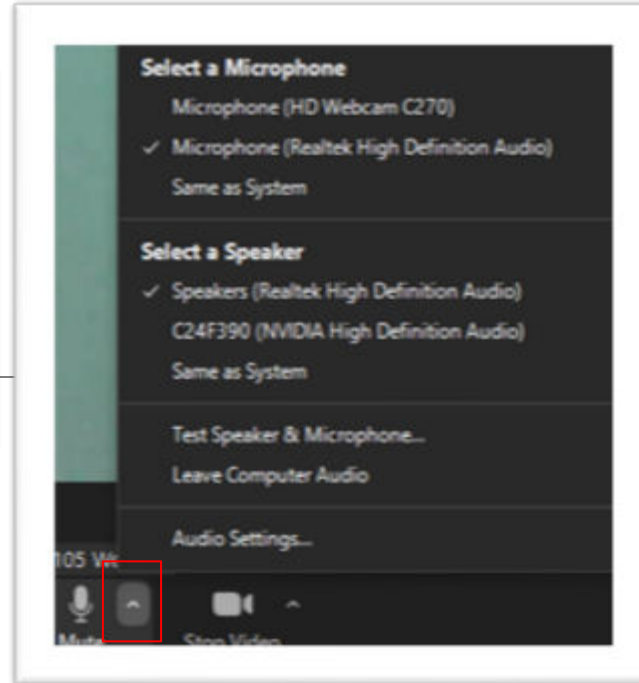


STEP 7

Click On Join With Computer Audio

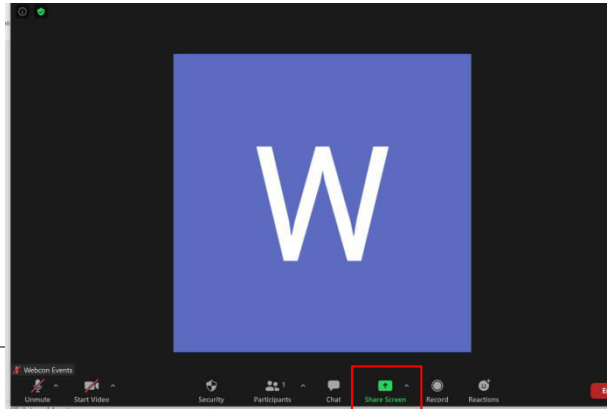


Click On Small Cursor and Select Settings as mentioned

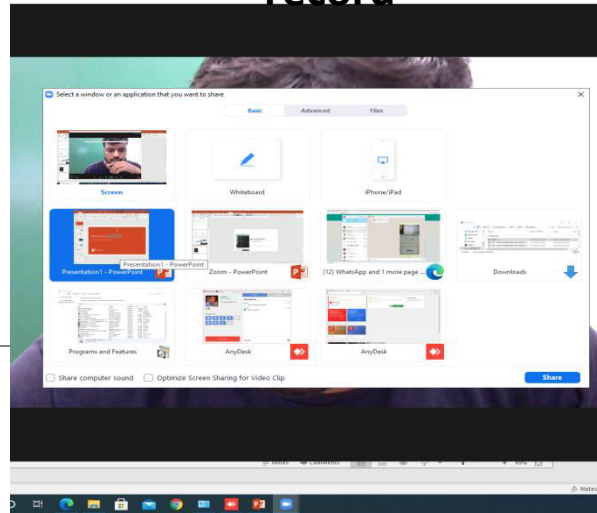


STEP 8

**Open your Presentation and
Click On Share Screen**

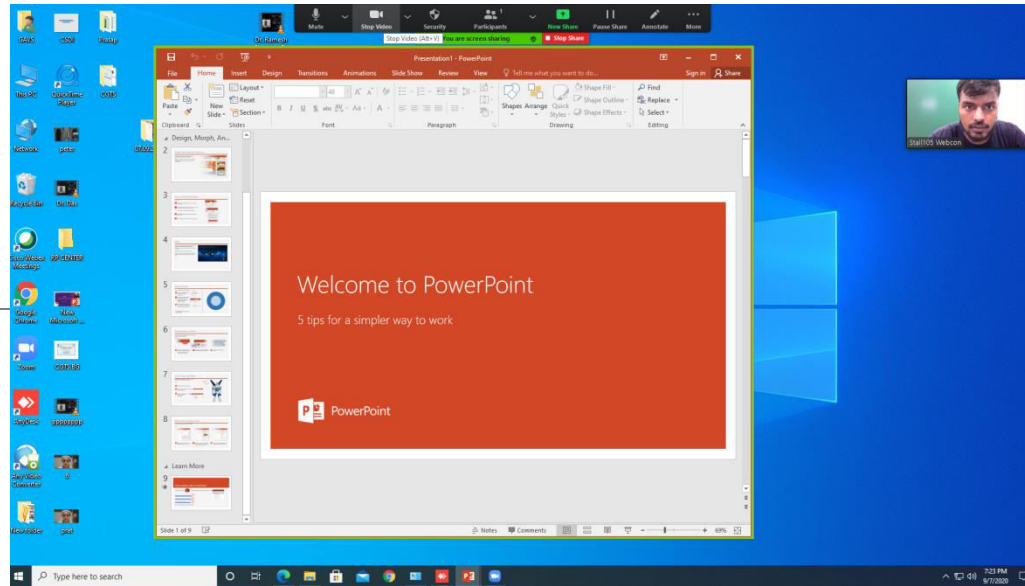


**Select the Power Point you want to
record**



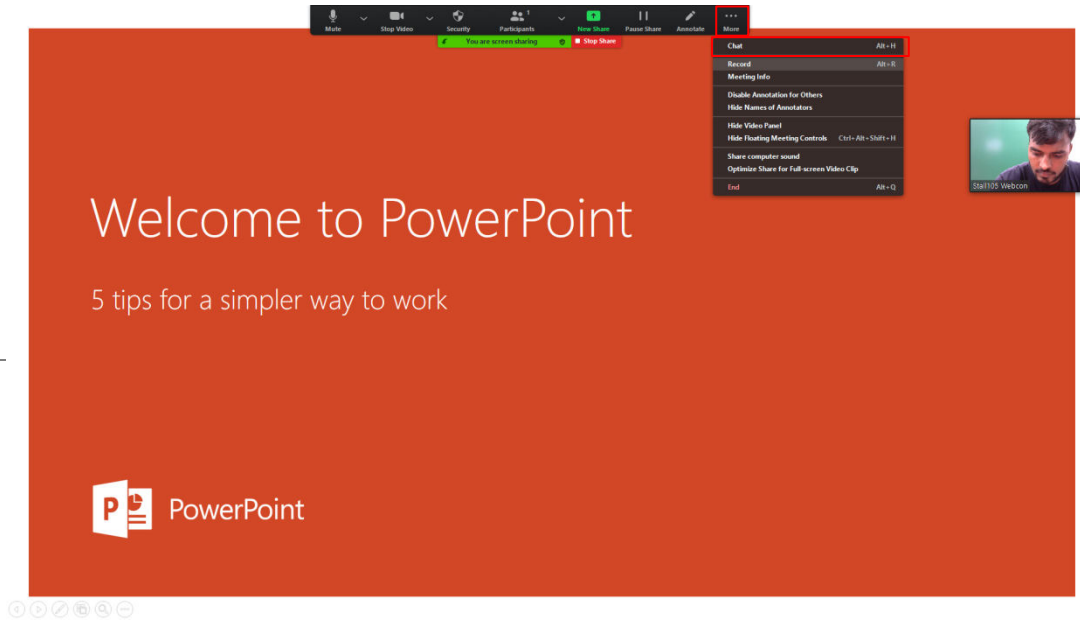
STEP 9

You Will This Screen With Face of the Speaker



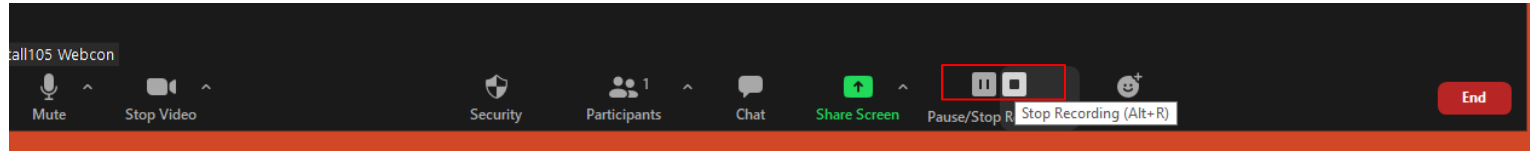
STEP 10

Click On More & Then Click on Record or Press Alt +R



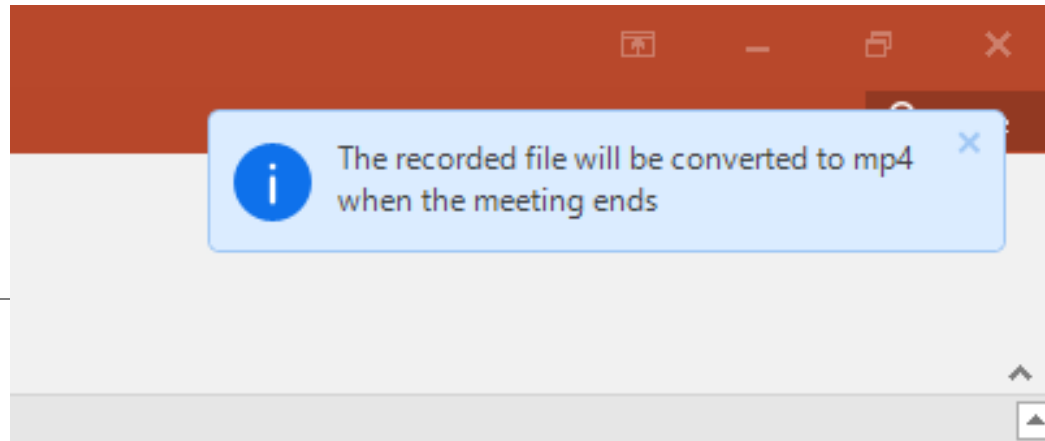
STEP 11

**After Completing the recording Please Click on
Stop Recording Or Press ALT + R**



STEP 12

After stop recording you will see the Pop Up as mentioned

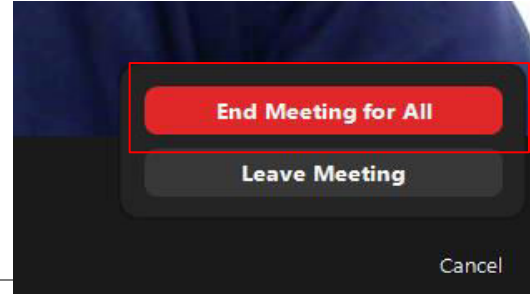


STEP 13

Click On End

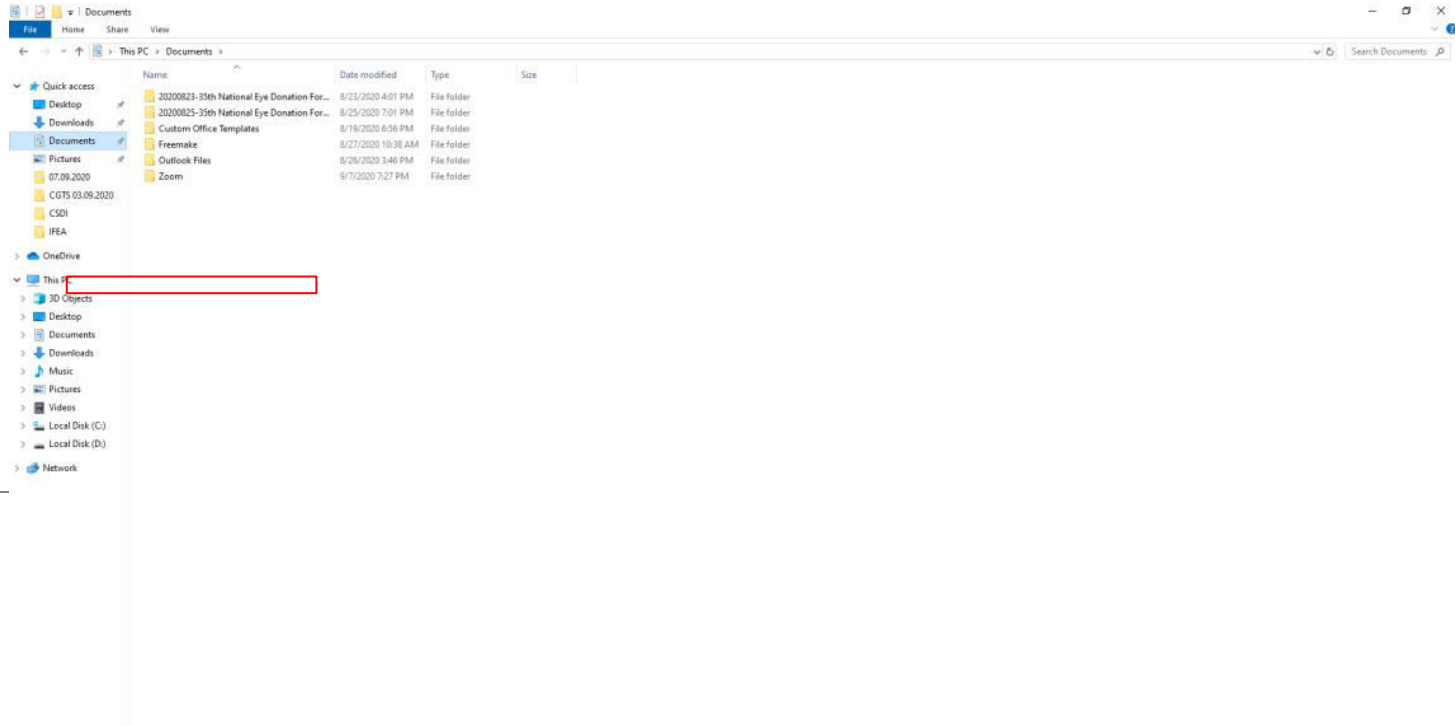


End Meeting For All



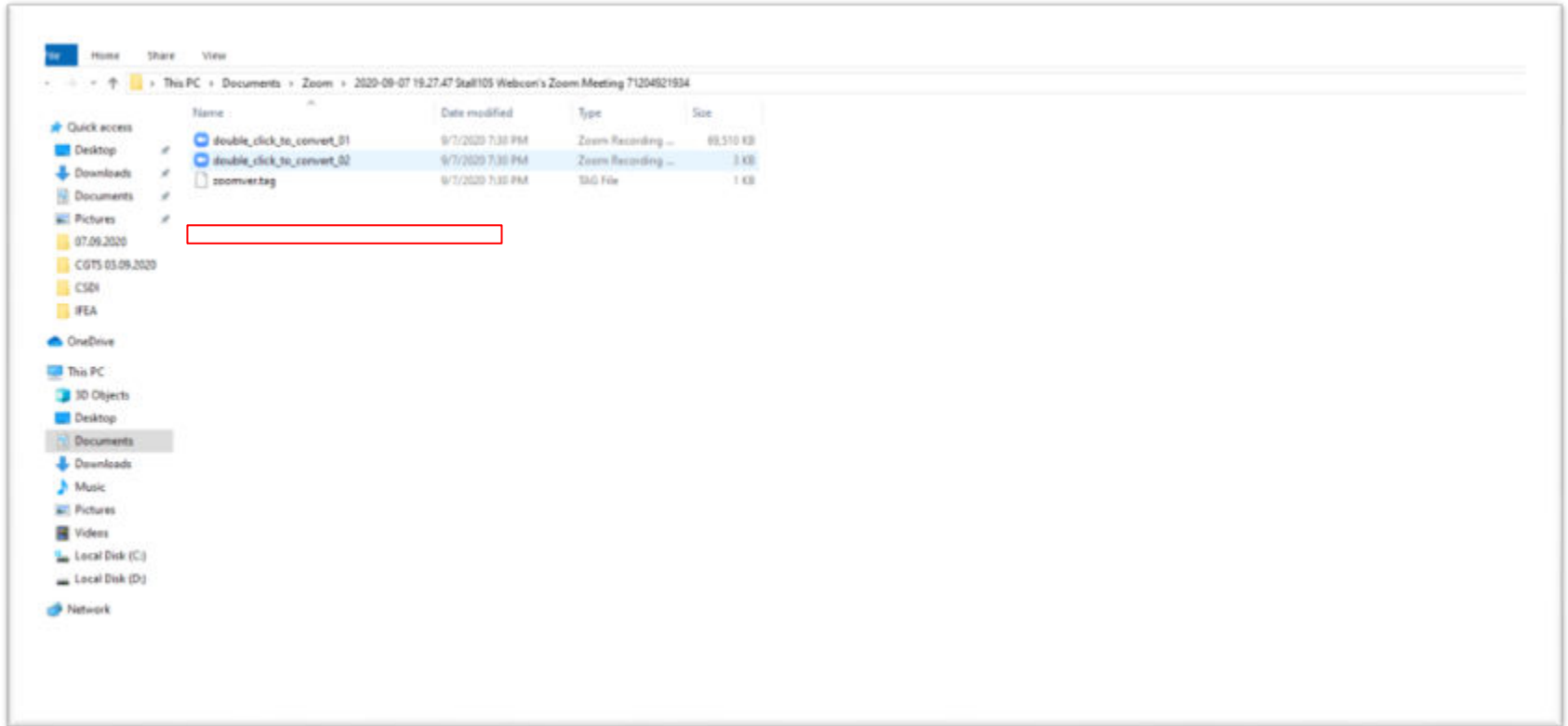
Then Go to C:/User/Documents & Click Zoom

STEP 14



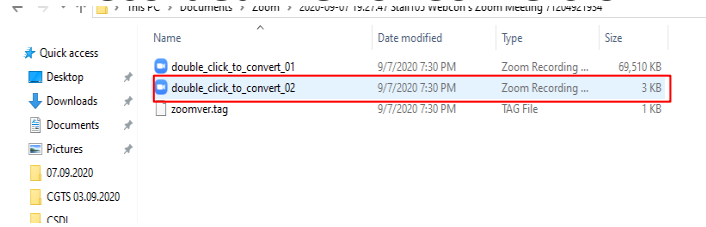
Then Click on Zoom Recorded File For Conversion

STEP 15

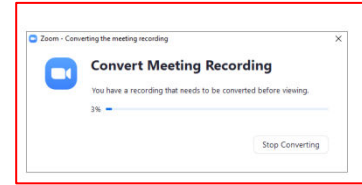


STEP 16

Then Double Click on Zoom Recorded File For Conversion



Then Conversion is started



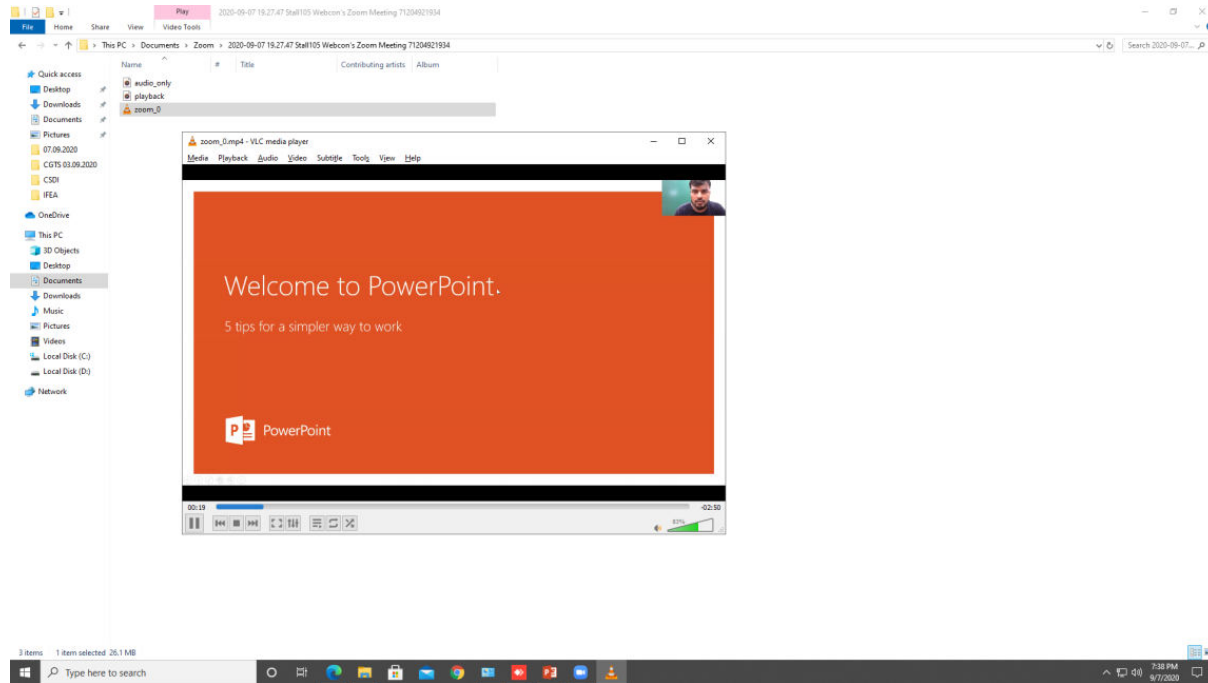
Additional settings if you are not getting Screen & Video recorded together

STEP 17

- a) To get a picture in picture display goto video settings – recording – Click on record video during screen sharing & Place video next to screen sharing
 - b) Record screen and image side by side by following setting. Video Setting – Share Screen – Side by Side mode.
 - c) Another setting for placing the video and screen separately. Video setting – Recording – Record video during screen sharing – Place video next to the shared screen in the recording.
-

Now, the file is ready to share

STEP 18



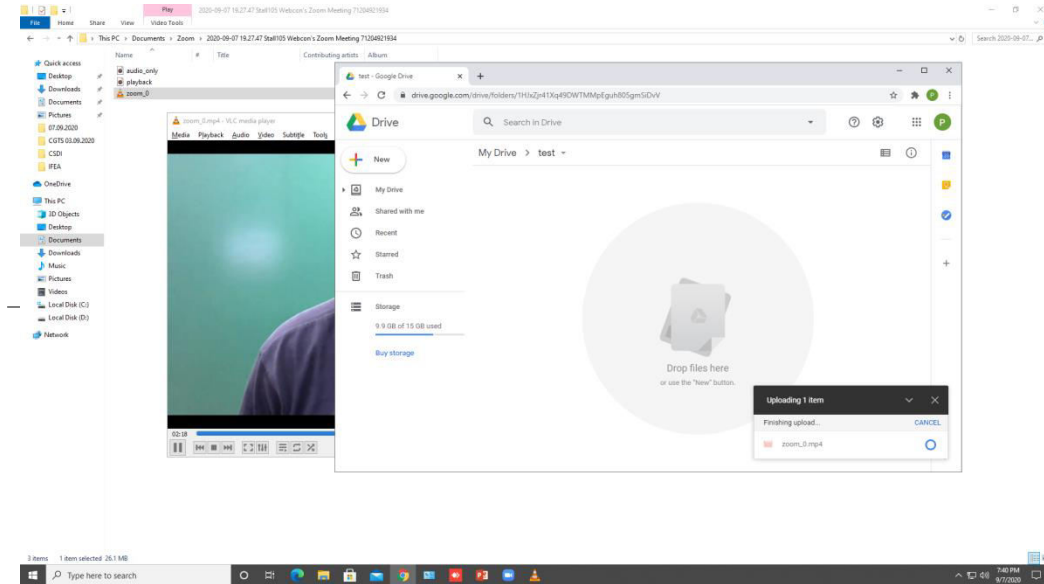
Share the file via wetransfer.com

Send file via wetransfer.com

1. Put in wetransfer.com
 2. Click on I Agree & No Thanks
 3. Add your file/ recording
 4. Email to – anzawr2020@gmail.com
 5. Your email
 6. Click on transfer & enter the verification code that you will receive
 7. Skip further slides if you are able to share the recording via above method
-

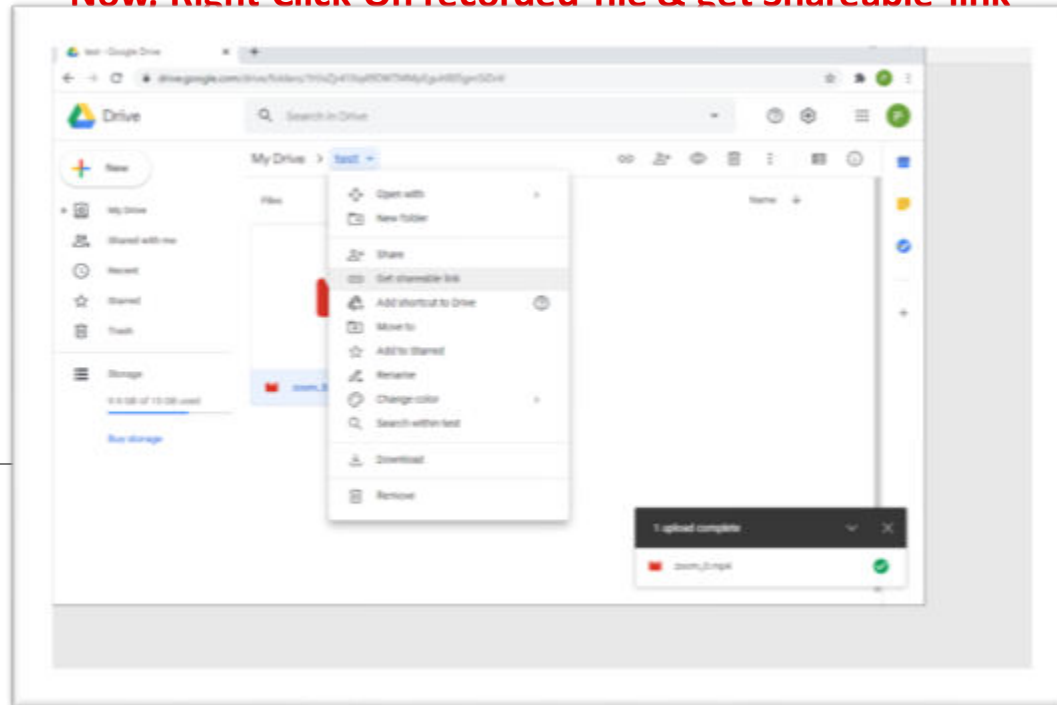
STEP 20

Alternatively you can send via G Drive
<https://drive.google.com> & Drag & Drop the
Recorded File at google drive



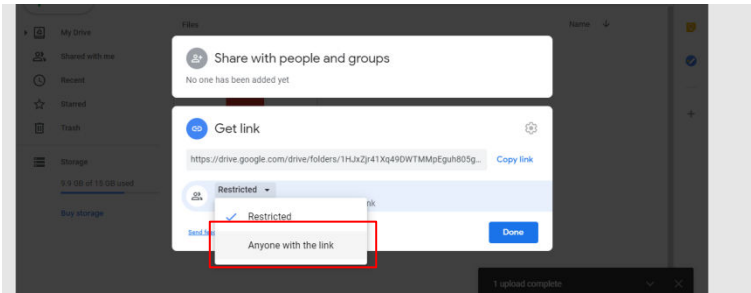
STEP 21

Now, Right Click On recorded file & get Shareable link

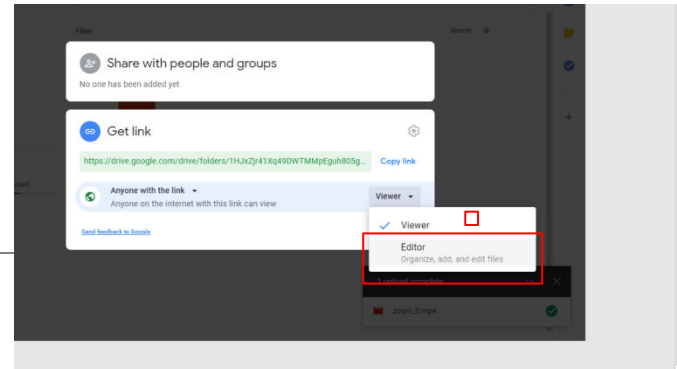


STEP 22

Click On small arrow and change to anyone with the link

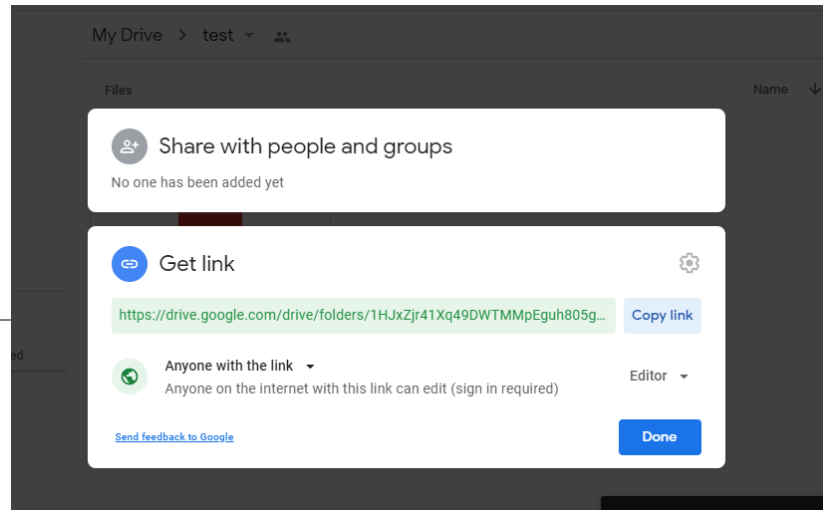


Click On small arrow and change to Editor



STEP 23

Click On Copy Link and Share With Us Via Email or Whatsapp



**Please Remember , before sharing link it should be in “Editor” and
“anyone with this link “ like you see in step 20 of Google Drive**

You can share by we-transfer or Dropbox also
