**How to record your presentation with Zoom**

In order to create a recording with Zoom, and save the recording to your computer, you will need to have created an account and downloaded the [Zoom Desktop Client](#).

This is available to both free and paid Zoom accounts.

We would recommend using local recording rather than cloud recording. Although cloud recording allows you to record using the web version of Zoom or on mobile devices, it is only available in paid accounts and is subject to storage limits.

If you don't already have an account, you can [create one for free](#) by clicking the Sign Up link at the top right of the screen.

Once you have installed the desktop client, you will need to ensure local recording is enabled. If not, the record option will not appear in your meeting.

- Log in on the Zoom website, which should automatically take you to your profile. If not, click the person icon at the top right.

- Click Settings, then Recordings, and check that the Local Recording option at the top of the list is toggled to On.

To make a recording:

- Sign into your Zoom account on the desktop client.

- Open your presentation slides, if you are using them.

- Click Meetings on the top menu and you'll see your Personal Meeting ID.

  If you're presenting with someone else, you can invite them to join your personal room by clicking the Copy Invitation button and sending them the log in details.

- When you're ready to record, click the blue start button to open your personal Zoom meeting. Turn your camera and audio on.

- If you are using slides or other media in your recording, click Share Screen on the menu at the bottom of the meeting window. If your slides include video or audio, tick the Share Sound box at the bottom left to ensure these sounds are captured.

- If you want to use presenter view in PowerPoint so you can see your notes, go to the Advanced tab, where you can select a portion of the screen to be recorded. This brings up a resizable rectangle which you can drag over your slides, leaving your presentation notes unrecorded. The screen share will pause while you are resizing your recording area.

- Once you have selected your screen recording options, click Share. A green bar will appear confirming you are sharing your screen. You can also use this to stop screen sharing at any point.

- Click the record button on the menu at the bottom of the recording window and continue with your presentation. When you're finished, stop recording and end the meeting.

- Your recording will convert to .mp4. A file explorer window should pop up once the video has finished processing.

- You can also access your recording from the desktop client. Click Meetings, then Recordings. Your video, and the location it has been saved to will be displayed. Click Open to go to the folder and play the video.

- When you're happy with your recording, send it to events@rcem.ac.uk. You can use WeTransfer, a free to use file sharing site (www.wetransfer.com) or ask the events team for a Dropbox file request link if your file is too large to send.